

MINUTES OF TRAFFIC REGULATION ORDER GOVERNING BODY MEETING

26 March 2025

Attendees:

Voting Members

Assistant Director of Strategic Infrastructure – Chair	ADoSI
Corporate Lead (Design & Asset Management)	CL(DAM)
Corporate Lead (Green Space & Street Scene)	CL(GSSC)

Other

Highways and Planning Solicitor (advisor)	H&PS
Team Leader (Traffic Engineering)	TL(TE)
Traffic Engineer	TE
Project Manager	PM
Assistant Project Manager	APM
Assistant Programme Manager (part of the meeting)	APMan

1. Apologies

The Corporate Lead (Transportation) was unable to attend due to annual leave.

The Governing Body requires three voting members, and so remains quorate.

2. Matters arising

None.

3. Previous Minutes

TL(TE) reported that the minutes for the meeting on 26 February are being finalised.

4. Orders for Consideration

a) Brighthouse TIP

The proposed improvements involve changing the way traffic moves around the town to ensure easier access, and providing a safer and more welcoming town centre for pedestrians along with a review of parking and loading.

In summary the main changes are indicated in the following drawings (available on the website): -

[Proposed Parking Restrictions](#)

[Proposed Movement and weight restrictions](#)

These proposals were informally consulted with affected businesses/residents (300 letters), Ward Members, emergency services, bus operators etc between 11 February and 5 March 2025. 25 responses were received and are summarised along with responses in [Appendix A](#) below.

The GB further discussed the proposals as follows: -

ADoSI asked whether the cycle lane has been reviewed by the WYCA Safety Panel. APM responded that this has not been required, and confirmed that the scheme has

been subject to stage 1 and 2 Road Safety Audits. ADoSI asked whether the cycling proposals are LTN1/20 compliant, APM to confirm.

In relation to the objections to the loss of parking spaces, ADoSI asked what the overall loss in parking spaces was. APM responded that whilst there is a total loss of 25-30 parking spaces, there is a net increase in disabled parking spaces, and current records show that there is underusage of car parks on the periphery of the town (i.e., Church Lane, Bank Street and Commercial Street etc). Whilst there is a loss of town centre spaces, there remains good availability for parking.

The objections to the timing of the proposed loading restrictions were discussed. The current proposal is for loading access to the pedestrian areas between 6pm and 10am. It was concluded that the proposed timings would be reviewed based on existing timings used across Calderdale. CL(GSSC) noted that loading would still be available from on street loading bays.

CL(DAM) asked whether the construction details have been confirmed for the areas of paving that risk being overrun by larger vehicles. APM to check and confirm.

Objections were received regarding the provision of additional parking bays on Gooder Street, as this reduced the loading space for adjacent businesses. The situation was discussed, and ADoSI suggested that this be looked at in more detail by the design team.

The GB considered the proposals, and discussed the issues but whilst minded to allow the scheme to progress to the wider statutory consultation they required confirmation of the following items before progressing: -

1. Cycle lane – is it compliant with LTN1/20
2. Review of proposed loading times in pedestrian areas
3. Construction details for overrun areas on corners.
4. Gooder Street loading

The GB further voted on whether the scheme should progress to the next stage pending the outcomes of the above elements of further work (to be supplied outside of the meeting – [see Appendix B](#))

Outcome

It was unanimously agreed (ADoSI, CL(DAM), and CL(GSSC)) that subject to suitable clarifications as noted above, the proposal can proceed to statutory consultation.

The GB:

- (i) Approves the progression of this scheme incorporating clarifications referred to above, including instruction to the Case Manager and the Head of Democratic and Partnership Services to draft the necessary documentation to progress the statutory consultation.

b) A629 Halifax Town Centre (Eastern Corridor)

APMan described the proposal, the second part of the Halifax Town Centre scheme (see [Next Chapter](#) for more information).

The proposals have been informally consulted with affected residents and businesses, Ward Members, emergency services, and bus operators etc. Although there were 9 responses to the consultation, none were in relation to the TRO elements.

The GB discussed the proposals and voted on whether the scheme should progress to the next and wider stage, the statutory consultation.

Outcome

It was unanimously agreed (ADoSI, CL(DAM), and CL(GSSC)) that the proposal can proceed to statutory consultation.

The GB:

- (i) Approves the progression of this scheme including instruction to the Case Manager and the Head of Democratic and Partnership Services to draft the necessary documentation to progress the statutory consultation.

c) Portland Place/Prescott Street

Following completion of the site works affecting the Portland Place/Prescott Street junction, it was discovered that the intended turning ban affecting the left turn from Portland Place into Prescott Street had been mistakenly omitted from the previous TRO process ([A629 Phase 2 – Halifax Town Centre \(Western Corridor\)](#)).

The designed phasing of the new signals meant that there remained a potential clash between pedestrians crossing Prescott Street and vehicles turning from Portland place. Whilst the left turn is difficult, due to the sharp radius, it is not impossible.

The proposed change will ban the affected left turn to protect pedestrians ([see Figure 1](#)).

The proposals have been informally consulted with Ward Members, emergency services, and bus operators etc, there were no responses.

The GB discussed the proposals and voted on whether the scheme should progress to the next and wider stage, the statutory consultation.

Outcome

It was unanimously agreed (ADoSI, CL(DAM), and CL(GSSC)) that the proposal can proceed to statutory consultation.

The GB:

- (ii) Approves the progression of this scheme including instruction to the Case Manager and the Head of Democratic and Partnership Services to draft the necessary documentation to progress the statutory consultation.

d) Buttress, Hebden Bridge

Buttress, is a footpath linking Hebden Bridge with Lee Wood Road. For some time, part of the lower section used to have restrictions, but were difficult to 'enforce as road markings do not have any longevity on the setted surface. In addition, there are concerns that the presence of parked and turning vehicles on the footpath is a risk to users of the footpath.

The proposal is to prohibit traffic driving on Buttress, to ensure the safety of pedestrians, this being enforced by bollards ([see Figure 2](#)).

The proposals have been informally consulted with affected residents and businesses, Ward Members, emergency services, and bus operators etc. we received two responses from residents, and an objection from Hebden Royd Town Council.

Primarily, the objections raised access issues, where at least 2 of the affected residents have access to their land via Buttress and blocking the road would prevent vehicular access (for unloading etc).

In addition, Hebden Royd Town Council discussed this proposal at a meeting of their Full Council on 27th February 2025, where it was unanimously agreed that the council were not in favour of the installation of bollards.

Whilst the concerns were acknowledged there were questions raised about access for residents, and the look of the bollards in a conservation area. In addition, it was felt that this was unnecessary as the parked cars did not pose a safety risk and it would further exacerbate parking issues in the area.

The GB voted on whether the scheme should progress to the next stage, the wider statutory consultation

Outcome

It was unanimously agreed (ADoSI, CL(DAM), and CL(GSSC)) that because of the valid objections, the proposal should not proceed at this time, and should be reviewed as part of any future parking review.

e) Hollins Mill Lane

There have been longstanding issues with parking and access along Hollins Mill Lane, Sowerby Bridge. Parking at the side of the road (and on the footway) has on occasion prevented through access for larger vehicles during the working day (including the evenings).

The fundamental purpose of the highway is to enable traffic (vehicular and pedestrian) to progress. Parking on the highway is not a legal right, and it remains the drivers' responsibility to find a suitable place to park where other road users and pedestrians are able to pass freely. It is appreciated that businesses rely on customers being able to park conveniently, and parking on the highway is tolerated wherever possible in order to support this, but this has to be only where it does not obstruct traffic flow.

Whilst we appreciate that the businesses have differing demands, we have tried to create a scheme that reaches a compromise, where traffic flow is prioritised at certain times of the day, but with some flexibility to allow some parking at other times. This proposal may still adversely affect some businesses, but there is not a solution that satisfies all stakeholders.

It is proposed to progress this with an Experimental TRO, so there is no need to undertake further consultation at this stage, this will take place during the experiment (ie with the restrictions in place).

The GB considered the scheme, and agreed that the proposal should progress.

Outcome

It was unanimously agreed (ADoSI, CL(DAM), and CL(GSSC)) that the proposal should proceed as an Experimental TRO.

5. Any other business

None

6. Date of Next Meeting

23 April 2025 at 14.30

Appendix A – Brighthouse TIP (Informal Consultation)

Theme of comments received.	Summary	Number of times referenced in responses	Governing Body Response
Pedestrianisation Traffic Loops	<ul style="list-style-type: none"> • Pedestrianisation/Traffic Loops - dividing the town in two and will discourage shoppers and passing trade • Harder for elderly and with mobility issues to get around town • Use other measures such as speed bumps, speed limit lowering, speed cameras • Use rise and fall bollards after 6pm and at weekends (includes some businesses who say they will lose the passing trade from cars) 	18	<ul style="list-style-type: none"> • Pedestrianisation and preventing the town being used as a cut through are fundamental elements of the scheme. The aims of the scheme (aligned to the funding bid) are to shift focus from cars to pedestrians in this small town centre. • A balanced approach has been taken based on the consultations, so private vehicles can still access the town, but two traffic loops allow the key pedestrian areas to operate, as well as eliminating unnecessary through traffic • Traffic calming measures are used to reduce traffic speeds not to discourage vehicles.
Parking loss	<ul style="list-style-type: none"> • Loss of on street parking impact businesses, drive shoppers to supermarkets etc 	15	<ul style="list-style-type: none"> • Many towns and cities do not permit any private vehicles to enter their centres. The scheme does include a provision for on street parking and there will be over 50 bays made up of P&D, disabled and loading bays. • It must be remembered that the aims of the scheme are to shift the focus from vehicles to pedestrians and to encourage more sustainable travel. • The nature of the design (widened footways, narrowed carriageways and introduction of pedestrian areas) also limits the space available for on street parking. • Following the last formal consultation, the scheme has reintroduced seven spaces back into Bethel Street car park (was previously identified as a pedestrian area) plus we

Appendix A – Brighouse TIP (Informal Consultation)

Theme of comments received.	Summary	Number of times referenced in responses	Governing Body Response
			<p>have proposed to introduce additional short term parking spaces in the Gooder Street and Lawson Road areas.</p> <ul style="list-style-type: none"> There are already a number of car parks within a very short walk from the town centre - Bethel Street, Owler Ings, Parsonage Lane, Daisy Street not to mention other private car parks.
Parking charges Waiting times	<ul style="list-style-type: none"> Parking charges high and waiting times too short 	7	<ul style="list-style-type: none"> Parking charges are in line with other areas in Calderdale and waiting times remain relatively unchanged. Charging rates are outside of the scope of this scheme.
Delivery times and loading bay positions	<ul style="list-style-type: none"> Deliveries will be difficult Shop not open when deliveries are allowed Not enough loading bays and not in the right places 	3	<ul style="list-style-type: none"> There are an additional eight on street loading bays introduced through the scheme in addition to existing locations where loading can take place (e.g. area at the back of the buildings in Bethel Street car park and on Park Row). There are loading time restrictions in the pedestrianised areas (the proposed restrictions consulted were between 10am and 6pm, but will be changed to 10am to 4pm in the next round of consultation – see Appendix B). This only affects a relatively small number of businesses who can still make use of the loading bays in the town and some of these businesses have rear access yards. There may be a requirement for the businesses in these areas to change their delivery processes but that's not uncommon in pedestrianised areas.
Vehicle sizes	<ul style="list-style-type: none"> Larger vehicles (+7.5t) needed for deliveries 	3	<ul style="list-style-type: none"> As a small town with independent traders and with the objectives to increase footfall and reduce vehicles to improve safety and air quality, it's felt that it's not unreasonable to limit the weight restrictions to 7.5t.

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			<ul style="list-style-type: none"> A proposal could be to allow larger vehicles by exception and through a permit system. This would need to be reviewed on a case by case basis. Decisions on permits would be made as part of the operation of the town centre following completion and it's suggested they are only granted if businesses can provide evidence that their distribution companies are unable to use vehicles 7.5t and below.
Disabled/Elderly parking	<ul style="list-style-type: none"> Not enough parking for disabled/elderly (eg loss of parking on yellow lines on Park Street where disabled people parked (8-10 spaces)) 	3	<ul style="list-style-type: none"> Whilst the overall number of on street parking spaces has decreased, the portion allocated to dedicated disabled bays has increased significantly. There are two dedicated bays currently and the scheme introduces a further seven dedicated bays, spread across the town centre. Blue badge users are also able to park in any of the P&D bays on street and in Council run car parks for free - with no limitations on time.
Congestion in surrounding roads	<ul style="list-style-type: none"> Reducing traffic in town centre will put pressure on roads around Brighthouse 	2	<ul style="list-style-type: none"> The town centre is compact and not designed for heavy volumes of traffic and large vehicles. The main A roads that surround the town centre are much better suited for carrying traffic. Within the town centre, we are not stopping access for private vehicles - just changing the flow around the town and encouraging those who are able to switch to parking outside the town centre and walking in.
Congestion in centre	<ul style="list-style-type: none"> Increase in congestion in town centre 	2	<ul style="list-style-type: none"> One of the aims of the scheme is to reduce unnecessary traffic, ie stopping the rat running. An ANPR survey showed that around 40% of vehicles that came into the town centre exited within 5 minutes.

Appendix A – Brighthouse TIP (Informal Consultation)

Theme of comments received.	Summary	Number of times referenced in responses	Governing Body Response
			<ul style="list-style-type: none"> The changes being made will ensure that vehicles entering the town will do so because they need to be there to access the shops, carry out deliveries or collections (as opposed to using it as a cut through)
Not a rat run	<ul style="list-style-type: none"> Disagree that it is a rat run 	2	<ul style="list-style-type: none"> ANPR evidence showed that over 40% of vehicles entering the town centre, exited within 5 minutes.
Contraflow cycling	<ul style="list-style-type: none"> Allowing cyclists to ride against one way flow is dangerous The detail is also ill conceived and dangerous to pedestrians, cyclists and motorists. Forcing traffic down small side streets like Market street and allowing cyclists to ride against the one way flow is ridiculous and dangerous 	2	<ul style="list-style-type: none"> Contraflow cycling aligns with national policy in terms of supporting sustainable travel. It is also recognised in national guidance and legislation. A Road Safety Audit (RSA) has also been undertaken.
Inaccuracy on plans	<ul style="list-style-type: none"> West Park Street is currently two way 	1	<ul style="list-style-type: none"> Error in the narrative. Will be amended for the next phase of the consultations.
Specific to trader/Location	<ul style="list-style-type: none"> Parking spaces put back in front of Websters shop on Commercial Street for people to access shops and to stop people using their private car park at the back 	1	<ul style="list-style-type: none"> There are P&D and disabled spaces close by at the east end of Commercial Street, on Briggate and Market street - not to mention public car parks close by. There is also parking space at the rear. Not the responsibility of the Council or the project to police private car parks.
Specific to trader/Location	<ul style="list-style-type: none"> Narrowing of Commercial Street rather than pedestrianisation so people can still drive through the town. 	1	<ul style="list-style-type: none"> As mentioned previously, the aims of the scheme are to move the focus from vehicles to pedestrians. Leaving a through route would go against this. Following consultations, some people requested even more pedestrianisation of the town, so the approach taken is a balanced one that does

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Theme of comments received.	Summary	Number of times referenced in responses	Governing Body Response
			allows for vehicles to enter the town but eliminates the rat run element.
Specific to trader/Location	<ul style="list-style-type: none"> No waiting or loading on Gooder Street. Websters receive their HGV deliveries here. How do they receive deliveries? 	1	<ul style="list-style-type: none"> There is parking/loading space at the rear of Websters in their private car park. The proposals have been reconsidered (see Appendix B), and these changes will be included in the next round of consultation.
Specific to trader/Location	<ul style="list-style-type: none"> Closure of Church Lane. Customers access Webster's customer car park from Commercial Street as they don't have the fear of buses driving at them from the bus station. It is also used to drop off patients for Sandy & Bielby Ltd 	1	<ul style="list-style-type: none"> Church Lane is a short narrow section that joins Commercial Street to Gooder Street. The proposal to place bollards part way down as it has been identified as a key pedestrian route from Parsonage Lane car park into the town. It will also stop cars using it to cut the corner off Commercial Street. There will still be access to the businesses from the Gooder Street end. Sandy & Bielby Chiropodist drop offs can be done in the loading bay around the corner.
Specific to trader/Location	<ul style="list-style-type: none"> Nowhere for deliveries to stop at Ryecorn at 33-35 Bethel Street. they have many deliveries, some of which are made by 10-ton vehicles. After your alterations the delivery vehicles will have nowhere to park and unload. The roundabout by the Black Bull is to be closed. Bethel street is pedestrianised and the back of the shop, Ship Street is too narrow for large lorries. 	1	<ul style="list-style-type: none"> Further consultation will be undertaken with business on vehicle size and ability to receive deliveries in smaller vehicles. A 7.5t vehicle, for example, will be able to use loading area outside market and manoeuvre down Ship Street. This is an operational decision and options to offer a permit to allow a larger vehicle to deliver will be considered.

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Theme of comments received.	Summary	Number of times referenced in responses	Governing Body Response
Specific to trader/Location	<ul style="list-style-type: none"> At least five waste collection vehicles need to collect waste from our shops. They cannot drive down Ship Street as the Ship Street is too tight for large vehicles to turn, which means them reversing out into a very busy main road, which would be dangerous. If you reverse the direction of Ship Street it would mean lorries would have to stop traffic to reverse into Ship Street, again, a dangerous move. 	1	<ul style="list-style-type: none"> The turn from Canal Street, left into Ship Street has undergone a swept path analysis for 7.5t rigid vehicle. Businesses would need to liaise with private waste companies to ensure waste collections were made in appropriately sized vehicles if using Ship Street (where the back yards and largest bins seem to be located). Large refuse trucks wouldn't have been able to make the turn in the current layout. If waste collections are made on Bethel Street, they would need to happen between 6pm and 10am. Note that vehicles should not reverse against the flow of a one way street.
Specific to trader/Location	<ul style="list-style-type: none"> Access for emergency services. Have emergency services been consulted? 	1	<ul style="list-style-type: none"> Emergency services have been consulted as part of this TRO. Other than Ship Street/Canal Street section, the swept path analysis would allow an 18t rigid vehicle in all other areas of the town centre if required. A 16.5m Artic HGV could also pass along Commercial Street and Bethel Street (including the pedestrianised areas) if required.
Specific to trader/Location	<ul style="list-style-type: none"> Looking at the new road system this will cause problems where Park Street joins to Bethel Street as on numerous occasions vans/lorries have not been able to maneuverer around the corner causing them to have to reverse back down park street and go West Park street on even back onto Bethel Street to leave. If the new street plans go 	1	<ul style="list-style-type: none"> A swept path has been carried out on the new scheme for numerous vehicles. It's proposed that the limit would be 7.5t but an 18t vehicle would also be able to navigate around the town (with the exception of the Ship Street/Canal Street section).

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Theme of comments received.	Summary	Number of times referenced in responses	Governing Body Response
	through, I fear that this will only cause chaos and confusion for people who want to shop in Brighouse and therefore they will go elsewhere.		
Specific to trader/Location	<ul style="list-style-type: none"> Parking close to gun shop is vital so customers don't have to transport firearms and ammunition a great distance. Also opportunistic theft if vehicle too far away. 	1	<ul style="list-style-type: none"> Parking is available in Bethel Street car park which is just around the corner from the business. The business has a yard at the rear where customers could load too. In addition, parking bays and an area where loading could take place will be added where the parklets were - directly opposite the rear entrance of the gunshop.
Specific to trader/Location	<ul style="list-style-type: none"> Articulated lorry access needed (weight of cartridges) and access needed to front of property 	1	<ul style="list-style-type: none"> 7.5t limit proposed for town centre. Again, business are encouraged to request deliveries in a smaller vehicles, 7.5t is a sizeable vehicle. Deliveries would need to happen between 6pm and 10am outside the loading restrictions. As referenced in previous response, there is loading space at the back of the premises in Bethel Street car park (double yellow lines).
Specific to trader/Location	<ul style="list-style-type: none"> Deliveries needed between 10am - 5pm whilst the shop is open 	1	<ul style="list-style-type: none"> There is loading Monday to Saturday 8am - 6pm on Park Row which is along Park Street and around the corner on Bethel Street. If loading required on West Park Street, this would need to be done within the 6pm - 10am loading period.
Specific to trader/Location	<ul style="list-style-type: none"> Only 1 loading bay on Bethel Street is not enough 	1	<ul style="list-style-type: none"> See above

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Theme of comments received.	Summary	Number of times referenced in responses	Governing Body Response
Specific to trader/Location	<ul style="list-style-type: none"> No waiting on canal side of Bethel Street problem for business deliveries. How will they be made? 	1	<ul style="list-style-type: none"> For the businesses on Bethel Street (west end), there is loading capacity at the rear within the Bethel Street car park area (including a new dedicated area to help unloading just outside the market). There is also loading bay at the east end of Bethel Street.
Specific to trader/Location	<ul style="list-style-type: none"> No stopping or loading their van regularly outside their shop (on Bradford Rd, immediately north of Commercial Street) during the day stops them delivering to customers. 	1	<ul style="list-style-type: none"> Loading bay around the corner on Commercial Street. It is noted that there may be private access to a yard at the back.

Appendix B

During the Governing Body meeting, the following issues were discussed, and it was concluded that further investigation was required and to be reported back to the Governing Body: -

Cycle Lane

The project team sought clarification from the design team and the response was: *"All cycling elements, including contraflow proposals have been designed in accordance with Department for Transport (DfT) Local Transport Note (LTN) 1/20 - Cycle Infrastructure Design (published Jul 2020)"*

Loading times in the pedestrian areas:

Proposal: On the pedestrian sections on Commercial Street, Bethel Street and West Park Street, it was proposed that the automated bollards would be raised from 10am until 6pm after which they would be lowered to allow for deliveries. The bollards would stay down to allow deliveries through the evening and night and into the morning and they would raise again at 10am.

Feedback: A number of general comments against the pedestrianised areas were received of which a handful referenced loading being an issue and the loading times not reflecting when the businesses were open.

Response: It was widely accepted at the board that pedestrian areas are a fundamental part of the scheme and the funding, and that there is a requirement to block access for vehicles during the day time to protect pedestrians. Following a discussion at the TRO board we looked at other towns in Calderdale, and whilst there are some slight differences in the loading times, most seem to operate a 4pm - 10am loading window. The project team have considered that Brighouse should reflect what is happening in other parts of the borough and propose to adjust the loading times to start at 4pm rather than 6pm, and this will be reflected in the statutory consultation. It is repeated that there are also a number of dedicated 24hr loading bays proposed at points throughout the town centre that businesses could use if they wanted deliveries outside these hours.

Kerb Strength:

Feedback: This was raised by CL(DAM) to check that the kerbs would be strong enough where the swept path was tight

Response: The project team sought clarification from the design team on kerb strength and the response was: "Reinforced kerbs have not been utilised however the kerbs utilised are granite 200mm deep 300mm wide and are 1m long. These will be bedded on 300mm of concrete."

Gooder Street Loading

Stage 1 Proposal: three additional parking bays (in place of the current double yellow lines) were proposed for Gooder Street to help mitigate the loss of parking in the centre.

Feedback: Some negative feedback on these new bays have been received. Delivery is currently accessed via Gooder Street from large vehicles which currently load/unload from

Gooder Street. Changing the double yellow lines to three parking bays will mean there will be nowhere for this vehicle to stop. The 7.5t restriction to the town centre would restrict deliveries to the front of their premises on Commercial Street.

Response: At the board it was discussed that the additional three bays would be a nice to have but that they weren't fundamental to the scheme and it was initially suggested that the three bays could be taken out for the next stage of the TRO. On reflection, it's felt that a compromise solution could be found which could be included for the formal TRO. This option would be to create a shared loading/parking space (eg loading only Monday to Saturday 8am - 6pm and parking at all other times). This would allow businesses to have formal loading when required, but the space would be available as additional parking for the rest of the time.

It was also proposed that the inclusion of a 7.5t limit sign on Gooder Street before entering the bus station/Ganny Road area is also necessary. This through route is only for buses and loading and takes delivery vehicles along Ganny Road, onto Bradford Road and left into King Street which will already have 7.5t limits applied as part of the new scheme (note that buses use a different dedicated route through the bus station). A swept path carried out by PJA suggests that larger vehicles wouldn't be able to use this route anyway, but having a 7.5t sign before they enter will alert delivery drivers before they proceed along this section.

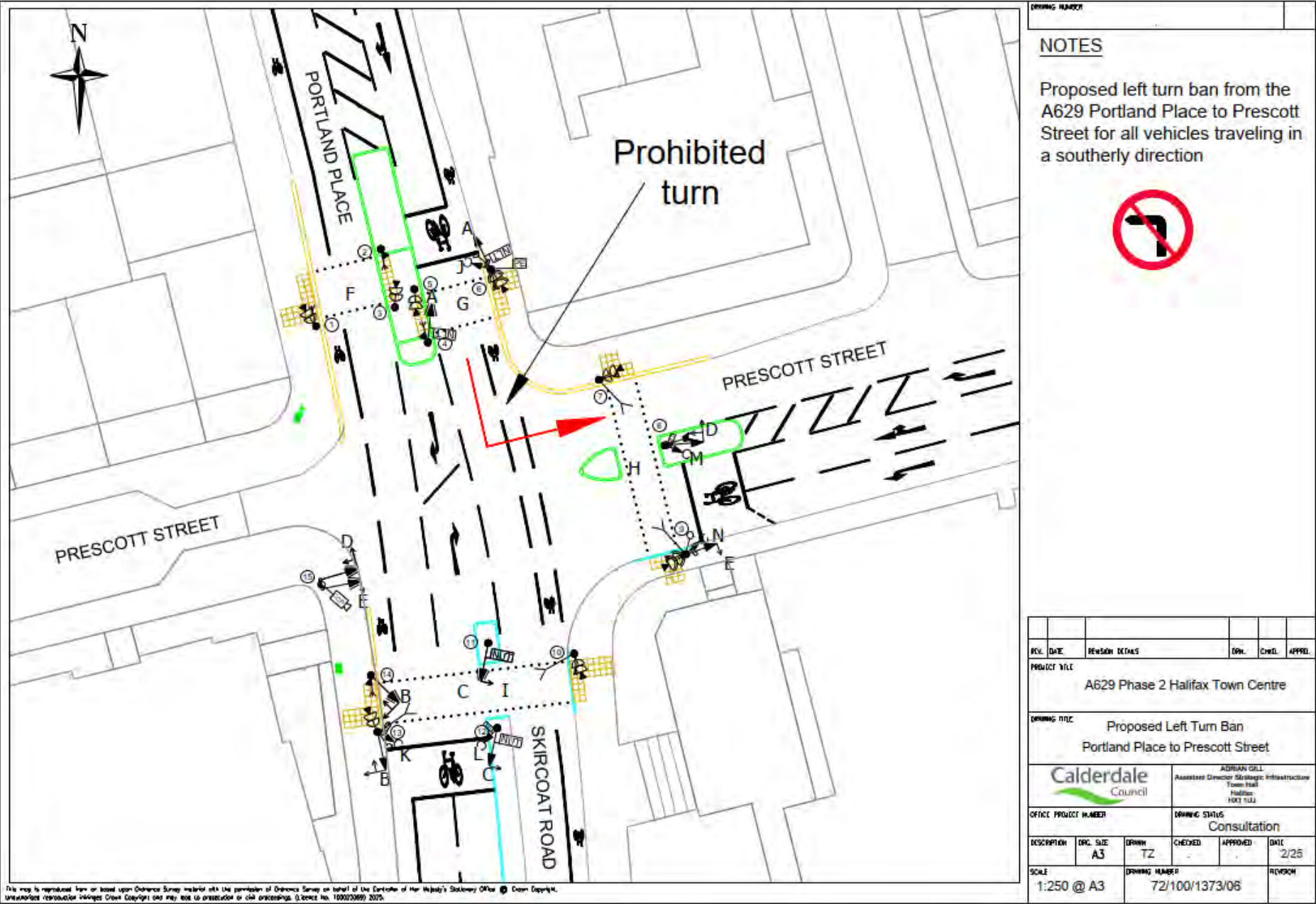


Figure 1

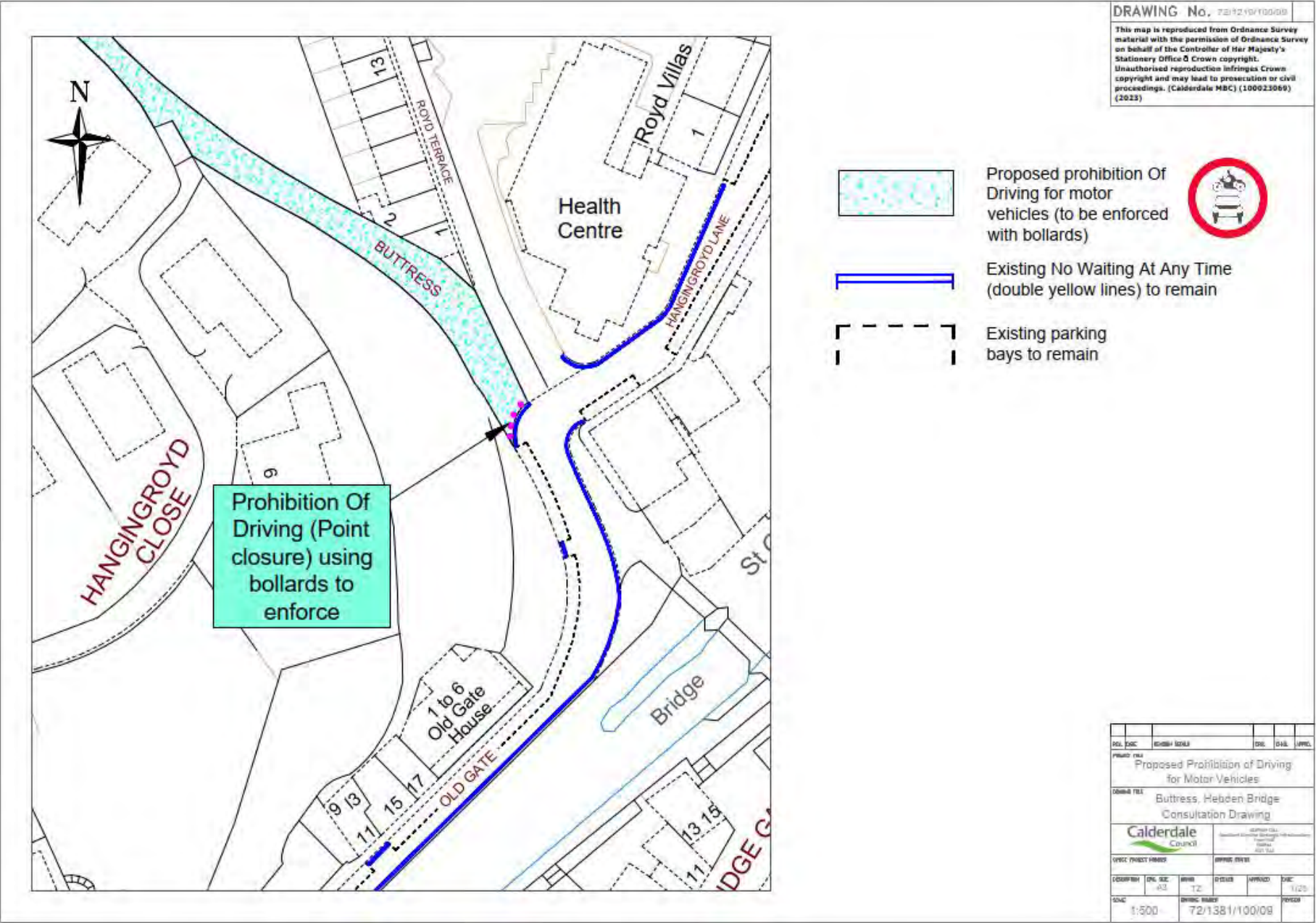


Figure 2
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