

APPENDIX C

TRANSPORT SCHEMES SCHEME DEVELOPMENT & IMPLEMENTATION PROCESS

In September / October each year an annual review of transport issues in the borough is undertaken. All service requests, petitions and other issues identified and received during the year are considered and a priority list developed based on the strategic fit with the LIP and agreed programme entry assessment criteria (TARSAP November 2012). The assessments are prioritised and a work programme for the forthcoming year developed which requires approval by the Portfolio Holder – Environment and then by Transport for London (TfL) as the funding agency. The programme of transport schemes is confirmed by TfL in December / January each year. Each individual transport scheme follows a standard development process as follows:

Stage 1 – Stakeholders

Officers advise key stakeholders that a scheme is proposed and what the LIP scheme objectives are. Stakeholders include ward councillors, emergency services and essential council services that could be affected. This allows stakeholders to highlight any issues in advance of design work commencing.

Stage 2 – Design

Officers prepare a detailed scheme design indicating highway layouts, parking and traffic restrictions, etc. A design risk assessment and EQIA is undertaken to comply with H&S requirements and Equality Act requirements. Liaison with other agencies and stakeholders including Transport for London and engaged transport consultants and contractors is undertaken throughout the design process to ensure all areas of expertise required are engaged (e.g. traffic signals design and modelling, bus services and stops, construction techniques, disability groups, etc).



Officers consult Police, emergency services and other statutory consultees on the proposed design and make any necessary adjustments as necessary.

Stage 3 – Public Consultation

Officers prepare consultation material and distribute to premises in the agreed consultation area specifying a deadline for responses. Consultation material is available online via the Council's website for completion online which is the preference. Exhibitions (where required or for larger schemes) are held within or as close as possible to consultation areas to allow the public to speak with officers directly about the scheme. Contact details are available on all consultation material to enable further information or clarification to be provided on request.



A report is prepared by officers for the Portfolio holder - Environment which provides details of the public consultation, an analysis of the results and a recommended course of action.



Ward councillors' views are sought on the report and feedback provided to the Portfolio holder – Environment. More contentious consultations may require schemes to be amended and further consultation undertaken. In these instances, consideration of the impact on the budget and resources is required.



The Portfolio holder - Environment will agree, amend or reject recommendations at their discretion.

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The Portfolio holder - Environment formally approves the recommendations and this is recorded as a formal decision. Where required the scheme proceeds to statutory consultation

Stage 4 – Statutory Consultation

Draft Traffic Regulation Order (TRO).

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Advertise TRO in local papers and London Gazette, erect statutory notices on site,

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Officers prepare statutory consultation material and distribute to premises in the agreed area of the scheme specifying a deadline for any representations or objections. The material should be delivered at the same time as the adverts are placed. Statutory consultation is different from public consultation. It is notifying the public that an approved scheme will be implemented and offers the public a statutory right to make representations if they feel they may be materially affected by the proposals.

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A report is prepared by officers for Portfolio holder - Environment which provides details of the statutory consultation, an analysis of any representations received and a recommended course of action.

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Ward councillors' views are sought on the report and feedback provided to the Portfolio holder – Environment. More contentious consultations may require schemes to be amended and further consultation undertaken, or the final scheme adjusted to take account of any issues. In these instances, consideration of the impact on the budget and resources is required.

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The Portfolio holder - Environment formally approves the recommendations and this is recorded as a formal decision.

Stage 5 – Implementation and Monitoring

Construction drawings and estimates are finalised, and a works package is prepared and issued to contractors for implementation of the scheme. The implementation dates are dependent on available contractor resources, road space permits and arranging any temporary TROs required for restricting on-street parking to allow road markings to be laid.

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The TRO is formally made specifying the operational date once the implementation completion date is known.

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The scheme will be monitored during the initial 6 months of operation. If there are any substantial requests for changes or there are identified operational problems, then these will be reviewed by officers and reported to the Portfolio Holder – Environment for consideration.