

MINUTES OF TRAFFIC REGULATION ORDER GOVERNING BODY MEETING

Attendees:

Voting Members

Assistant Director of Strategic Infrastructure – Chair
Corporate Lead (Design & Asset Management)
Corporate Lead (Green Space & Street Scene)
Corporate Lead (Transportation)

ADoSI
CL(DAM)
CL(GSSC)
CL(T)

Other

Highways and Planning Solicitor (as advisor)
Engineering Team Manager (Traffic Engineering)
Traffic Engineer

H&PS
ETM
TE

1. Apologies

There were no apologies

As four voting members are in place, the Traffic Regulation Order Governing Body (GB) meeting was quorate.

2. Matters arising

None.

3. Previous Minutes

The minutes from the 10 September meeting are being circulated and will be available on the website when agreed.

4. Orders for Consideration

a) Proposed changes to the Traffic Regulation Order Procedure document

Changes to the current Traffic Regulation Order Procedure (the procedure) can be changed by the Governing Body (GB) following legal advice and through a majority vote. The current document was last reviewed in August 2023.

Following continuing operation of the procedure, the following changes were proposed for the GB to consider: -

1. Under the current procedure, all schemes are required to go through an informal consultation (this involves statutory consultees such as emergency services, Councillors and directly affected residents).

Whilst this is generally considered to be best practice, it is not required by the statutory process. In most cases an informal consultation is a useful tool to help fine tune a proposal, usually where consultation can be targeted to relatively low numbers of residential consultees. However, in some situations, informal consultation with a significantly high or low number of residents can be less useful, as the process becomes unduly long, or the informal consultation effectively duplicates the statutory consultations.

It is proposed that the informal consultation could in some circumstances be more effectively combined into the statutory consultation, for example (but not limited to): -

- a) when a scheme is of a relatively minor nature and not deemed likely to be contentious or responded to (e.g. a scheme not directly affecting residents), or,
- b) where informal consultation would incorporate a significant number of consultees (e.g. area wide schemes affecting many residents/businesses). In this situation, a combined approach would be less confusing to consultees and avoid duplication of consultation.

In cases like these, proposals would still be shared with relevant Councillors at the earliest opportunity, and prior to the statutory consultation.

It is proposed that where this approach is to be considered, a decision to combine the informal and statutory consultation should be voted on by the GB (either in a meeting or via email).

2. General changes to text

- a. clarifications to text,
- b. removal of unnecessary text (duplicated elsewhere)
- c. inclusion of further space to record completion of internal notifications
- d. space to record notification of relevant changes to Satnav mapping suppliers.

CL(DAM) asked whether GB is required to consider this. ETM confirmed that the GB rules dictate that changes to the procedure must be voted on by the GB, and legal advice is sought.

CL(T) asked for confirmation as to why we currently carry out informal consultations. TE and ETM responded that in most circumstances, the informal consultation is useful as it allows the opportunity to fine tune proposals, taking local information into account, however on some occasions this additional consultation can over complicate the process.

CL(GSSC) noted that in cases like area wide schemes, varying layers of other consultations will have already taken place and so an informal consultation may have more limited effect anyway.

The GB discussed the proposals and voted on whether the changes should be accepted.

Outcome

It was unanimously agreed (by ADoSI, CL(DAM), CL(GSSC) and CL(T)) that the proposed changes to the procedure are accepted.

It was further agreed that in case 1 b) above, any proposal will need to be considered and approved by the GB prior to consultation commencing.

b) Fallingroyd proposals

Further to item 4a) above, the GB were asked to consider applying the agreed changes to this proposed scheme.

It is considered that due to the scope of the proposals any informal consultation for this site would need to be extended through a large scale public informal consultation.

It is considered that there would be limited benefit in undertaking a separate informal consultation on this scale, as this would effectively duplicate the statutory consultation, potentially creating confusion about the process and unnecessarily extending the TRO process. To ensure clarity and efficiency, it is therefore proposed that the informal and

statutory consultations be combined in this instance. This approach will reduce duplication, and maintain transparency for stakeholders.

The GB discussed the proposals and voted on whether the changes should be accepted.

Outcome

It was unanimously agreed (by ADoSI, CL(DAM), CL(GSSC) and CL(T)) that in this case, the Informal and Statutory consultations could be combined.

c) Brighthouse Town Deal proposals

Again, further to item 4a) above, the GB were asked to consider applying the agreed changes to this proposed scheme.

The town centre scheme has been under development for some time, and the TRO proposals have been subject to informal consultation. The statutory consultation is planned to commence in the next few weeks.

Cabinet recently approved proposals to change parking operating times, and these will affect the Town Deal proposals. These proposals require changes to the current TRO, and there is concern that commencing an informal consultation for this change at the same time as the statutory consultation for the Town Deal scheme could be unnecessarily confusing to the public.

It is therefore considered that in the case of the proposed operating time changes, there would be benefits of clarity by combining the informal and statutory consultations, allowing the combined consultation to be aligned with the Town Deal statutory consultation. That would allow all the proposals to be considered together.

The GB discussed the proposals and voted on whether the changes should be accepted.

Outcome

It was unanimously agreed (by ADoSI, CL(DAM), CL(GSSC) and CL(T)) that in this case, the Informal and Statutory consultations could be combined.

5. Any other business

None

6. Date of Next Meeting

12 November 2025 at 14.30