



HIGHWAYS ADVISORY COMMITTEE AGENDA

7.00 pm	Tuesday 29 September 2020	VIRTUAL MEETING
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Members 8: Quorum 4

COUNCILLORS:

Conservative Group (4)

Christine Vickery (Vice-Chair)
John Crowder
Sally Miller
Michael White

Residents' Group (1)

Paul Middleton

Upminster & Cranham Residents' Group (1)

Christopher Wilkins

Independent Residents' Group (1)

David Durant

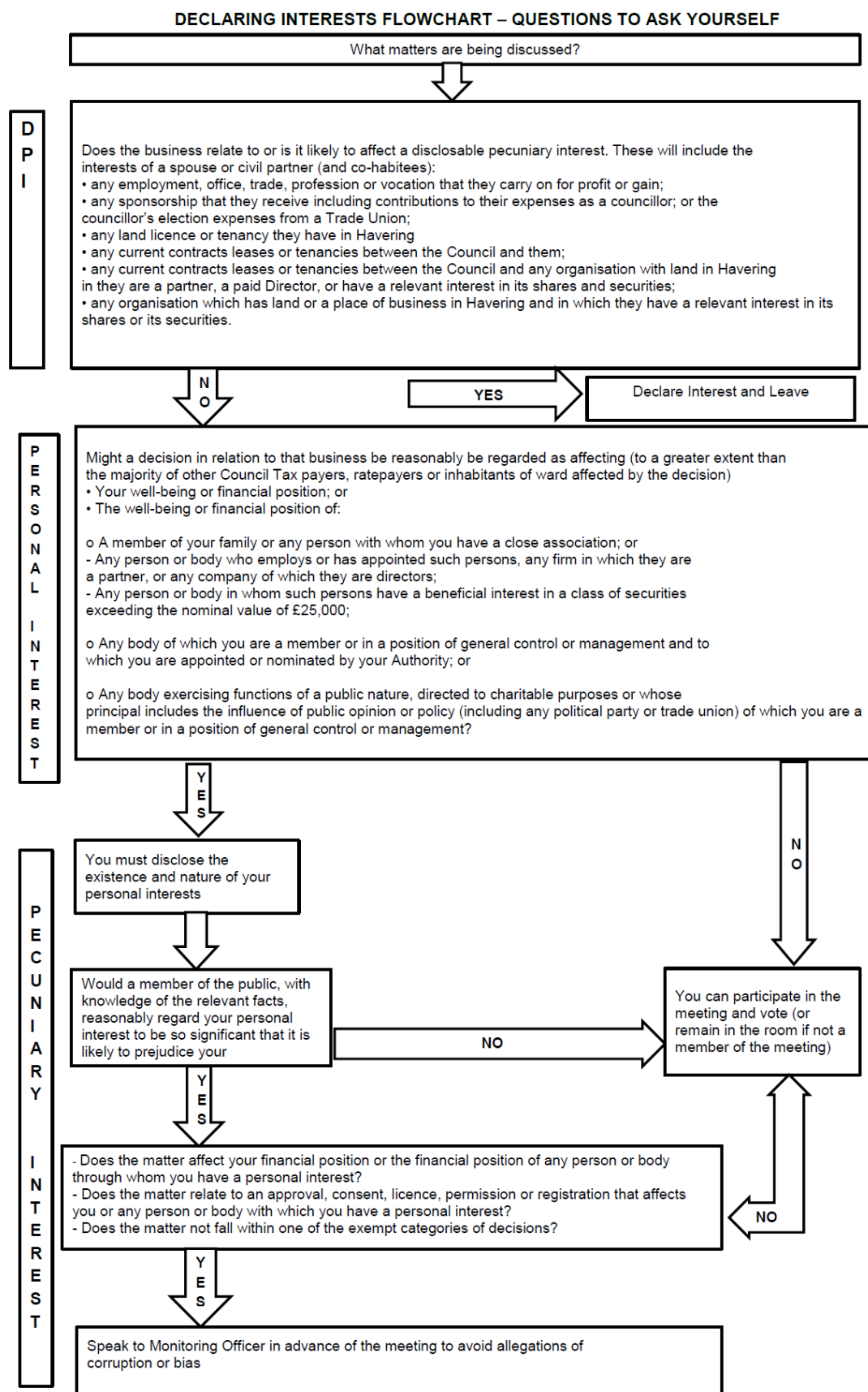
North Havering Residents Group (1)

Brian Eagling (Chairman)

For information about the meeting please contact:

**Taiwo Adeoye - 01708 433079
taiwo.adeoye@onesource.co.uk**

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AGENDA ITEMS

1 CHAIRMAN'S ANNOUNCEMENTS

The Chairman will announce details of the arrangements in case of fire or other events that might require the meeting room or building's evacuation.

The Chairman will also announce the following:

The Committee is reminded that the design work undertaken by Staff falls under the requirements of the Construction (Design & Management) Regulations 2015. Those Staff undertaking design work are appropriately trained, experienced and qualified to do so and can demonstrate competence under the Regulations. They also have specific legal duties associated with their work.

For the purposes of the Regulations, a Designer can include an organisation or individual that prepares or modifies a design for any part of a construction project, including the design of temporary works, or arranges or instructs someone else to do it.

While the Committee is of course free to make suggestions for Staff to review, it should not make design decisions as this would mean that the Committee takes on part or all of the Designer's responsibilities under the Regulations.

2 APOLOGIES FOR ABSENCE AND ANNOUNCEMENT OF SUBSTITUTE MEMBERS

(if any) - receive.

3 PROTOCOL ON THE OPERATION OF THE HIGHWAYS ADVISORY COMMITTEE MEETINGS DURING THE COVID-19 PANDEMIC RESTRICTIONS (Pages 1 - 4)

Protocol attached to be noted by the Committee.

4 DISCLOSURE OF INTERESTS

Members are invited to disclose any interest in any of the items on the agenda at this point of the meeting.

Members may still disclose any interest in an item at any time prior to the consideration of the matter.

5 MINUTES (Pages 5 - 6)

To approve as a correct record the minutes of the meeting of the Committee held on 10 March 2020, and to authorise the Chairman to sign them.

**6 ADDITIONAL PAY & DISPLAY BAYS IN HORNCHURCH TOWN CENTRE (Pages 7
- 16)**

Report attached

**Andrew Beesley
Head of Democratic Services**

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LONDON BOROUGH OF HAVERING

PROTOCOL ON THE OPERATION OF HIGHWAYS ADVISORY COMMITTEE MEETINGS DURING THE COVID-19 PANDEMIC RESTRICTIONS

1. Introduction

In accordance with the Local Authority and Police Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panels Meetings (England and Wales) Regulations 2020, all Highways Advisory Committee hearings held during the Covid-19 restrictions will take place using a 'virtual' format. This document aims to give details on how the meetings will take place and establish some rules of procedure to ensure that all parties find the meetings productive.

2. Prior to the Hearing

Once the date for a meeting has been set, an electronic appointment will be sent to all relevant parties. This will include a link to access the virtual meeting as well as guidance on the use of the technology involved.

3. Format

For the duration of the Covid-19 restrictions period, all Highways Advisory Committee meetings will be delivered through a video conference facility, using Zoom software. This can be accessed using the standard Council laptop or, for registered public speakers, a PC, laptop or mobile/landline telephone etc. and the instructions sent with meeting appointments will cover how to do this.

4. Structure of the Meeting

Although held in a virtual format, Highways advisory Committee Meetings will follow the standard procedure with the following principal stages. Committee Members may ask questions of any party at any time. Questions are however, usually taken after each person has spoken.

- The Highways Officer presents their report (no time limit).
- Speakers for and against the proposed scheme make their representations. Parties who are speaking should not repeat the information, which they have already given in writing in their representation. However, they will be able to expand on the written information given, provided the information remains relevant (3 minutes per registered speaker).
- The Highways Officer will respond to the representations.

- Ward Councillors for the area affected of the scheme may speak (4 minutes per Councillor).
- The Highways Advisory Committee Members will then debate the item.
- Voting will be undertaken using the voting function within Zoom.

All speakers and registered attendees, both Councillors and members of the public, are welcome to remain on the Zoom call until the conclusion of the meeting. The meeting will also be webcast so that it can be viewed by non-participants.

5. Technology Issues

An agenda setting out the items for the meeting will be issued in advance, to all parties in accordance with statutory timetables. This will include details of the applications together with all representations on the matter. The agenda will also be published on the Council's website – www.haverling.gov.uk in the normal way.

As with any virtual meeting, there is a small possibility that Zoom meetings may experience intermittent faults whereby participants lose contact for short periods of time before reconnecting to the call. The guidance below explains how the meeting is to be conducted, including advice on what to do if participants cannot hear the speaker and etiquette of participants during the call.

Remote access for members of the public and Members who are not attending to participate in the meeting, together with access for the Press, will be provided via a webcast of the meeting at www.haverling.gov.uk.

If the Chairman is made aware that the meeting is not accessible to the public through remote means, due to any technological or other failure of provision, then the Chair shall temporarily adjourn the meeting immediately. If the provision of access through remote means cannot be restored within a reasonable period, then the remaining business will be considered at a time and date fixed by the Chairman. If he or she does not fix a date, the remaining business will be considered at the next scheduled ordinary meeting.

6. Management of Remote Meetings for Members

The Chairman will normally confirm at the outset and at any reconvening of a Highways Advisory Committee meeting that they can see and hear all participating Members. Any Member participating remotely should also confirm at the outset and at any reconvening of the meeting that they can see and hear the proceedings and the other participants.

The attendance of Members at the meeting will be recorded by the Democratic Services Officer. The normal quorum requirements for meetings as set out in the Council's Constitution will also apply to a remote meeting.

If a connection to a Member is lost during a meeting of the Highways Advisory Committee, the Chair will stop the meeting to enable the connection to be restored. If the connection cannot be restored within a reasonable time, the meeting will proceed, but the Member who

was disconnected will not be able to vote on the matter under discussion, as they would not have heard all the facts.

7. Remote Attendance of the Public

Any member of the public participating in a meeting remotely in exercise of their right to speak at a Highways Advisory Committee or other meeting must meet the same criteria as members of the Committee (outlined above) in terms of being able to access and, where permitted, speak at the meeting. The use of video conferencing technology for the meeting will facilitate this and guidance on how to access the meeting remotely will be supplied by the clerk.

8. Etiquette at the meeting

For some participants, this will be their first virtual meeting. In order to make the hearing productive for everyone, the following rules must be adhered to and etiquette observed:

- The meeting will be presided over by the Chairman who will invite participants to speak individually at appropriate points. All other participants will have their microphones muted by the Clerk until invited by the Chairman to speak;
- If invited to contribute, participants should make their statement, then wait until invited to speak again if required;
- If it is possible, participants should find a quiet location to participate in the Zoom meeting where they will not be disturbed as background noise can affect participants.
- The person speaking should not be spoken over or interrupted and other participants will normally be muted whilst someone is speaking. If there are intermittent technological faults during the meeting then the speaker will repeat from the point where the disruption started. Whilst intermittent disruption is frustrating, it is important that all participants remain professional and courteous.

9. Meeting Procedures

Democratic Services Officers will facilitate the meeting. Their role will be to control conferencing technology employed for remote access and attendance and to administer the public and Member interaction, engagement and connections on the instruction of the Chairman.

The Council has put in place a technological solution that will enable Members participating in meetings remotely to indicate their wish to speak via this solution.

The Chairman will follow the rules set out in the Council's Constitution when determining who may speak, as well as the order and priority of speakers and the content and length of speeches in the normal way.

The Chairman, at the beginning of the meeting, will explain the protocol for Member and public participation and the rules of debate. The Chairman's ruling during the debate will be final.

Members are asked to adhere to the following etiquette during remote attendance of the meeting:

- Committee Members are asked to join the meeting no later than fifteen minutes before the start to allow themselves and Democratic Services Officers the opportunity to test the equipment.
- Any camera (video-feed) should show a non-descript background or, where possible, a virtual background and members should be careful to not allow exempt or confidential papers to be seen in the video-feed.
- Rather than raising one's hand or rising to be recognised or to speak, Members should avail themselves of the remote process for requesting to be heard and use the 'raise hand' function in the participant field.
- All participants may only speak when invited to by the Chair.
- Only one person may speak at any one time.
- When referring to a specific report, agenda page, or slide, participants should mention the report, page number, or slide so that all members have a clear understanding of what is being discussed at all times

The Chairman will explain, at the relevant point of the meeting, the procedure for participation by registered public objectors, which will reflect the procedures outlined above. Members of the public must adhere to this procedure otherwise; they may be excluded from the meeting.

The Democratic Services Officer will clearly announce the result of all votes and the Chairman will then move on to the next agenda item.

Any Member participating in a remote meeting who declares a disclosable pecuniary interest, or other declarable interest, in any item of business that would normally require them to leave the room, must also leave the remote meeting. The Democratic Services Officer or meeting facilitator, will confirm the departure and will also invite the relevant Member by link, email or telephone to re-join the meeting at the appropriate time, using the original meeting invitation.

10. After the Hearing - Public Access to Meeting Documentation following the meeting

Members of the public may access minutes, decisions and other relevant documents through the Council's website. www.havering.gov.uk

For any further information on the meeting, please contact taiwo.adeoye@onesource.co.uk, tel: 01708 433079.

**MINUTES OF A MEETING OF THE
HIGHWAYS ADVISORY COMMITTEE
Council Chamber - Town Hall
10 March 2020 (7.00 - 7.15 pm)**

Present:

COUNCILLORS

Conservative Group	John Mylod (Vice-Chair), Sally Miller, +Robby Misir and +Timothy Ryan
Residents' Group	Paul Middleton
Upminster & Cranham Havering Residents' Group	Christopher Wilkins
North Havering Residents Group	Brian Eagling (Chairman)

Apologies were received for the absence of Councillors John Crowder, David Durant and Michael White.

+Councillor Timothy Ryan substituted for Councillor White and Councillor Robby Misir substituted for Councillor Crowder.

Councillor Ray Morgon was also present for the meeting.

Unless otherwise indicated all decisions were agreed with no vote against.

The Chairman reminded Members of the action to be taken in an emergency.

22 DISCLOSURE OF INTERESTS

No interest was disclosed at the meeting.

23 MINUTES

The minutes of the meeting of the Committee held on 11 February 2020 were agreed as a correct record and signed by the Chairman.

**24 PROPOSED ENTRY TREATMENT AT ALMA AVENUE/STANDEN
AVENUE JUNCTION, HORNCURCH**

With the permission of the Committee, Councillor Ray Morgon addressed Members giving support for the scheme.

The Committee considered the report and without debate **RESOLVED** to recommend to the Cabinet Member for Environment in consultation with the Leader of the Council the implementation of the following proposals:

- Provision of entry treatment at the junction of Alma Avenue/Standen Avenue as shown on drawing No. QR022-21_AA_FS_100_GA in Appendix 1 of the report;

Members noted that the estimated cost of £0.020m for the implementation would be met by Transport for London through the Local Implementation Plan bid allocated to the borough for 2019/20 (A2920).

25 **BRYANT AVENUE - REQUEST TO FORMALLY ADVERTISE**

The Committee considered the report and without debate **RESOLVED** to recommend to the Cabinet Member for Environment in consultation with the Leader of the Council that:

- (a) the proposals to introduce payment parking and voucher parking facilities, operational Monday – Saturday 8.30am-6.30pm inclusive, in Bryant Avenue as shown on the plan in Appendix A, proceed to formal advertisement and consultation;
- (b) the proposals to introduce ‘at any time’ waiting restrictions with an ‘at any time’ loading ban and a loading facility, in Bryant Avenue (as shown in Appendix A), proceed to formal advertisement and consultation;
- (c) if at the close of consultation, no objections are received to the proposals at 1(a/b) above, then the scheme proceed to full implementation.

Members noted that the estimated cost of £0.008m for the implementation would be from the S106 Contribution for P0702.08 reference A2678 – 1.0 Former Harold Wood Hospital Controlled Parking Zone S106 Contribution granted planning consent on 14-11-2011.

Chairman

HIGHWAYS ADVISORY COMMITTEE

29 September 2020

Subject Heading:	Additional P&D bays in Hornchurch Town Centre
CMT Lead:	Councillor Osman Dervish
Report Author and contact details:	Gareth Nunn Gareth.nunn@havering.gov.uk 01708 433139 Engineering Technician
Policy context:	Havering Local Development Framework (2008)
Financial Summary:	Estimated cost of £0.0125m to be funded from cost centre A3001, Parking – Capital Funds

The subject matter of this report deals with the following Council Objectives

Communities making Havering	[x]
Places making Havering	[x]
Opportunities making Havering	[x]
Connections making Havering	[x]

SUMMARY

In July 2020 an experimental parking scheme was designed and implemented to increase short stay parking provisions in and around Hornchurch Town Centre in an attempt to increase foot fall in to the shopping area and in turn help local businesses recover from the effects of the Covid-19 pandemic. Parking availability is seen as a key considered in supporting the high street recovery and it is anticipated that additional bays with 1 hour's free parking will encourage an increase in shopper's visiting the area. This experimental scheme also included the introduction of waiting restrictions as complimentary measures.

The scheme introduced 29 paid for parking spaces (pay & display and cashless) at the following locations:

- (a) Fentiman Way, Hornchurch – conversion of 12 parking spaces (as detailed on the plan in Appendix B);
- (b) Fairkytes Avenue, Hornchurch – conversion of 14 parking spaces (as detailed on the plan in Appendix D);
- (c) Mavis Grove, Hornchurch – conversion of 3 parking spaces (as detailed on the plan in Appendix C); and

The scheme introduced 'at any time' waiting restrictions in the following roads:

- (a) Fentiman Way, Hornchurch (as detailed on the plan in Appendix B);
- (b) Fairkytes Avenue, Hornchurch (as detailed on the plan in Appendix D).

RECOMMENDATIONS

Members Note the introduction of an experimental parking scheme for:

1. the provision of 29 paid for parking spaces (pay & display and cashless) at the following locations:
 - (a) Fentiman Way, Hornchurch – conversion of 12 parking spaces (as detailed on the plan in Appendix B);
 - (b) Fairkytes Avenue, Hornchurch – conversion of 14 parking spaces (as detailed on the plan in Appendix D);
 - (c) Mavis Grove, Hornchurch – conversion of 3 parking spaces (as detailed on the plan in Appendix C); and
2. the introduction of 'at any time' waiting restrictions in the following roads:
 - (a) Fentiman Way, Hornchurch (as detailed on the plan in Appendix B);

(b) Fairkytes Avenue, Hornchurch (as detailed on the plan in Appendix D).

REPORT DETAIL

1.0 Background

- 1.1 The request for the introduction of further paid for parking provisions in and around Hornchurch Town Centre was discussed at theme board and flagged for special urgency under the parking exit strategy executive decision to support the high street recovery following the Covid-19 pandemic.
- 1.2 The proposals have been reviewed for 'road safety' implications as well as implications for general accessibility and impact on existing parking provision. A safety audit has also been undertaken by an external company. The results of the audit were considered and actioned accordingly. As a consequence a previously identified road Appleton Way was removed from the scheme and an amendment was made to the scheme design for Fentiman Way. The changes brought about by the safety audit have resulted in a reduction in the overall amount of parking spaces originally proposed from 36 to 29.
- 1.3 The scheme will operate in roads just outside the main shopping area of Hornchurch Town Centre. The roads are locations that shoppers might not currently consider parking in. The use of these bays under the experimental scheme will be monitored to establish the effectiveness of the scheme in achieving the stated aim of supporting the high street through additional provision of convenient parking facilities for shoppers.
- A factor in establishing the suitability of the roads within the scheme was their proximity to the main shopping area of Hornchurch Town Centre. The roads are all within walking distance of Hornchurch Town Centre. When considering the suitability of parking bays for conversion Officers were mindful of choosing bays which would have a minimal impact on local residents. Accordingly, the majority of parking bays chosen are sited away from residential properties. However, Officers note that this was not possible in Fairkytes Avenue, where the bays are in close proximity to residential properties. The operation of these bays will be closely monitored.
- 1.4 Leaflets were sent to residents of the effected roads and all businesses within Hornchurch Town Centre before the introduction of the additional bays notifying them of the changes. A copy of this leaflet is attached to this report as **appendix A**

2.0 Staff Comments

- 2.1 The option to not progress the scheme was considered but rejected. The primary purpose of this scheme is to increase on street parking provisions in and around Hornchurch Town centre in order to assist high street recovery after the Covid-19 pandemic.
- 2.2 Various roads around Hornchurch Town Centre were considered for the introduction of new or further pay & display bays, however Fentiman Way, Fairkytes Avenue and Mavis Grove were identified as being the most suitable based on proximity to Hornchurch Town Centre and effect on neighbouring residential properties.

- 2.3** A further road (Appleton Way) was initially identified but removed from the proposals following concerns raised by an external safety audit which would require design changes to progress. In light of the urgency to assist the high street recovery it was decided to progress with the proposals excluding Appleton Way. Introducing further 'pay & display/cashless parking bays in Appleton Way may be considered at a later date.
- 2.4** Removing Appleton Way from the proposals has resulted in a loss of 7 bays. The scheme will introduce 29 pay & display/cashless parking spaces.

IMPLICATIONS AND RISKS

Financial implications and risks:

The estimated costs of £0.0125m which includes resident engagement and implementing the proposal as described above and shown on the attached plan will be met from the A3001, Parking – Capital Funds budget which at the time of this report has sufficient available budget.

This was a standard project for Environment and there is no expectation that the works cannot be contained within the cost estimate. In the unlikely event of an overspend, the balance would need to be contained within the overall Environment budget.

Pay & Display Bays	Estimated Cost £ £12,500
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Legal Implications and risks:

This report is brought to Committee for noting. The experimental scheme was approved under delegated powers by the Assistant Director of Environment on 22/07/2020

A further report will be brought to members before the expiration of the experimental period for a recommendation on the permanency of the scheme.

The Council has powers under Section 9(1) of the Road Traffic Regulation Act 1984 ("RTRA 1984") to impose an experimental traffic order to charge for parking places on the highway (s45 RTRA 1984) and/or regulate or control vehicular traffic on roads as set out in Part 1 of the RTRA 1984.

Before an experimental order is made the Council should ensure that the statutory procedures set out in section 22 of the Local Authorities Traffic Orders (Procedure)(England & Wales) Regulations 1996 (SI 1996/2489) are complied with.

If the experimental order is to be made permanent, Section 23 of the Regulations must be considered. The Traffic Signs Regulations & General Directions 2016 govern road traffic signs and road markings.

The Council must allow a 6-months objections period to lapse before a decision can be taken on whether or not the order is made permanent and such a decision must be taken within 18-months of the order coming into force. Section 9 RTRA 1984 (3) provides that an experimental order shall not continue in force for longer than 18 months.

Section 122 RTRA 1984 imposes a general duty on local authorities when exercising functions under the RTRA. It provides, insofar as is material, to secure the expeditious, convenient and safe movement of vehicular and other traffic (including pedestrians) and the provision of suitable and adequate parking facilities on and off the highway. This statutory duty must be balanced with any concerns received over the implementation of the proposals.

Human Resources implications and risks:

The proposal can be delivered within the standard resourcing within Street Management, and has no specific impact on staffing/HR issues.

Equalities implications and risks:

Havering has a diverse community made up of many different groups and individuals. The council values diversity and believes it essential to understand and include the different contributions, perspectives and experience that people from different backgrounds bring.

The Public Sector Equality Duty (PSED) under section 149 of the Equality Act 2010 requires the council, when exercising its functions, to have due regard to:

- (i) the need to eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010;
- (ii) the need to advance equality of opportunity between persons who share protected characteristics and those who do not, and;
- (iii) foster good relations between those who have protected characteristics and those who do not.

Note: 'Protected characteristics' are: age, sex, race, disability, sexual orientation, marriage and civil partnerships, religion or belief, pregnancy and maternity and gender reassignment.

The council demonstrates its commitment to the Equality Act in its decision-making processes, the provision, procurement and commissioning of its services, and employment practices concerning its workforce. In addition, the council is also committed to improving the quality of life and wellbeing of all Havering residents in respect of socio-economics and health determinants.

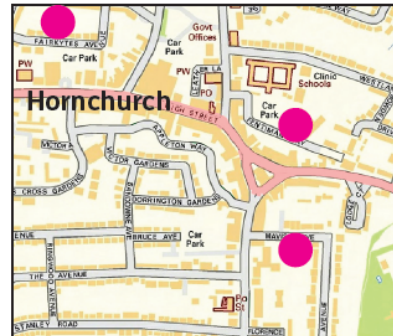
There is a provision for disabled people within this scheme.

New Pay & Display and Cashless Parking Bays for Hornchurch Town Centre from 3 August 2020

From 3 August 2020, Havering Council will be introducing additional Pay & Display and cashless parking bays in and around Hornchurch Town Centre. These bays are to increase short stay parking provision to help residents & shoppers support our high streets safely and conveniently as part of the recovery from the Covid-19 pandemic.

The locations identified for new or additional Pay & Display /cashless parking bays are:

- Fentiman Way • Mavis Grove • Fairkytes Avenue



Pay by **RingGo** App or with Cash

The new bays will have both cashless and cash payment options. Should Pay & Display machines not be installed for the 3 August 2020, payment at nearby machines will be permitted with the nearest machines sign posted.

To take advantage of the cashless option use RingGo, the UK's no.1 parking app with millions of users nationwide. You can use your phone to pay for parking with RingGo across Havering. It's quick, secure and you don't have to hunt around for loose change.

For more information go to: <https://www.myringgo.co.uk/>

Your Questions Answered

Havering Council are introducing these bays under an experimental traffic order. This allows us to monitor the effects of the bays whilst also permitting any changes to be made within the first 6 months of the scheme going live. The experimental traffic order lasts for a maximum of 18 months, after which the additional bays will be made permanent or be removed, based on feedback from local residents and businesses.

Q. Can Blue Badge holders park for free?

A. Yes, Blue Badge holders can park for free up to the maximum stay of 3 hours. Blue Badge holders should display their valid badge and clock (set at the time of arrival).

Q. Why has there not been any consultation?

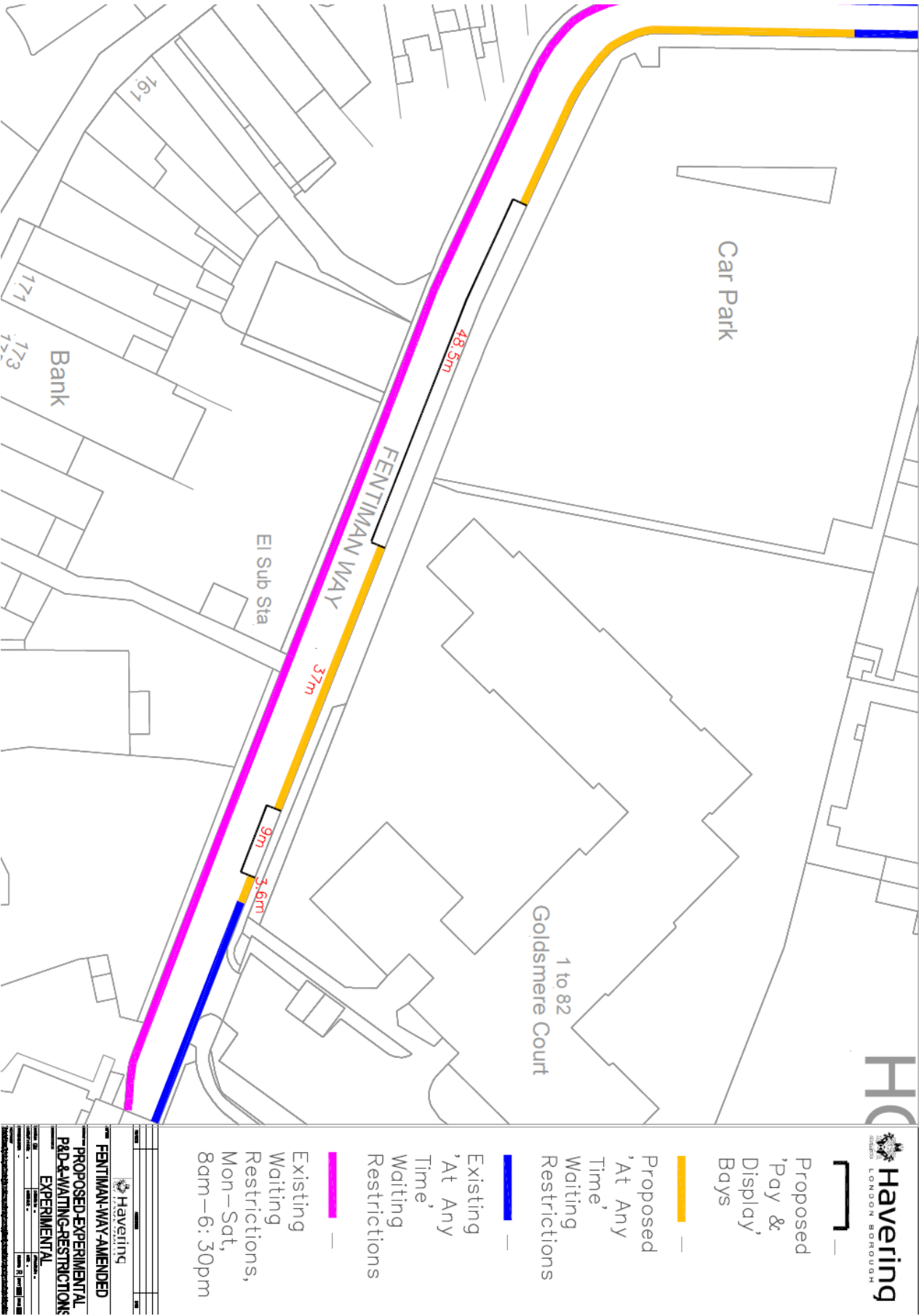
A. Due to the experimental nature of the scheme no formal consultation is required. However, the Council are keen to hear from residents as to how they believe the scheme is working. The impact of the scheme will be continuously monitored and changes will be considered within the first 6 months.

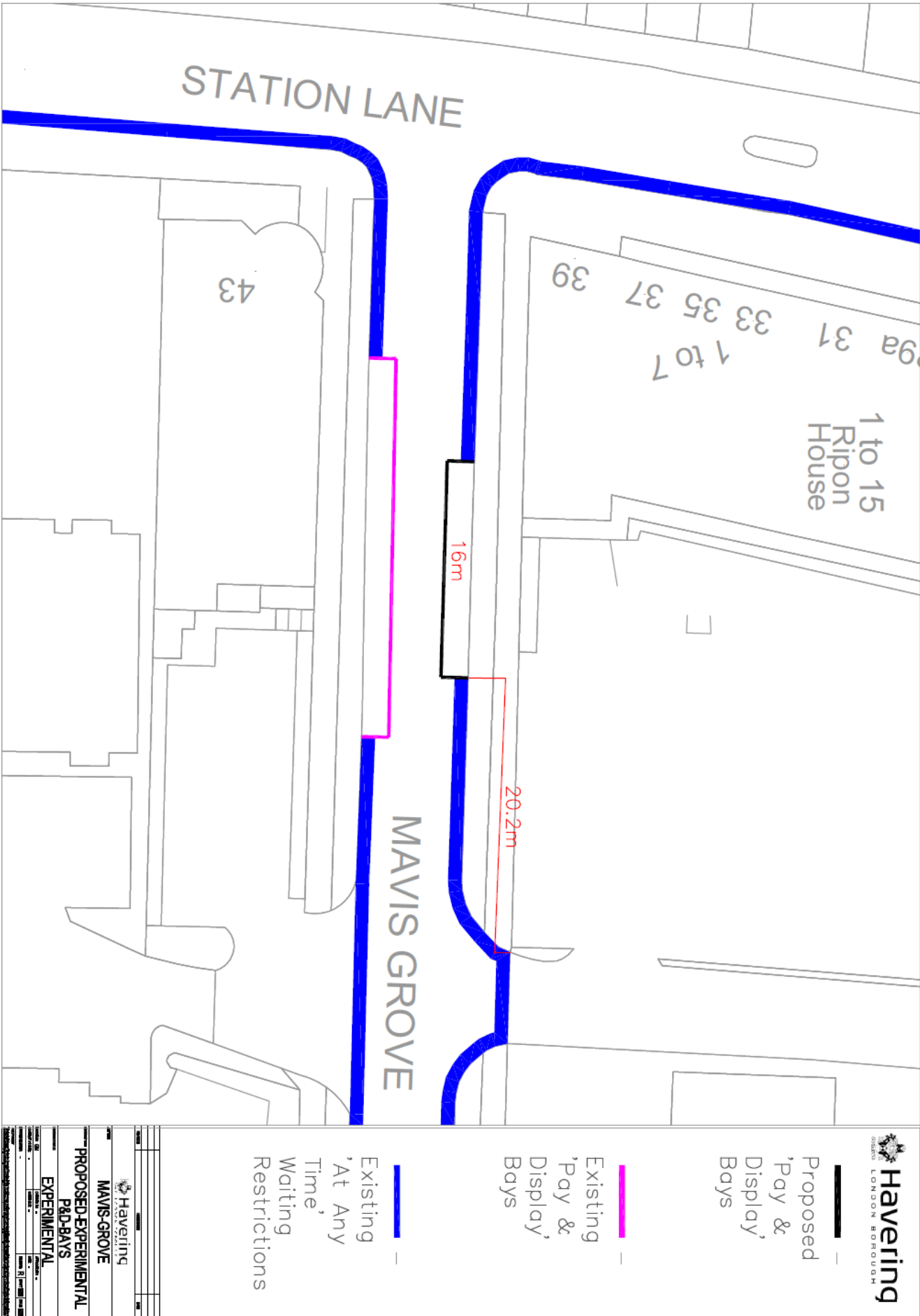
Q. How much will it cost to park?

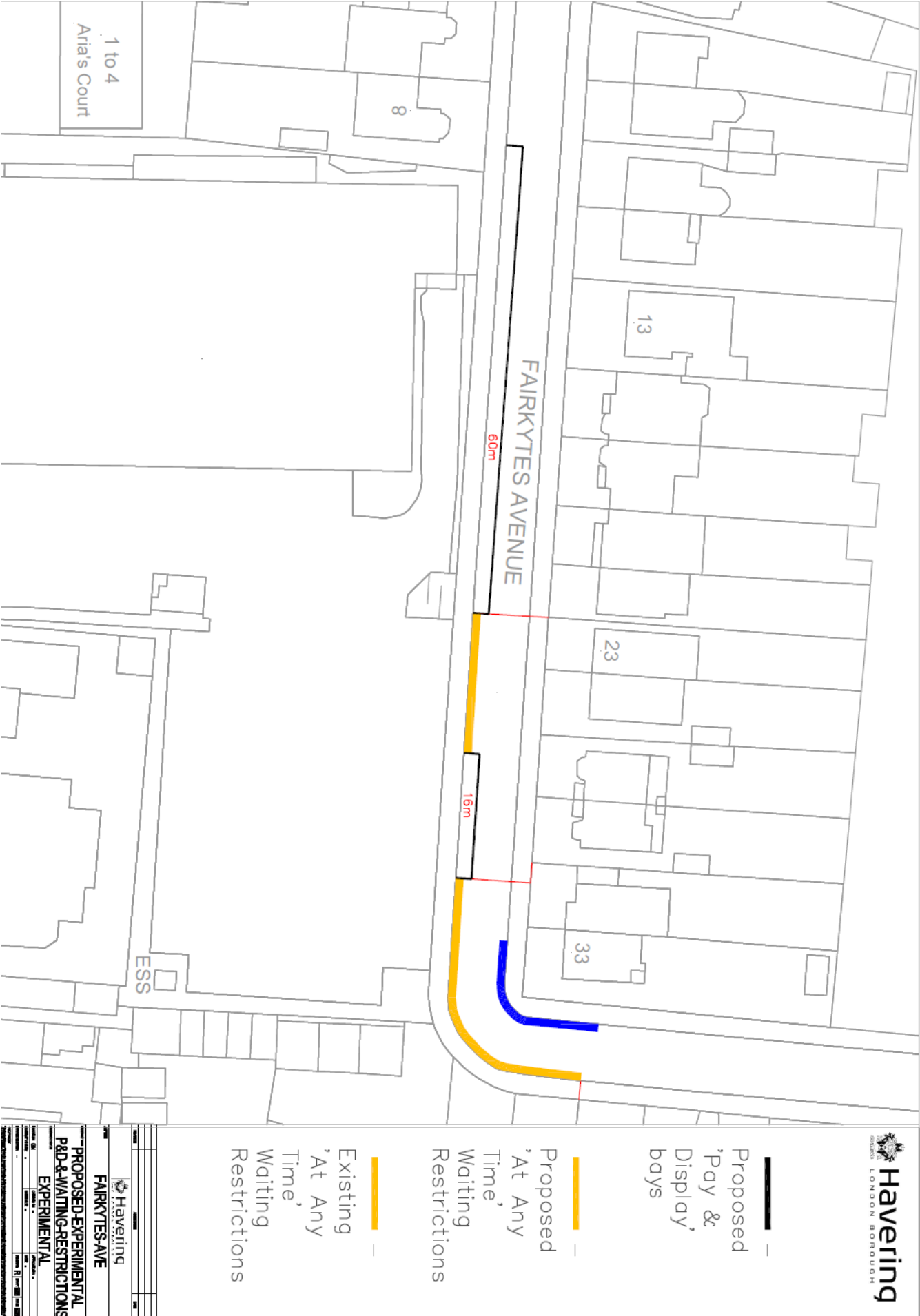
A. From the 3 August 2020 the boroughs new 'on street' parking tariff comes in to force. The cost of parking will be as follows:

Tariff operational Monday to Saturday, 8am to 6.30pm. Maximum stay 3 hours, no return within 2 hours.	0 – 1 hours	£0.00 (FREE)
	1 – 2 hours	£2.50
	2 – 3 hours	£3.50
	Sunday	No charge

For further information & to provide feedback, contact:
trafficandparkingcontrol@haverling.gov.uk







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