

APPENDIX E

STAGES INVOLVED IN PREPARING A CPZ

NB - *This is a simplified model approach, for illustrative purposes, assuming no complications.*

There is an annual review of priorities and agreement of work programme. All petitions and requests received during the year are considered at this meeting. Once the principle of investigating a CPZ is agreed, the following stages are typically involved:

- a) Define study area - including consideration of area(s) that are likely to receive displaced parking.
- b) Stage 1 Consultation - stakeholder meeting to discuss study area and clarify issues, problems and policy framework.
- c) Agree boundary and scheme principles with the Traffic and Road Safety Advisory Panel (TARSAP)/Portfolio Holder(PH).
- d) Stage 2 Consultation - do people want a CPZ/resident permit scheme or not? Only proceed with majority support. Consultation is normally by delivery of consultation documents with a reply paid facility in addition to the ability to complete online. Exhibitions are held within or as close as possible to consultations areas depending on the size and complexity of the scheme. In all cases consultation material is displayed at the Civic Centre and contact details are added to all consultation material to enable further information or clarification to be provided on request.
- e) Analyse results and determine area to go forward to detail design - agreement by TARSAP/PH if necessary ie. if contentious or uncertain.
- f) Detail design of selected area.
- g) Stage 3 Consultation - on detail design.
- h) Amend design in light of consultation and agree "final" design (via TARSAP/PH if contentious or uncertain).
- i) Draft Traffic Regulation Order (TRO).
- j) Consult Police on TRO (statutory).
- k) Circulate leaflet to all those consulted with results or how to access results if large content and showing proposals to be taken to statutory consultation-leaflet timed to coincide with statutory consultation stage 4.
- l) Stage 4 Consultation - Advertise TRO (statutory).
- m) Consider objections to TRO (statutory) - TARSAP/PH.
- n) Agree final scheme (can be concurrent with previous stage).
- o) Prepare detailed drawings for manufacturers and contractors and arrange procurement.
- p) Implement and "make" TRO.
- q) Review within 12 months, subject to demand.
- r) Further reviews subject to workload prioritisation.

Notes

Where there is a high degree of confidence about the design of a scheme for a particular area, one or more of the first three stages of consultation can be omitted. However, this is often not the case and the process is therefore designed to interact with the community at frequent intervals, to ensure that as far as possible the design reflects the wishes of the local community. The reason for this incremental approach is that experience has shown that it is very difficult to achieve a consensus about the design of CPZs. It is therefore almost inevitable that people will object to proposals. It would be very difficult for the Council to deal with these objections if it were not able to demonstrate knowledge of the wider community's views.

If objections are upheld it can mean redesign, and possibly re-consultation, which of course increases costs and the length of the programme. In other words, taking short-cuts can be counter-productive and should therefore only be considered where there is confidence about the design being in harmony with the wishes of the local community.