

## **CABINET MEMBER DECISIONS - 26 APRIL 2007**

### **OXFORD, NORTH SUMMERTOWN CONTROLLED PARKING ZONE**

#### **Report by Head of Transport**

#### **Introduction**

1. This report outlines the statutory consultation process on the Draft Traffic Regulation Orders (TROs) for the proposed North Summertown Controlled Parking Zone (CPZ). It provides information on the policy context, development of the process to date, an outline of the consultations carried out, specific issues that have been raised by the residents and recommendations in light of responses received.

#### **Policy Context**

2. The policy context for the North Summertown CPZ is contained in the county council's Local Transport Plan (LTP2) for 2006 - 2011. The LTP2 identifies five priorities for transport scheme development: tackling congestion; delivering accessibility; safer roads; better air quality and improving the street environment.
3. The plan also includes a parking strategy, which recognises that CPZs have an important role to play in controlling the overall level of peak hour traffic within Oxford's Ring Road and so helping tackle congestion in the city. It is also recognised that CPZs help to protect local streets from intrusive long-stay commuter parking.
4. The LTP advocates the development of on-street parking controls in the North Summertown Zone to allow for the management of overflow and displaced long-term non residential parking from surrounding CPZs and local businesses.
5. A recent traffic survey was conducted in North Summertown indicating a maximum non-resident occupancy of 243 vehicles in the zone. Although it is appreciated that some of these vehicles will be visiting properties in the area the majority belong to commuters taking advantage of the free parking available.
6. It is recognised that the relocation of the Oxfam offices has reduced the number of commuters who travel to work in Summertown. However, there is the likelihood that a similar number of employees will occupy this building in the future. Consideration has been given to both the need to maintain easy access to the area and the interests of owners and occupiers of properties in the area.

## **Initial Consultation Process - 10 February 2006 to 10 March 2006**

7. An explanatory leaflet was prepared outlining the broad principles of a CPZ and how it might operate. It also included a questionnaire, the response to which was used as an aid in the creation of the overall scheme design in conjunction with policies contained within the LTP.
8. The questionnaire sought to ascertain the likely level of support for such a scheme, preference for the days during which parking restrictions would operate and the timing of those restrictions, and the time limits of any nearby short term parking. It also provided a choice about the type of restriction residents would prefer across their driveway access; 'No Waiting at Any Time' or 'Community Management'. Community Management is the policy of continuing a parking bay across a resident's driveway with the addition of a white access protection line within the bay to help protect it.
9. Initial consultation packs including the explanatory leaflet were sent to every resident and organisation within the zone. An example of a pack can be seen in background Document C which is available in the Members' Resource Centre.
10. This consultation received 507 responses out of approximately 1800 sent out, a 28% response rate. The initial reaction to the proposed introduction of a CPZ was marginally unfavourable with 244 (48%) supporting the outline proposals and 263 (52%) who did not. Residents also seemed to prefer weekday restrictions only. A total of 248 (49%) responses opted for the restrictions to operate between Monday to Friday, 60 (12%) Monday to Saturday and 78 (15%) all week. The remaining 24% expressed no preference.
11. With regard to the timing of these restrictions, shorter restrictions were preferred with 235 (46%) responses opting for 9.00am to 5.00pm, 89 (18%) for 8.00am to 6:30pm and 62 (12%) for 24 hours. The remaining 24% expressed no preference. Residents preference for nearby limited waiting was 86 (17%) responses for 1 hour, 151 (30%) preferred 2 hour and 174 (34%) preferred 3 hour. The remaining 19% expressed no preference.
12. The results of the consultation process showed that there were slightly more residents against the principles of the scheme. However, many opposing it expressed concerns which were directly linked to the issue of charging for permits and others had specific concerns that were able to be solved during the design process.
13. Having reviewed the public response to the consultation alongside the county council's five priorities for transport scheme development as outlined in LTP2, it was resolved, by Councillor David Robertson in his position as Cabinet Member for Transport, to proceed with the detailed design and to try and address the concerns where possible. An informal consultation was to be held to allow all residents an opportunity to comment on the proposed restrictions.
14. For the purpose of the next stage of the informal consultation, the chosen

restrictions for permit holder only parking would be 9.00am to 5.00pm Monday to Friday. Any general short term parking would be for 2 or 3 hours from 8.00am to 6.30pm Monday to Friday with permit holders exempt from time limit.

15. Before the consultation process took place a meeting was held with the two local members, Councillor Jean Fooks and Councillor Dermot Roaf, to present the detailed designs to them and allow them to make comments on how they felt these could be improved. As a result of this meeting minor amendments were made to the proposals including the addition of further 2 hour shared parking bays in each road within the zone.

### **Informal Consultation Process – 2 June 2006 to 30 June 2006**

16. A consultation pack, an example of which can be found in background Document C which is available in the Members' Resource Centre, was delivered to every resident and organisation within the zone. This included a questionnaire which sought to discover people's views on the layout of the parking scheme and the mix of different types of parking places available.
17. During the consultation period 3 meetings were held by local resident groups throughout the zone which were attended by Oxfordshire Highways representatives. These included Sunnymead Environment Group, Apsley Road Residents' Association and the Salisbury Crescent/Wentworth Road Residents' Association. The general views expressed at each meeting varied greatly.
18. The Sunnymead Environment Group appeared to be very much opposed to the scheme and used the meeting to express their views on the scheme to the officers present. At the meeting held by the Apsley Road Residents' Association there was unanimous support for the introduction of a CPZ. The meeting held by the Salisbury Crescent/Wentworth Road Residents' Association was used by residents to gain a better understanding of the scheme through questioning the officers present, there was no general consensus reached on whether to support or oppose the scheme.
19. This consultation received 404 responses out of approximately 1800 sent out, a 22% response rate. The reaction to the proposed layout of the parking scheme was marginally unfavourable with 172 (43%) in favour of the proposals and 218 (54%) unhappy with them. 180 (45%) respondents were satisfied with the amount of shared parking spaces provided in their street while 171 (42%) believed that it was not acceptable.
20. On the request of the local members the informal consultation encouraged people to respond to the scheme stating their preference for a shorter time period if this was desired. As only 37 (9%) of respondents made this statement, it was decided to keep the original times of operation.
21. When these results were viewed on a street by street basis 20 roads in the zone had a majority of responses finding the layout of the restrictions unacceptable while the majority of responses in 10 of the roads believed the layout to be acceptable. Interestingly, all of the roads for which the layout was acceptable, with the exception of Southdale Road, were situated to the west of

Banbury Road.

22. Further analysis of the responses received revealed the major reasons for objection to the scheme. 87 people believed that there was no need for the scheme to be implemented and 42 people objected to the proposed introduction of charging for parking permits. At the time of this consultation process a separate formal consultation regarding the issue of charging for parking permits was taking place for the whole of Oxford and so these comments did not form part of the informal consultation.
23. Of those objecting to the proposed layout, many indicated that they do not have a problem with commuter parking. Whilst they may not currently have a problem with commuter parking, if only the roads that currently do have a problem are tackled, drivers using them are likely to be displaced to the surrounding area. This would result in the scheme failing to make an impact on the five priority areas focused on in LTP2.
24. Due to the level of opposition received to both the Initial and Informal consultations Councillor David Robertson, the Cabinet Member for Transport, was consulted about whether to proceed to the next stage of formally advertising the TRO for the proposed zone. When presented with all the details of the informal consultation process and the policy justification for the scheme, he made a decision to continue with the scheme.
25. The consultation process was never designed as a referendum but rather as a means to discover the views of residents in the North Summertown area in the light of the policy justification for the scheme (as set out in paragraphs 2-5). These views were then taken into consideration along with other agreed policy objectives already ratified by the County Council.
26. Design changes requested by residents during the informal consultation stage were incorporated into the proposals and a further meeting with the local members was held in order to update them on the progress of the scheme.
27. A meeting was held with David Wyatt, a Director of Basil Wyatt & Sons Ltd, to discuss the specific requirements of his company and various telephone conversations were also held with other organisations within the zone.

### **Formal Consultation Process – 5 January 2007 to 2 February 2007**

28. A total of 1843 consultation packs were delivered to every resident and organisation within the zone. An example of this can be seen in background Document D, which is available in the Members' Resource Centre. A further 50 packs were sent to formal consultees. Each consultee was sent a Notice and Statement of Reasons and a copy of Plan Nos. BPN1073/A3006-B and BPN1073/A3007-B showing the zone. 15 of these formal consultees also received a copy of the draft Order. Examples are also in Document D.
29. Packs were also provided for public inspection at Summertown Library, Oxford Central Library, County Hall and Speedwell House. Street notices were placed in every road within the zone for the duration of the consultation period. The

notice was also advertised in the Oxford Times on 5 January 2007.

30. During the consultation period officers were invited to attend a meeting with the Sunnymead Environment Group. After a period of discussion had taken place a vote was held which showed the vast majority of residents present to be opposed to the scheme.
31. In total the proposed scheme provided approximately 1113 permit holder only spaces, 23 four hour shared use parking spaces, 11 three hour shared use parking spaces, 319 two hour shared use parking spaces and 3 one hour short stay parking spaces. This amounts to a total of 1469 parking spaces. Permit holders will be able to use 353 of the short term spaces without time restriction.
32. This provides permit holders with a capacity of 1466 on-street parking places when compared with an estimated on-street demand of approximately 563 (established in a parking survey conducted on 19 October 2005). It should be noted that this estimate includes 'Community Management' spaces.
33. The formal consultation process generated 431 responses which equates to a 23% response rate. All the returned questionnaires and accompanying letters can be viewed in Document B, available in the Members' Resource Centre.
34. Of these responses 155 residents (8% of all zone consultees; 36% of replies received) supported the scheme, 242 residents (13% of all zone consultees; 56% of replies received) opposed the scheme. A further 43 residents (2% of all zone consultees; 8% of all replies received) neither supported nor objected to the scheme. The remaining 1412 (77%) did not reply.
35. A synopsis of each comment or objection together with the officers' response and recommendation can be found in Document A, also in the Members' Resource Centre. This includes a complete list of respondents and pie charts showing the level of support for the proposals in each road. A summary by road of these comments is also included for reference in Annex A attached to this report.
36. During the formal consultation process a number of minor amendments were requested by residents in the zone. Properties in the vicinity of these minor amendments were then re-consulted on the changes.

### **Issues Arising from the Formal CPZ Consultation**

37. The two main recurring themes of objection during the formal consultation process were issues relating to the decision to charge for parking permits and the decision to propose the introduction of a CPZ.
38. 98 people (23% of respondents) objected to the charge associated with parking permits of which 83 of these responses opposed the scheme and 9 supported the scheme. The remaining 6 responses that were opposed to charging were neither in support of nor opposed to the scheme. The decision to charge for parking permits is uniform throughout the whole of Oxford and was agreed by The Cabinet on 19 September 2006 following a formal consultation process.

39. 91 responses (21% of respondents) replied to the formal consultation process stating that there was not a current problem with parking in their area and so there was no need for the implementation of a CPZ. Of these comments 87 of the responses were opposed to the scheme in general while 2 were in support of the scheme and 2 didn't express an opinion.
40. Whilst a number of residents believe they have few problems in the vicinity of their property at present, other areas of their road and nearby roads do. If restrictions were applied to these roads in isolation, their problems would be likely to displace to surrounding roads. Therefore, the area has been treated as a whole to minimise the displacement of commuter parking.
41. A number of residents throughout the zone believed that the introduction of a CPZ would lead to a reduction in the number of parking spaces available in the zone while others were concerned with the number and location of the signposts that would be needed to enforce the restrictions.
42. However, the vehicle parking survey that was conducted on 19 October 2005 indicates that the number of parking bays provided out number the on-street residential parking demand in every road in the zone.
43. Specific objections were received from properties in the vicinity of the bend outside number 19 Islip Road requesting that the parking proposed in this area be moved from the south eastern to the north western side of the road to match current parking practice. A site visit was undertaken to this area and a Stage 2 Road Safety Audit carried out before deciding to comply with the residents' wishes and propose this as an alteration during the re-consultation process.
44. Correspondence was also received from several residents in Wren Road to inform officers that the bus stop on the western side of the road is no longer in service and to request that the clearway restrictions in this area are replaced with a parking bay. An investigation into the status of this bus stop was conducted resulting in the decision to comply with the residents' request.

### **Re-consultation Process - 2 to 16 March 2007**

45. In the light of comments received as part of the formal consultation, 37 changes were proposed to the layout of the parking bays in the scheme. Properties in the vicinity of these alterations were re-consulted and their responses used to decide whether or not to proceed with the change.
46. Following this re-consultation 33 changes are to be recommended to the proposals set out for the formal consultation. This results in the addition of four '2 hour shared' and six '4 hour shared' spaces and the removal of seven 'Permit holder only' and three '1 hour' spaces. This would provide permit holders with a capacity of 1469 on street parking places.
47. These changes are set out on a road by road basis in **Annex A** and in the recommendations at the end of this report. The Annex summarises the main points emanating from the consultation, full details of which can be found in Document A. Details of the responses received during the re-consultation

process can be found in Part 2 of Document A.

## **Environmental Implications**

48. As far as possible, the impact of signs and lines required for the zone would be minimised through careful design whilst balancing this against the need for enforceability of the zone. Existing poles and lamp columns will be used for signs if practical and any new posts will be sited as sensitively as possible.

## **How the Project Supports LTP2 Objectives**

49. Together with other CPZs in North Oxford, the North Summertown CPZ will prevent commuters from parking in local streets and continuing their journey into the centre of Oxford or to the major employers in Summertown.
50. The introduction of a North Summertown CPZ will therefore encourage commuters to use alternative means of travel to get to their place of work, for example by Park & Ride, other bus services, or cycling and walking.
51. Such a change in travel behaviour will reduce the overall level of traffic, having a direct benefit of helping to reduce congestion in the area. Other potential indirect benefits associated with reduced traffic would be improved road safety, improved accessibility (through the increased attractiveness of existing or potential bus services), improved air quality and an improved street environment in areas where car traffic used to travel through or park.

## **Financial and Staff Implications**

52. The total cost of the proposed zone is estimated at £148,000, of which implementation costs would be in the region of £65,000. The scheme was part of the 2006/7 Capital Programme outlined in the Local Transport Plan approved by Cabinet on 21 February 2006 and the 2007/8 Transport Capital Programme approved by Cabinet on 21 March 2007.

## **RECOMMENDATIONS**

53. **The Cabinet Member is RECOMMENDED to:**

- A approve the “North Summertown” Controlled Parking Zone for implementation subject to incorporating the following amendments to the advertised draft Traffic Regulation Order as shown on Plan Nos. BPN1073/A3006-C and BPN1073/A3007-C:**
- i) Aldrich Road: Change the restriction outside the access to No 28 Aldrich Road from No Waiting at Any Time, to Permit Holder Only parking (9.00am to 5.00pm Monday to Friday).**
  - ii) Banbury Road: Amend Banbury Road in Schedule 4 Part A, Postal Addresses for Eligibility to Apply for Permits, by deleting ‘Odd numbers: 347 – 367, 371, 393 – 399, 403 – 409’ and inserting ‘Odd numbers 351 - 367, 371, 393 – 399, 403 - 409’.**

- iii) **Bladon Close: Amend Schedule 4 Part A, Postal Addresses for Eligibility to Apply for Permits, by inserting 'Bladon Close The whole road'.**
- iv) **Blandford Avenue: Change the restriction adjacent to No 372 Woodstock Road from Permit Holder Only parking (9.00am to 5.00pm Monday to Friday), to Two Hour parking (8.00am to 6.30pm Monday to Friday) Permit Holders Exempt from Time Limit with No Waiting at Any Time outside the access to No 372 Woodstock Road.**
- v) **Blandford Avenue: Change the restriction outside Nos. 32a and 34c Blandford Avenue from No Waiting at Any Time, to Two Hour parking (8.00am to 6.30pm Monday to Friday) Permit Holders Exempt from Time Limit.**
- vi) **Blandford Avenue: Change the restriction outside Nos. 34a and 34b Blandford Avenue from No Waiting at Any Time, to Two Hour parking (8.00am to 6.30pm Monday to Friday) Permit Holders Exempt from Time Limit.**
- vii) **Blandford Avenue: Change the restriction outside No 55 Blandford Avenue from Two Hour parking (8.00am to 6.30pm Monday to Friday) Permit Holders Exempt from Time Limit, to No Waiting at Any Time.**
- viii) **Blenheim Drive: Change the restriction outside No 35 Blenheim Drive from No Waiting at Any Time, to Permit Holder Only parking (9.00am to 5.00pm Monday to Friday).**
- ix) **Blenheim Drive: Change the restriction outside No 28 Blenheim Drive from Two Hour parking (8.00am to 6.30pm Monday to Friday) Permit Holders Exempt from Time Limit, to No Waiting at Any Time.**
- x) **Blenheim Drive: Change the restriction outside the access to No 23 Blenheim Drive from Permit Holder Only parking (9.00am to 5.00pm Monday to Friday), to No Waiting at Any Time.**
- xi) **Blenheim Drive: Change the restriction outside No 2 Blenheim Drive from Permit Holder Only parking (9.00am to 5.00pm Monday to Friday), to No Waiting at Any Time.**
- xii) **Davenant Road: Change the restriction outside No 52 Davenant Road from Permit Holder Only parking (9.00am to 5.00pm Monday to Friday), to No Waiting at Any Time.**
- xiii) **Davenant Road: Change the restriction outside No 17 Davenant Road from No Waiting at Any Time, to Permit Holder Only parking (9.00am to 5.00pm Monday to Friday).**

- xiv) **First Turn: Change the restriction adjacent to No 385 Woodstock Road from Two Hour parking (8.00am to 6.30pm Monday to Friday) Permit Holders Exempt from Time Limit, to No Waiting at Any Time.**
- xv) **Harpes Road: Change the restriction opposite Nos. 24 – 28 Harpes Road from One Hour parking (8.00am to 6.30pm Monday to Saturday), to Four Hour parking (10.00am to 4.00pm Monday to Friday) Permit Holders Exempt from Time Limit.**
- xvi) **Harpes Road: Change the restriction outside Nos. 35 and 37 Harpes Road from Four Hour parking (10.00am to 4.00pm Monday to Friday) Permit Holders Exempt from Time Limit, to Permit Holder Only parking (9.00am to 5.00pm Monday to Friday).**
- xvii) **Hawksmoor Road: Change the restriction outside Nos. 1 – 6 Hawksmoor Road from Permit Holder Only parking (9.00am to 5.00pm Monday to Friday), to No Waiting at Any Time.**
- xviii) **Islip Road: Change the restriction outside the access of No 24 Islip Road from Permit Holder Only parking (9.00am to 5.00pm Monday to Friday), to No Waiting at Any Time.**
- xix) **Islip Road: Change the restriction outside Islip Place from Four Hour parking (10.00am to 4.00pm Monday to Friday) Permit Holders Exempt from Time Limit, to No Waiting at Any Time.**
- xx) **Islip Road: Change the restriction outside No 19 Islip Road from No Waiting at Any Time, to Four Hour parking (10.00am to 4.00pm Monday to Friday) Permit Holders Exempt from Time Limit.**
- xxi) **Islip Road: Change the restriction outside No 21 Islip Road from No Waiting at Any Time, to Four Hour parking (10.00am to 4.00pm Monday to Friday) Permit Holders Exempt from Time Limit.**
- xxii) **Islip Road: Change the restriction outside No 23 Islip Road from No Waiting at Any Time, to Four Hour parking (10.00am to 4.00pm Monday to Friday) Permit Holders Exempt from Time Limit.**
- xxiii) **Islip Road: Change the restriction outside the access of No 32 Islip Road from Two Hour parking (8.00am to 6.30pm Monday to Friday) Permit Holders Exempt from Time Limit from Time Limit, to No Waiting at Any Time.**
- xxiv) **Islip Road: Change the restriction outside No 104 (unoccupied building) from No Waiting at Any Time, to Permit Holder Only parking (9.00am to 5.00pm Monday to**

Friday).

- xxv) **Islip Road: Change the restriction outside No 91 Islip Road (Initial Textile Services) from Two Hour parking (8.00am to 6.30pm Monday to Friday) Permit Holders Exempt from Time Limit, to Four Hour parking (10.00am to 4.00pm Monday to Friday) Permit Holders Exempt from Time Limit.**
- xxvi) **Islip Road: Change the restriction outside No 104a Islip Road from Two Hour parking (8.00am to 6.30pm Monday to Friday) Permit Holders Exempt from Time Limit, to Four Hour parking (10.00am to 4.00pm Monday to Friday) Permit Holders Exempt from Time Limit.**
- xxvii) **Salisbury Crescent: Change the restriction outside Nos. 40 and 42 Salisbury Crescent from No Waiting at Any Time, to Permit Holder Only parking (9.00am to 5.00pm Monday to Friday).**
- xxviii) **Southdale Road: Change the restriction outside the access of No 2 Southdale Road from No Waiting at Any Time, to Permit Holder Only parking (9.00am to 5.00pm Monday to Friday).**
- xxix) **Southdale Road: Change the restriction outside Nos. 23 and 25 Southdale Road from No Waiting at Any Time, to Permit Holder Only parking (9.00am to 5.00pm Monday to Friday).**
- xxx) **Southdale Road: Change the restriction outside the access of Nos. 39 and 41 Southdale Road from Permit Holder Only parking (9.00am to 5.00pm Monday to Friday), to No Waiting at Any Time.**
- xxxi) **Water Eaton Road: Change the restriction outside No 2 Water Eaton Road from No Waiting at Any Time, to Permit Holder Only parking (9.00am to 5.00pm Monday to Friday)**
- xxxii) **Wolsey Road: Change the restriction outside the access of No 60 Wolsey Road from Permit Holder Only parking (9.00am to 5.00pm Monday to Friday), to No Waiting at Any Time.**
- xxxiii) **Woodstock Road: Amend Woodstock Road in Schedule 4 Part A, Postal Addresses for Eligibility to Apply for Permits, by inserting 'Even numbers 318 - 394'.**
- xxxiv) **Wren Road: Change the restriction outside No 27 Wren Road from Permit Holder Only parking (9.00am to 5.00pm Monday to Friday), to Four Hour parking (10.00am to 4.00pm Monday to Friday) Permit Holders Exempt from Time Limit.**
- xxxv) **Wren Road: Change the restriction outside Nos. 9 – 13 Wren Road from No Waiting at Any Time, to Two Hour parking**

(8.00am to 6.30pm Monday to Friday) Permit Holders Exempt from Time Limit.

- xxxvi) **Wren Road: Change the restriction outside Nos. 13 – 17 Wren Road from No Waiting at Any Time, to Permit Holder Only parking (9.00am to 5.00pm Monday to Friday).**
- xxxvii) **Draft TRO Amendment: Amend TRO, Part 1 General, Definitions, 3. “Resident (Short Term)”, by inserting ‘for a minimum of a month’ after ‘work purposes’.**
- xxxviii) **Draft TRO Amendment: Amend TRO, Part 1 General, Definitions, 3. by inserting ““Renewal Date” means or such other date as specified by the Council from time to time in each year.**
- xxxix) **Draft TRO Amendment: Amend TRO, Part VII Visitors’ Permit Scheme, Permit Terms, 34. (2), by deleting ‘blocks’ and inserting ‘allocations’ and by deleting ‘(with each block...sheet containing 5 permits)’ and inserting ‘(each allocation being 25 Visitor’s Permits)’.**
- xl) **Draft TRO Amendment: Amend TRO, Part VII Visitors’ Permit Scheme, Permit Terms, 34. (3) (a) by deleting ‘block’ and inserting ‘allocation’.**
- xli) **Draft TRO Amendment: Amend TRO, Part VII Visitors’ Permit Scheme, Permit Terms, 34. (3) (b) by deleting ‘block’ and inserting ‘allocation’.**
- xlii) **Draft TRO Amendment: Amend TRO, Part VII Visitors’ Permit Scheme, Application Process, 35. (6) by deleting ‘block’ and inserting ‘allocation’.**
- xliii) **Draft TRO Amendment: Amend TRO, Part VII Visitors’ Permit Scheme, Permit Formalities, 36. (1) by deleting ‘A sheet of’.**
- xliv) **Draft TRO Amendment: Amend TRO, Part VII Visitors’ Permit Scheme, Permit Formalities, 36. (1) (a) by deleting ‘sheet’ and inserting ‘Visitors Permits’.**
- xlv) **Draft TRO Amendment: Amend TRO, Part VII Visitors’ Permit Scheme, Permit Formalities, 36. (1) (b) by deleting ‘sheet of’.**
- xlvi) **Draft TRO Amendment: Amend TRO, Part VII Visitors’ Permit Scheme, Permit Formalities, 36. (2) by deleting ‘A single sheet of’.**
- xlvii) **Draft TRO Amendment: Amend TRO, Part VII Visitors’ Permit Scheme, Permit Formalities, 36. (3) by deleting ‘in the first available section on the face of the sheet of Visitors Permits’ and inserting ‘on the face of the Visitors Permit’ and by deleting ‘in that section’ and inserting ‘on that**

**Visitors Permit’.**

- xlvi) **Draft TRO Amendment: Amend TRO, Part VII Visitors’ Permit Scheme, Permit Formalities, 36. (4) by deleting ‘in the first available section on the face of the sheet of Visitors Permits’ and inserting ‘on the face of the Visitors Permit’ and by deleting ‘in that section’ and inserting ‘on that Visitors Permit’.**
  - xlix) **Draft TRO Amendment: Amend TRO, Part X Hotel Visitors’ Permit Scheme, Application Process, 48. (3), by inserting ‘provided always that the issue of such permits may be subject to 28 days prior notice’ at the end of the final sentence.**
- B. authorise the Head of Transport in consultation with the Cabinet Member for Transport to carry out further minor amendments to the scheme and the Traffic Regulation Order that may be required when implementing the proposed parking zone.**
- C. instruct the Head of Transport to review the scheme in 18 months time, subject to staff resources being available to carry out this work.**

STEVE HOWELL  
Head of Transport

30 March 2007

Background papers

Document A: Pie Chart Analysis of Responses

Consultation Contributors

Comments and Recommendations

Document B: Questionnaire Responses

Document C: Initial and Informal Consultation Details

Document D: Formal Consultation Details

Plan Nos. BPN1073/A3006-C and BPN 1073/A3007-C: Areas Recommended for Amendment

Contact Officers: Richard Kingshott  
Stephen Hughes

Tel: 01865 815716  
Tel: 01844 296281