

Appendix D

Sample Consultation Documents



**West Harrow Revised Parking Proposals
and Statutory Consultation**

IMPORTANT – THIS AFFECTS YOU – PLEASE RESPOND

What is this about?

Residents have told us in correspondence and a petition that there are parking problems:-

- Around West Harrow Station.
- In Butler Avenue and Vaughan Road at the ends closest to Bessborough Road.
- These problems arise during the day due to “commuter” parking, that is parking from people who live outside the area.
- Parking at junctions and bends causes difficulties for large vehicles including fire engines and refuse vehicles, as well as inconvenience and safety concerns to pedestrians and disabled people and parents with prams/pushchairs trying to cross the road.

After listening to residents and businesses we developed some parking proposals to address these problems by managing the on-street parking through a Controlled Parking Zone (CPZ). This would enable resident parking bays to be provided and would mean that “commuter” vehicles would not be able to park all day.

We also proposed double yellow lines at junctions, bends and narrow points for safety reasons. This is to promote compliance with the guidance which is laid down in the Highway Code about not parking in undesirable locations where danger and obstruction is caused.

The public consultation in May 2009 presented provisional proposals for parking controls that extended beyond the areas that we had received complaints from. This meant that local people were fully aware of the proposals and residents and businesses could make their views known. If you did not keep the original consultation material but want to see a copy then you can view this at www.harrow.gov.uk/WestHarrow

The purpose of the public consultation in May 2009 was to find out if and where there was support from residents for a CPZ. By carrying out this consultation we were able to listen to residents and refine the provisional proposals for a formal statutory public consultation which is now taking place. This is explained in more detail below.

Consultation results

We asked residents and businesses a number of questions about whether they would like a CPZ in their road. This information was used to plot a map of residents’ and businesses’ responses to identify areas where there was support for a CPZ as well as areas where there was not. There were other areas that had more mixed responses, in these cases we identified areas where there was strong support and considered that these areas could go forward for further consultation.

The results of the first consultation were reported to the Traffic and Road Safety Advisory Panel (TARSAP) on 17th June 2009. To try to meet the needs of residents who support a CPZ together with those who do not support a CPZ in their road, it was recommended that two smaller CPZ areas be taken forward to statutory consultation. These two separate areas are shown on Plan A in this leaflet (page 4).

Western Zone W – The CPZ is proposed to operate MON-FRI 10am-11am. These are the hours that residents and businesses in this area said they preferred.

Eastern Zone V – The CPZ is proposed to operate MON-SAT 10am-11am and 2pm-3pm. These are the hours that residents and businesses in this area said they preferred.

At the TARSAP meeting in June a petition against the CPZ proposals was received containing 948 signatures. Officers analysed the petition which showed that 78.5% of these addresses are not within the two proposed CPZ areas shown above, demonstrating that the council has tried to respect people's views as far as possible.

The recommendations for the two CPZs and double yellow lines were subsequently approved to go forward to the next stage - statutory consultation. If you wish to see the information that was discussed at this meeting you can view this at www.harrow.gov.uk/WestHarrow

You may have read that this decision was subject to a "call-in" initiated by local residents. A meeting of the call-in sub-committee took place in July when members scrutinised the decision taken, including the previous consultation documentation and processes. They found no deficiencies and agreed that the Portfolio Holder's decision to go forward to further consultation, could be implemented. If you wish to view the matters discussed at this meeting you can view this at www.harrow.gov.uk/WestHarrow

Current stage of the consultation process

We are seeking the views of residents and businesses in the original consultation area on the revised proposals. There are two different parts to this consultation: **informal** and **statutory**. The **informal** is where we invite your comments and ask you to complete a questionnaire. The other is **statutory consultation** when you can make a formal objection. Please consider carefully what you wish to do; you can both complete the questionnaire and make a formal objection if you wish. However, completing the questionnaire on its own will not be treated as a formal objection, whatever comments are made. All the information will be reported to TARSAP in November 2009 when they make their recommendations.

The reason why we have these two processes is that the legislation only makes provision for people to object whereas the informal consultation allows people to comment and make their views known. This enables us to try to amend the proposals to best meet the needs of local residents and businesses.

Details of how and when to object are given later in this leaflet

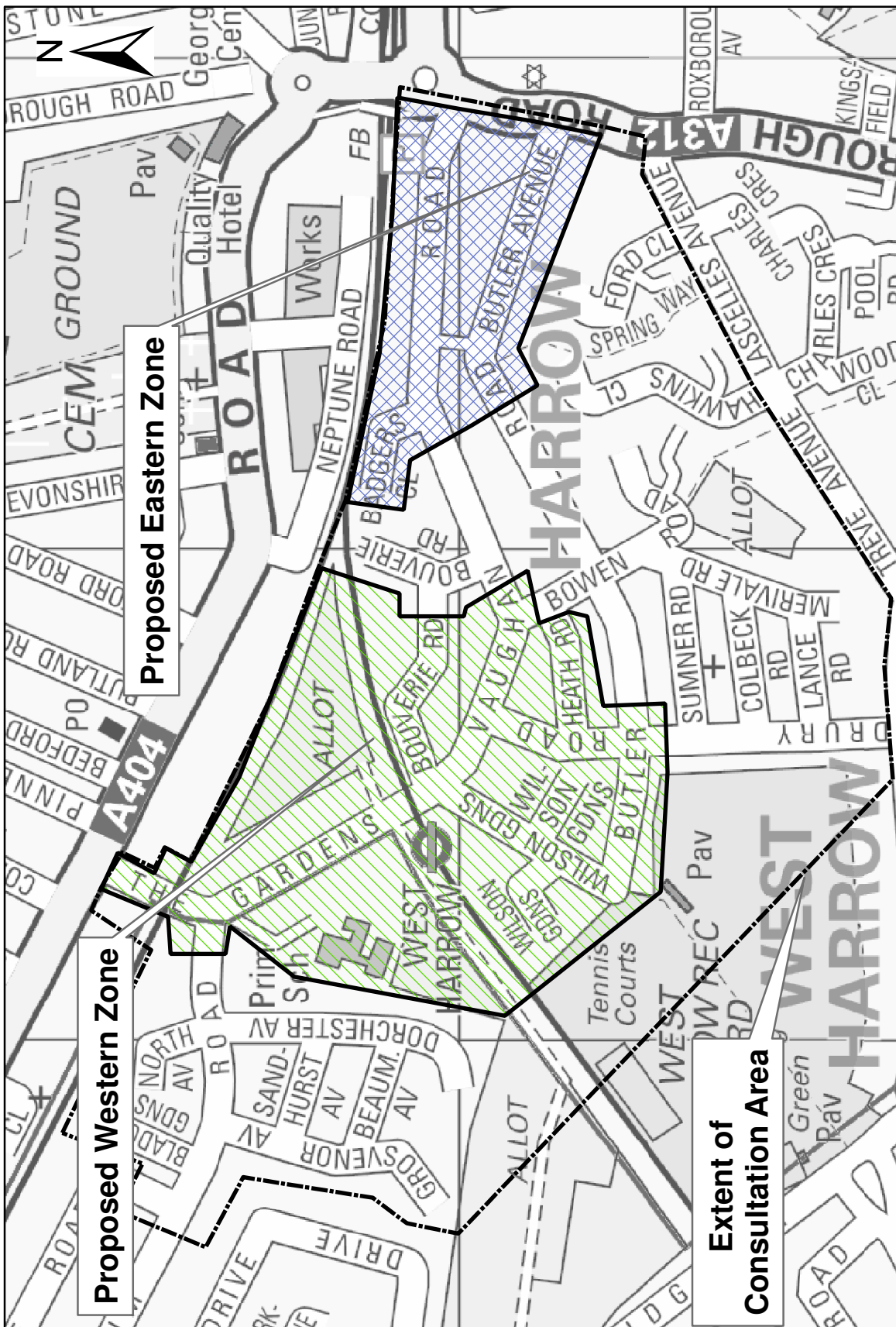
To identify if your property is within one of the two proposed zones a list is given below.

Eastern Zone V

Bessborough Road - Vaughan Rd to Lascelles Av
Badgers Close - All properties
Butler Avenue - All properties
Butler Road 2-20 & 9-17
Vaughan Road 1-85 & 2-98

Western Zone W

Blenheim Road 126-136
Bouverie Road 28-50 & 41-79
Bowen Road 2-10
Butler Road 123-175 & 122-172
Drury Road 2-52 & 1-9
The Gardens - All properties
Vaughan Road 133 - end & 148 -
end
Wilson Gardens - All properties



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Plan A

We distributed an A5 booklet entitled “Parking - Have your views heard” with the last consultation material which gave some of the advantages, disadvantages and limitations of a CPZ along with a number of frequently asked questions. These include the fact that vehicles will be displaced into other uncontrolled areas. If you did not retain your copy and wish to see the document then it can be viewed on the councils website. www.harrow.gov.uk/WestHarrow

A limited number of hard copies are available on request.

Detailed proposals

In the revised proposals, which are the subject of this consultation, some vehicles will be displaced away from the following locations:

- **Junctions, bends and other narrow points where double yellow lines will be introduced.** Drivers should not be parking at these locations. This is against the instructions set out in The Highway Code
- **The two proposed CPZ areas** Some vehicles will be displaced as a consequence of introducing a CPZ and this is one of the considerations that people need to take into account when making their views known.

There have been some localised adjustments made to the boundary of the CPZ in Butler Road outside Nos. 13 to 17 and Drury Road outside Nos.52 to 54, because trees prevent the installation of boundary signs at the locations originally recommended by TARSAP.

In Bowen Road a small section close to the junction with Vaughan Road is proposed to be within the CPZ. This is a technicality since this length of road is proposed to be covered by double yellow lines. It is not good practice to locate the CPZ entry/exit signs immediately at the junction, for safety reasons, so the opportunity has been taken to position these signs a small distance from the junction in Bowen Road.

A similar situation arises in Blenheim Road where there are some double yellow lines, pay and display bays and a loading bay proposed outside the shops. Therefore the opportunity has been taken to position the CPZ boundary signs away from the immediate junction so that they can be seen more easily.

Parking permit charges

The annual resident parking charges in Harrow that apply for 2009/10 have been set as:-

1st Vehicle in household	£46
2nd Vehicle	£56
3rd Vehicle	£77
4th & Subsequent Vehicle	£122

*There is no charge for motorcycles or environmentally friendly vehicles

Visitor permits are £10.20 per book of 10 or £5.10 to senior citizens or those receiving mobility benefits.

Making your views/ informal comments

We have provided a questionnaire with space for your comments. Please use a separate sheet if necessary. Please return the questionnaire using the envelope provided or alternatively complete the online form available at www.harrow.gov.uk/WestHarrow **Responses should be received no later than 15th October 2009.** However, we aim to report any late responses to TARSAP so they have the maximum information to enable them to reach their recommendation. Consequently we can only consider comments received by 25th November 2009.

Making comments on double yellow lines

It is intended to go ahead with double yellow lines at junctions, bends and narrow points for reasons of safety irrespective of whether a CPZ goes ahead or not. Although there is not a "vote" on these proposals we will look at all comments made. Please use the space on the questionnaire

Making a formal statutory objection

Under the legislation which controls the statutory consultation process anyone, local resident/business or not, can make a formal objection to the proposals. However the objections need to be in **writing (email is acceptable)** including the word **object** or **objection** (to distinguish it clearly from comments) and giving **reasons** for the objection together with a name and address. The law sets out a strict timetable for considering formal objections. These should be sent to:

Interim Traffic and Highway Network Manager
Harrow Council
PO Box 39
Civic centre
Harrow HA1 2XA

Or by e-mail to duncan.parnell@harrow.gov.uk

Quote ref **DP 2009-12** and make sure it is received by **15th October 2009. Unlike the informal consultaion this is a strict deadline.**

During the consultation period we will display plans at the Civic Centre and officers will be available during office hours.

If you require any clarification or answers to questions please contact the project engineer whose details are in the "More Information" section on page 7.

What happens next?

We will analyse all the responses we receive on a road or part road basis to see if there is still majority support from residents and businesses within the two proposed CPZ areas. We will consider all responses received, and report the consultation results to TARSAP along with any formal objections. The role of TARSAP is to make recommendations to the Portfolio Holder when making decisions.

We aim to report the results to TARSAP meeting on 25th November 2009.

This meeting will be held in the Civic Centre at 7.30pm and is open to the public. Members of the public are not normally allowed to speak at these meetings. However it is possible to make deputations to this meeting by making formal arrangements via Democratic Services sufficiently in advance of the meeting. Information on how to do this can be accessed on: www.harrow.gov.uk/deputationarrangements (Rule 15 - Deputations).

You will be able to see the results of the statutory consultation and the report to TARSAP from around 18th November 2009 by going to the council's website on . www.harrow.gov.uk/WestHarrow

The minutes of this meeting will be available at the same location in early December.

The recommendations of TARSAP will be submitted to the Portfolio Holder who will make the final decision on the proposals.

If the CPZ proposals are agreed, then we will send out a leaflet to all the properties within the zones with further details of the agreed scheme together with an application form to obtain resident and visitor permits should you need them.

The double yellow line proposals will be implemented whether or not the CPZ proposals go ahead. Temporary signs will be erected in these locations informing local people when these works will be carried out.

It is likely that the proposals, if agreed, will be implemented in Spring 2010.

You may have seen that in the previous consultation leaflet we gave details and a plan of a proposed local safety scheme involving a raised junction platform at The Gardens/ Bouverie Road, Vaughan Road, Wilson Gardens and an extension to the 20mph Zone. We have noted the comments that were made and this proposal is being taken forward separately to the CPZ scheme.

More information

Further details available at www.harrow.gov.uk/WestHarrow

Due to the large number of responses anticipated we are unable to reply to your questionnaire responses individually. We will of course take into account any information you provide when determining the final scheme that goes ahead, should one be approved.

We have provided links to web pages to view certain information as this is an economic and effective way of providing information which residents can access at a time to suit them. If you do not have internet access or are unable to access it at one of the council's libraries, then please contact the project engineer, Andrew Saffrey, whose contact details are below:

Andrew Saffrey

Tel: 020 8424 1988

Email: andrew.saffrey@harrow.gov.uk

Post: Traffic Management, Harrow Council, PO Box 39, Civic Centre, Harrow HA1 2XA

Please call the number below for a large print version of this document, or a summary of this document in your language.

Albanian	Nëqoftëse gjuha Angleze nuk është ghuha juaj e parë, dhe kenë nevojë për përkthimin e informatave të përmbajtura në këtë dokumentë, ju lutemi kontaktoni numërin dhënë.
Arabic	إذا كانت الانجليزية ليست لغتك الأولى وتحتاج لترجمة معلومات هذه الوثيقة، الرجاء الاتصال على رقم
Bengali	যদি ইংরেজি আপনার মাতৃভাষা না হয় এবং আপনি যদি এই প্রচারপত্রের তথ্যগুলোর অনুবাদ পেতে চান তাহলে যে টেলিফোন নম্বর দেওয়া আছে সেখানে দয়া করে যোগাযোগ করুন।
Chinese	如果你主要說用的語言不是英語而需要將這份文件的內容翻譯成中文，請打註明的電話號碼提出這個要求。
Farsi	اگر انگلیسی زبان اول شما نیست و شما نیاز به ترجمه اطلاعات موجود در این مدرک را دارید، لطفاً با شماره داده شده تماس بگیرید
Gujarati	જો ઈંગ્લિશ તમારી પ્રથમ ભાષા ન હોય અને આ દસ્તાવેજમાં રહેલ માહિતીનો તરજૂમો (ટ્રેન્સલેશન) તમને જોઈતો હોય તો કૃપા કરી જણાવેલ નંબર ઉપર ફોન કરો.
Hindi	यदि आपको अंग्रेज़ी समझ नहीं आती और आपको इस दस्तावेज़ में दी गई जानकारी का अनुवाद हिन्दी में चाहिए तो कृपया दिए गए नंबर पर फोन करें।
Panjabi	ਜੇ ਤੁਹਾਨੂੰ ਅੰਗਰੇਜ਼ੀ ਸਮਝ ਨਹੀਂ ਆਉਂਦੀ ਤੇ ਤੁਹਾਨੂੰ ਇਸ ਦਸਤਾਵੇਜ਼ ਵਿਚ ਦਿੱਤੀ ਗਈ ਜਾਣਕਾਰੀ ਦਾ ਤਰਜਮਾ ਪੰਜਾਬੀ ਵਿਚ ਚਾਹੀਦਾ ਹੈ ਤਾਂ ਕਿਰਪਾ ਕਰਕੇ ਦਿੱਤੇ ਗਏ ਨੰਬਰ ਤੇ ਫੋਨ ਕਰੋ।
Somali	Haddii Ingiriisku uusan ahayn afkaaga koowaad aadna u baahan tahay turjumidda xog ku jirta dokumentigan fadlan la xiriir lambarka lagu siiyey.
Tamil	ஆங்கிலம் உங்கள் தாய்மொழியாக இல்லாதிருந்து இப்பத்திரத்திலிருக்கும் தகவலின் மொழிபெயர்ப்பு உங்களுக்கு தேவைப்பட்டால் தயவுசெய்து தரப்பட்ட தொலைபேசி எண்ணில் தொடர்பு கொள்ளவும்.
Urdu	اگر انگریزی آپ کی مادری زبان نہیں ہے اور آپ کو اس دستاویز میں دی گئی معلومات کا اردو ترجمہ درکار ہے، تو براہ کرم دیئے گئے نمبر پر رابطہ کریں۔

Phone: 020 8416 8278

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WEST HARROW AREA - PROPOSED PARKING CONTROLS QUESTIONNAIRE

Please complete this questionnaire and return it using the enclosed prepaid envelope, to arrive by **15 October 2009**. Alternatively you may answer these questions online at: www.harrow.gov.uk/trafficconsultations - select **West Harrow parking review**.

It is recommended that you read the leaflet and enclosed documents (or the website) before completing the questionnaire, as it may contain information that you are not aware of.

REMEMBER – questionnaires will not be counted as a statutory objection.

Due to the large number of responses anticipated, we cannot reply to you individually.

Questionnaires returned without a name and address will not be officially recorded in the results of this consultation. We count your household/business as one response, rather than number of responses from individual residents/employees from the same address.

First Name Family Name

Property Number/Name Street Name

Postcode Phone No. (optional)

Date E-mail address (optional)

Please tick the most appropriate answer to each of the questions below, and use the space for comments on the back of this sheet if you need to.

If you are not sure about any of the questions, please contact the project engineer whose details are given in the accompanying leaflet and at the above website address.

Q1 Are you a resident or business?

Resident Business Both

Q2 Do you support the revised parking proposals in your area?

Yes No No opinion

Please use the space on the back of this sheet to clarify your response.

Q3 Do you have any comments about the proposed double yellow lines in your area?

Yes No No opinion

If you have any comments, please use the space provided on the back of this sheet.

If you do NOT want your response to be available for public inspection please tick here.

Equality of Access to services: Monitoring Information

Harrow council is committed to achieving equality of opportunity and freedom from discrimination in the services it provides. We ask you for your co-operation in providing the following information, which will be used only in the monitoring exercise.

I consider my ethnic origin to be (please tick the most appropriate box):

(a) White

- British
- Irish
- Any other white background
Please describe below

.....

(d) Black or Black British

- Caribbean
- African
- Any other black background
Please describe below

.....

(b) Mixed

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other mixed background
Please describe below

.....

(e) Chinese of Other ethnic group

- Chinese
- Any other
Please describe below

.....

(c) Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background
Please describe below

.....

Thank you for your co-operation