



Havering
LONDON BOROUGH

Notice of Non-key Executive Decision

Subject Heading:	St Marys Lane – Partial Build Out of Bus Stop Lay-by
Decision Maker:	Imran Kazalbash Director of Environment
Cabinet Member:	Cllr. Barry Mugglestone Environment
ELT Lead:	Neil Stubbings Strategic Director of Place
Report Author and contact details:	Gareth Nunn Senior Highways Engineer Schemes 01708 433139 Gareth.nunn@havering.gov.uk
Policy context:	National Planning Policy Framework (2019) London Plan (2019) Havering Local Implementation Plan 2018/19 Delivery Plan
Financial summary:	Estimated cost of £0.023m will be met by the LIP TFL 24-25 budget
Relevant Overview & Scrutiny Sub Committee:	Environment
Is this decision exempt from being called-in?	Yes – Non Key

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

People - Things that matter for residents	X
Place - A great place to live, work and enjoy	X
Resources - A well run Council that delivers for People and Place	X

Part A – Report seeking decision

DETAIL OF THE DECISION REQUESTED AND RECOMMENDED ACTION

Following the formal advertisement of proposed waiting restrictions and traffic calming measures, this Executive Decision seeks approval to:

I. agree to the implementation of:

(a) Partial Build out of Bus Stop Lay-by – St Marys Lane, Upminster

The widening of the footway at the bus stop opposite St Joseph's Catholic Primary school, St Marys Lane. By partially building out the existing bus stop lay-by; and

(b) Waiting Restrictions – St Marys Lane - Upminster

Implementation of 'at any time' waiting restrictions either side of the bus stop shown on the plan at Appendix C of this report

AUTHORITY UNDER WHICH DECISION IS MADE

Council's Constitution Part 3.3.5 (1.1).

To exercise the Council's powers and duties arising under the Road Traffic Regulation Act 1984, New Roads and Streetworks Act 1991 and Traffic Management Act 2004.

STATEMENT OF THE REASONS FOR THE DECISION

Background to the Scheme and Design Proposals:

Following contact from the MP's office reporting apparent overcrowding at this bus stop and a near-miss incident involving a pedestrian and a bus, officers assessed the site, observed the issues being experienced and considered potential solutions.

A site visit was conducted with officers, councillors, and representatives from the two nearby schools. It was observed that the existing footway around the historic bus stop was insufficient to accommodate all waiting passengers at school closing time.

It was noted that some children were waiting in the bus stop lay-by area (carriageway) and pedestrians were struggling to navigate past the bus stop, occasionally entering the carriageway.

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Additionally, due to the irregular kerb line at this bus stop, buses were not always able to stop directly adjacent to the kerb, hindering smooth boarding and alighting. Some passengers had to step down to carriageway level before stepping back up onto the footway.

To address these issues, a bus stop lay-by build-out was considered to maximise the passenger waiting area. This would not only increase the waiting space but also provide a straight kerb line for buses, improving the boarding and alighting experience.

Ward councillors expressed concerns that reducing the carriageway width might lead to congestion, potentially backing up to Bell Corner and causing traffic issues at a busy crossroad junction.

In response to these concerns, a revised design was proposed. This design includes a partial build-out which increases the waiting area for bus passengers, provides a straight kerb line for buses to stop, and maintains two-way traffic flow in the carriageway to prevent vehicle congestion.

On either side of the existing bus stop lay-by, there are 'at any time' waiting restrictions (double yellow lines). As the proposal shortens the existing bus stop cage, a minor extension of these waiting restrictions is proposed to ensure that no part of the road remains unrestricted.

The proposed extension to the waiting restrictions was formally advertised on 9th February 2024. While the formal advertisement of the waiting restrictions is a statutory requirement, this opportunity was also used to consult local residents about the entire proposal to partially build out the existing lay-by (resident letter attached as Appendix A)

OTHER OPTIONS CONSIDERED AND REJECTED

The option not to progress these schemes was considered but rejected.

A full build out of the existing bus stop lay-by was also considered but not progressed due to the aforementioned reasons in the background section of this document.

Officers consider the need to provide an adequate waiting area at this bus stop. The Council has obligations under the Road Traffic Regulation Act (1984) to secure the expeditious, convenient and safe movement of vehicular and other traffic (including cyclists and **pedestrians**).

PRE-DECISION CONSULTATION

On 9th February 2024, the proposed extension of the waiting restrictions was formally advertised. As part of this consultation, we also took the opportunity to inform local residents about the proposed partial bus stop build-out.

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Only one response was received, which did not object to the proposal but commented on the timing of the works and requested an additional minor scheme. This request will be managed separately from this project.

A redacted version of the consultation response is attached as Appendix B.

NAME AND JOB TITLE OF STAFF MEMBER ADVISING THE DECISION-MAKER

Name: Gareth Nunn

Designation: Senior Schemes Engineer

Signature:



Date: 18/06/2024

Part B - Assessment of implications and risks

LEGAL IMPLICATIONS AND RISKS

Here Officers seek approval for the implementation of Waiting Restrictions and a partial build out of an existing bus stop lay-by, that pursuant to the Council's Constitution requires an executive decision by the Lead Member for Environment.

The Council's power to make an order regulating or controlling vehicular traffic on roads is set out in Part I of the Road Traffic Regulation Act 1984 ("RTRA 1984") with the power to designate parking places set out under part IV of the RTRA 1984.

Before an Order is made, the Council should ensure that the statutory procedures set out in the Local Authorities Traffic Orders (Procedure)(England & Wales) Regulations 1996 (SI 1996/2489) are complied with. The Traffic Signs Regulations & General Directions 2016 govern road traffic signs and road markings.

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.

In considering any responses received during consultation, the Council must ensure that full consideration of all representations is given including those which do not accord with the officer's recommendation. The Council must be satisfied that any objections to the proposals were taken into account.

In considering any consultation responses, the Council must balance the concerns of any objectors with the statutory duty under section 122 RTRA 1984.

FINANCIAL IMPLICATIONS AND RISKS

The estimated costs of £0.040m which include the physical works, advertising/traffic order costs and technical fees, will be funded through LIP TFL 24-25 budget.

Breakdown of costs:

Physical Works (including 10% contingency)	£12,520.53
Traffic Order	£500.00
TFL 'third party request'	£5000.00
Technical Fees	£5000.00
Total	£23,020.53

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HUMAN RESOURCES IMPLICATIONS AND RISKS (AND ACCOMMODATION IMPLICATIONS WHERE RELEVANT)

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

EQUALITIES AND SOCIAL INCLUSION 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.

These measures improve road safety for all road users.

The EQHIA form is attached as Appendix D to this report

ENVIRONMENTAL AND CLIMATE CHANGE IMPLICATIONS AND RISKS

The reduction in the perceived parking provision may discourage drivers from using this location and therefore this may reduce emissions in line with the Climate Change Action Plan 2021.

BACKGROUND PAPERS

APPENDICES

Appendix A – Consultation letter (formal advert of waiting restrictions)



Highways, Traffic and Parking Schemes

London Borough of Havering
Town Hall,
Main Road
Romford RM1 3BB

Email: schemes@havering.gov.uk

Date: 9th February 2024

Dear Resident,

St Marys Lane Bus stop (Opposite St Joseph's Catholic Primary School) – Proposed amendments to bus stop layby

I am writing to advise you that the Council is proposing to extend the existing 'At any time' waiting restrictions either side of the bus stop at St Marys Lane, opposite St Joseph's Catholic Primary School.

In addition to the proposed extensions to the 'At any time' waiting restrictions, the Council also intend to make changes to increase the footway area around the bus stop. The proposals are shown on the attached plan.

These changes are proposed to help towards pedestrian safety near the bus stop while ensuring that continuous two-way traffic flow is maintained on the roads.

Full details, including relevant orders, are available for inspection for a period of 21 days from Friday 9th February 2024 at <https://havering.traffweb.app>

All comments to the proposals should be sent in writing to the Highways, Traffic and Parking Group Manager, Havering Town Hall, Main Road, Romford RM1 3BB or by email to schemes@havering.gov.uk. All responses need to be received by **Friday 1st March 2024**. Any objections must state the grounds on which they are made.

Please note we are unable to answer individual points raised at this stage. However, your comments will be noted and taken into consideration when presenting the final report to the Assistant Director for Environment.

Any issues will be addressed at that time and all comments received are open to public inspection.

Please note that we would like to make clear that any scheme implemented will be externally funded following successful bids, as such all funding is ring-fenced and cannot be used elsewhere in the Council.

Yours faithfully,

The Schemes Team

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Appendix B – Response to Formal Advert of Waiting Restrictions

From: [REDACTED]
Sent: 13 February 2024 18:28
To: schemes <schemes@havering.gov.uk>
Subject: St Mary's Lane Bus stop (opposite St Joseph's)

To whom it may concern

With regard to your proposed amendment to the bus stop opposite St Joseph's School along ST Mary's Lane, could I request the following:

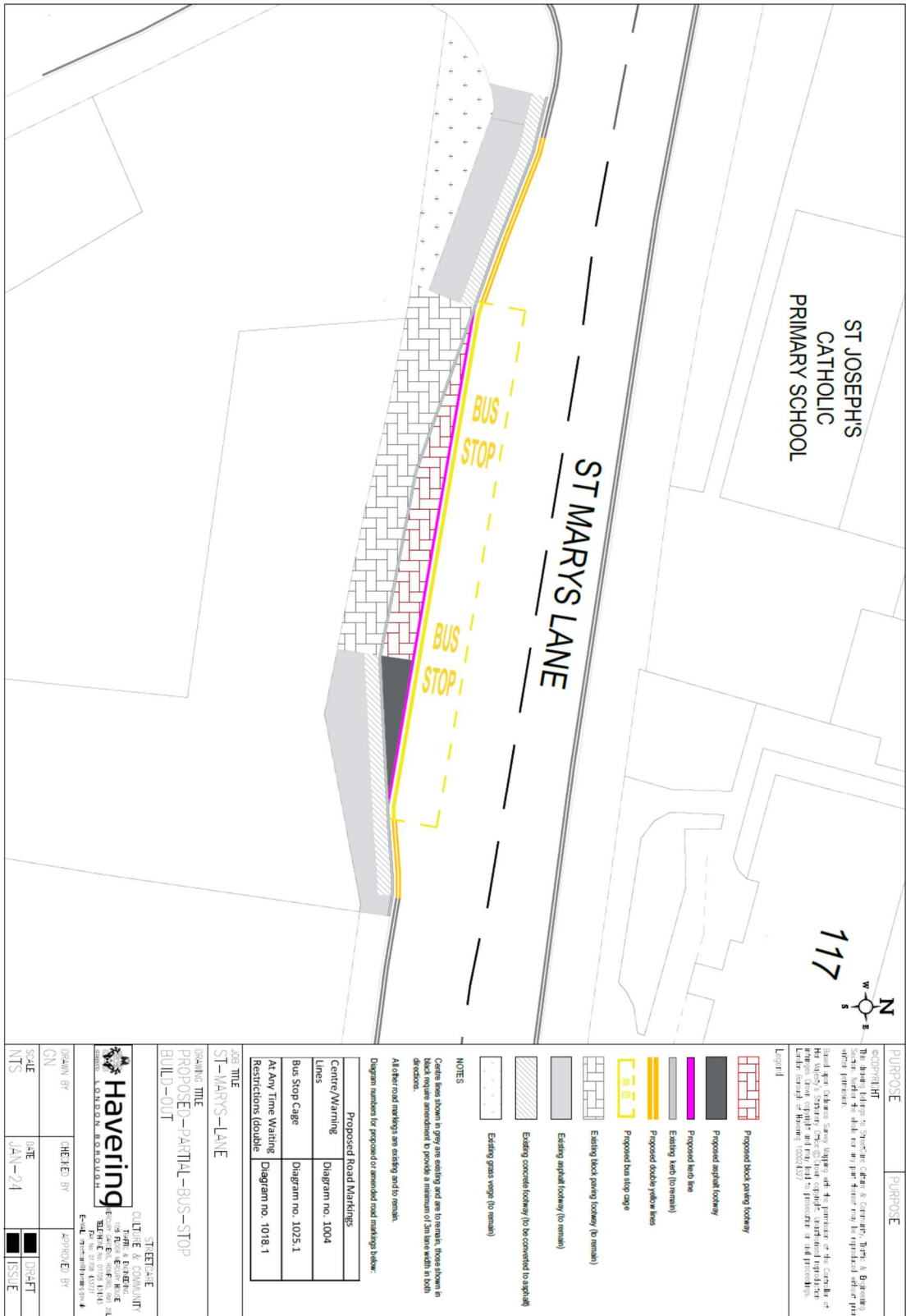
- 1) Can the work be scheduled to be completed during a school holiday period as the impact on traffic is likely to affect the punctuality of children at St Joseph's, both Uppminster schools (Junior and Infant) and The Sacred Heart of Mary school. All these schools are very close to the site of the proposed works?
- 2) At the same time, can a box junction be painted in line with the school car park entrance to minimise the number of times that access into the car park is blocked? The new proposal will prevent cars passing inside any vehicle waiting to turn into the car park. This is a feature of the road every morning. This would be further enhanced with the installation of school zig-zag markings along St Mary's Lane by the front pedestrian and vehicle entrance.

Kind regards,

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

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Appendix C – Proposed partial buildout of bus stop lay-by and ‘at any time’ waiting restrictions



PURPOSE

SCOPING HT

The above plans to show the layout of the proposed bus stop cage and lay-by. The layout is shown for information only and is not intended to be used for any other purpose. The layout is subject to change and is not intended to be used for any other purpose. The layout is subject to change and is not intended to be used for any other purpose.

- Legend**
- Proposed block paving footway
 - Proposed asphalt footway
 - Proposed kerb line
 - Existing kerb (to remain)
 - Proposed double yellow lines
 - Proposed bus stop cage
 - Existing block paving footway (to remain)
 - Existing asphalt footway (to remain)
 - Existing concrete footway (to be converted to asphalt)
 - Existing grass verge (to remain)

NOTES

Centre lines shown in grey are existing and are to remain, those shown in black require amendment to provide a maximum of 3m lane width in both directions.

All other road markings are existing and to remain.

Diagram numbers for proposed or amended road markings below:

Proposed Road Markings	
Centre/Warning Lines	Diagram no. 1004
Bus Stop Cage	Diagram no. 1025.1
At Any Time Waiting Restrictions (double)	Diagram no. 1018.1

JOB TITLE
ST-MARYS-LANE

DRAWING TITLE
PROPOSED-PARTIAL-BUS-STOP BUILD-OUT

STREETCARE

CLIFFORD & COMMUNITY PARTNERSHIP

HAVERING

CLIFFORD & COMMUNITY PARTNERSHIP
100, HIGH STREET, HAVERING, ESSEX, SSG14 3JL
TEL: 01473 830000
E-MAIL: info@cliffordandcommunity.co.uk

DESIGN BY	CHIEFED BY	APPROVED BY
CN		
SCALE	DATE	DRAFT
NTS	JAN-24	ISSUE

Appendix D – EqHIA



**Equality & Health Impact Assessment
(EqHIA)**

Title of activity:	St Marys Lane – Partial Build Out of Bus Stop Lay-by
Lead officer:	Gareth Nunn Senior Highways Engineer Schemes 01708 433139 Gareth.nunn@havering.gov.uk
Approved by:	Forwarded to HR for approval accompanying the Executive Decision form for this scheme.
Version Number	V0.1
Date and Key Changes Made	18/06/2024
Scheduled date for next review:	Scheme to be implemented under a permanent traffic order (where traffic orders are applicable). A review of the implemented scheme will take place to ensure it has been installed correctly and that any impact on residents is as expected and as advised within this EqHIA.

Did you seek advice from the Corporate Policy & Diversity team?	No
Did you seek advice from the Public Health team?	No
Does the EqHIA contain any confidential or exempt information that would prevent you publishing it on the Council's website? See Publishing Checklist.	No

1. Equality & Health Impact Assessment Checklist

Please complete the following checklist to determine whether or not you will need to complete an EqHIA and ensure you keep this section for your audit trail. If you have any questions, please contact READI@haverling.gov.uk for advice from either the Corporate Diversity or Public Health teams. Please refer to [this Guidance](#) on how to complete this form.

About your activity

1	Title of activity	St Marys Lane – Partial Build Out of Bus Stop Lay-by		
2	Type of activity	Traffic & Parking schemes		
3	Scope of activity	<p>The widening of the footway at the bus stop opposite St Joseph's Catholic Primary school, St Marys Lane. By partially building out the existing bus stop layby.</p> <p>The implementation of 'at any time' waiting restrictions either side of the bus stop</p>		
4a	Are you changing, introducing a new, or removing a service, policy, strategy or function?	Yes	<p>If the answer to either of these questions is 'YES', please continue to question 5.</p> <p>Please use the Screening tool before you answer this question.</p> <p>If you answer 'YES', please continue to question 5.</p>	<p>If the answer to all of the questions (4a, 4b & 4c) is 'NO', please go to question 6.</p>
4b	Does this activity have the potential to impact (either positively or negatively) upon people from different backgrounds?	Yes		
4c	Does the activity have the potential to impact (either positively or negatively) upon any factors which determine people's health and wellbeing?	Yes		
5	If you answered YES:	Please complete the EqHIA in Section 2 of this document. Please see Appendix 1 for Guidance.		
6	If you answered NO:			
Completed by:		Gareth Nunn Senior Highways Engineer - Schemes		

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Date:	18/06/2024
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2. The EqHIA – How will the strategy, policy, plan, procedure and/or service impact on people?

Background/context:

Following on from concerns raised regarding overcrowding at this bus stop and a near-miss incident involving a pedestrian and a bus, officers assessed potential solutions.

To address these issues, a partial bus stop lay-by build-out is proposed to increase the waiting space at the bus stop and provide a straight kerb line for buses, improving the boarding and alighting experience.

Who will be affected by the activity?

The scheme proposes to increase the waiting area for bus passengers and provides a straight kerb line for buses to stop. This will improve the experience for both pedestrians navigating past the bus stop by as they will have more space to do so, and bus users who will have more space to wait and an improved boarding and alighting experience.

The installation/extension of the no waiting at any time restrictions would improve road safety, traffic flow, sight lines around the bus stop. These restrictions may impact on the parking capacity for residents and their visitors but blue badge holders can park on the no waiting at any time restrictions for up to three hours. The installation of no waiting at any time restrictions will aid buses and have street cleaning benefits. Vehicles will not be able to park on the no waiting at any time restriction, however they can still load and unload goods and alight passengers.

Protected Characteristic - Age: Consider the full range of age groups

<i>Please tick (✓) the relevant box:</i>		Overall impact:
Positive	<input type="checkbox"/>	
Neutral	<input checked="" type="checkbox"/>	
Negative	<input type="checkbox"/>	

**Expand box as required*

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Evidence:	
	<i>*Expand box as required</i>
Sources used:	
	<i>*Expand box as required</i>

Protected Characteristic - Disability: Consider the full range of disabilities; including physical, mental, sensory, progressive conditions and learning difficulties. Also consider neurodivergent conditions e.g. dyslexia and autism.		
<i>Please tick (✓) the relevant box:</i>	Overall impact:	
Positive	Blue badge holders can park on the no waiting at any time restrictions for up to three hours when displaying their blue badge	
Neutral		✓
Negative		
	<i>*Expand box as required</i>	
Evidence:		
	<i>*Expand box as required</i>	
Sources used:		
	<i>*Expand box as required</i>	

Protected Characteristic – Sex / gender: Consider both men and women	
<i>Please tick (✓) the relevant box:</i>	Overall impact:
Positive	
Neutral	✓

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Negative			<i>*Expand box as required</i>
Evidence:			
<i>*Expand box as required</i>			
Sources used:			
<i>*Expand box as required</i>			

Protected Characteristic – Ethnicity / race / nationalities: Consider the impact on different minority ethnic groups and nationalities			
<i>Please tick (✓) the relevant box:</i>		Overall impact:	
Positive			
Neutral	✓		
Negative			
		<i>*Expand box as required</i>	
Evidence:			
<i>*Expand box as required</i>			
Sources used:			
<i>*Expand box as required</i>			

Protected Characteristic – Religion / faith: Consider people from different religions or beliefs, including those with no religion or belief			
<i>Please tick (✓) the relevant box:</i>		Overall impact:	
Positive			
Neutral	✓		

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Negative			<i>*Expand box as required</i>
Evidence:			
<i>*Expand box as required</i>			
Sources used:			
<i>*Expand box as required</i>			

Protected Characteristic - Sexual orientation: Consider people who are heterosexual, lesbian, gay or bisexual			
<i>Please tick (✓) the relevant box:</i>		Overall impact:	
Positive			
Neutral	✓		
Negative			
		<i>*Expand box as required</i>	
Evidence:			
<i>*Expand box as required</i>			
Sources used:			
<i>*Expand box as required</i>			

Protected Characteristic - Gender reassignment: Consider people who are seeking, undergoing or have received gender reassignment surgery, as well as people whose gender identity is different from their gender at birth			
<i>Please tick (✓) the relevant box:</i>		Overall impact:	
Positive			
Neutral	✓		

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Negative		<i>*Expand box as required</i>
Evidence:		
<i>*Expand box as required</i>		
Sources used:		
<i>*Expand box as required</i>		

Protected Characteristic – Marriage / civil partnership: Consider people in a marriage or civil partnership		
<i>Please tick (✓) the relevant box:</i>		Overall impact:
Positive		<i>*Expand box as required</i>
Neutral	✓	
Negative		
Evidence:		
<i>*Expand box as required</i>		
Sources used:		
<i>*Expand box as required</i>		

Protected Characteristic - Pregnancy, maternity and paternity: Consider those who are pregnant and those who are taking maternity or paternity leave		
<i>Please tick (✓) the relevant box:</i>		Overall impact:
Positive		
Neutral	✓	

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Negative		<i>*Expand box as required</i>
Evidence:		
<i>*Expand box as required</i>		
Sources used:		
<i>*Expand box as required</i>		

Socio-economic status: Consider those who are from low income or financially excluded backgrounds		
<i>Please tick (✓) the relevant box:</i>		Overall impact:
Positive	<input type="checkbox"/>	<i>*Expand box as required</i>
Neutral	<input checked="" type="checkbox"/>	
Negative	<input type="checkbox"/>	
Evidence:		
<i>*Expand box as required</i>		
Sources used:		
<i>*Expand box as required</i>		

Health & Wellbeing Impact:		
Consider both short and long-term impacts of the activity on a person's physical and mental health, particularly for disadvantaged, vulnerable or at-risk groups. Can health and wellbeing be positively promoted through this activity?		
<i>Please tick (✓) all the relevant boxes that apply:</i>		Overall impact:
Positive	<input type="checkbox"/>	The proposals for at any time waiting restrictions will improve road safety for pedestrians and bus users.

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Neutral	<input checked="" type="checkbox"/>	The expansion of the bus stop waiting area will enhance the bus journey experience for users and make the pedestrian route past the bus stop more attractive. Consequently, this could encourage more people to walk and use public transport instead of driving, thereby making sustainable modes of transport more appealing. <i>*Expand box as required</i>
Negative	<input type="checkbox"/>	
Do you consider that a more in-depth HIA is required as a result of this brief assessment? Please tick (✓) the relevant box Yes No ✓		
Evidence: The scheme is believed to have a neutral impact on residents. <i>*Expand box as required</i>		
Sources used: <i>*Expand box as required</i>		

4. Review

In this section you should identify how frequently the EqHIA will be reviewed; the date for next review; and who will be reviewing it.

Review: 02/10/2024
Scheduled date of review: 02/10/2024
Lead Officer conducting the review: Gareth Nunn
<i>*Expand box as required</i>

Please submit the completed form via e-mail to READI@havering.gov.uk thank you.

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Part C – Record of decision

I have made this executive decision in accordance with authority delegated to me by the Leader of the Council and in compliance with the requirements of the Constitution.

Decision

Proposal agreed

Signed: 

Name: **Imran Kazalbash**

Designation: Director for Environment

Date: 30/08/2024

Lodging this notice

The signed decision notice must be delivered to Committee Services, in the Town Hall.

For use by Committee Administration

This notice was lodged with me on _____

Signed _____

