

## **Dudley MBC Traffic Regulation Order Policy and Process Map.**

### **1. Scope**

Dudley Council received many requests each year for permanent traffic regulation orders to address parking problems, road safety concerns and congestion. This policy and process map considers how these requests are assessed and prioritises against Council / Regional / National objectives.

### **2. Legislation**

- a. Traffic regulation orders are made under powers contained in section one of the Road Traffic Regulation Act 1984 subject to regulations laid down by the Secretary of State. The procedure for creating an order is set out in The Local Authorities' Traffic Orders (Procedure) (England and Wales) Regulations 1996.
- b. The Council conducts its functions to provide, improve and maintain highways under Sections 24, 41 and 62 of The Highways Act 1980 and exercises traffic regulatory powers under Sections 1 and 84 of the Road Traffic Regulation Act 1984.
- c. The provision of a Local Transport Plan is a requirement of The Transport Act 2000.
- d. The Council's budgetary process is governed by Local Government Finance Acts 1988 and 1992, the Local Government and Housing Act 1989, and The Local Government Act 2003.

### **3. Departures from Standard**

None

### **4. Our Approach**

When traffic regulation order (TRO) requests are received, a standard email reply will be sent to outline the process for TRO requests and give information on the next review date. For any responses received through the post, a reply letter will be sent to advise the resident.

The TRO request will then be logged on to the scoring spreadsheet and given a unique reference number (the next line on the spreadsheet). The original e-mail or letter (scanned) will then be saved with the unique reference in the title.

TRO requests are to be reviewed three times a year. These reviews will take place in June, September, and December. These dates have been selected to avoid the election period.

TRO requests will be logged and will undergo an initial feasibility check in the form of prequalifying questions to ensure it meets the key criteria. If a request is not feasible, it will be discounted, and the requestor notified. If it is justified, it will be scored within the scoring spreadsheet and at the point of the review, the top ten scoring requests will be selected to proceed. Should TRO requests achieve the same score, then this may result in fewer than 10 requests progressing or more depending on the scores. IE should the 10th, 11th and 12th request all be tied, then only nine requests would be progressed to avoid the need to introduce 12 requests and associated increased workload.

Should the 10th and 11th requests be tied, then 11 requests would be progressed.

Emails or letters will be sent to all requestors to notify them of the decision to progress or not.

Under the former TRO request policy, requests were considered once annually with approx. 30 being progressed. As a transition to the new process, there are some existing requests which have been made within the last 12 months. Under the new process, only 10 schemes would be introduced. The residents making requests, which ranked in positions 11 to 30, would likely feel aggrieved at having waited up to a year and have their requests rejected. To acknowledge this situation, it is proposed to you have a transition period. For the first review period of the new policy, requests ranked in positions 11 to 30 are transferred to the next review period to be reconsidered.

After these initial 20 requests are reconsidered during the second TRO review of the new policy, no further unsuccessful requests will be stored and kept under consideration for the next review period. Should requestors wish a request to be considered again, another request will be required.

If a repeat request is received, which was not justified on the first assessment, it will not be considered again within a 3-year period unless there has been a change in the circumstances at the location.

Councillors and stakeholders will be consulted on the requests which are being progressed and a TRO advert prepared. This advert will include all of the successful TRO requests for that review period, along with any disabled residents parking places or TRO's associated with new developments / planning requirements.

The statutory process for implementing a TRO requires a consultation with stakeholders and councillors, along with a four-week formal consultation stage required before any measures can be introduced. A typical programme for a TRO to be introduced is 3 months from the point a request is selected to proceed following scoring. This could be longer should objections be received from stakeholders, counsellors or from members of the public. Under the new quarterly process, any locations which receive objections and may require amending will be rolled over into the next TRO cycle to avoid delaying the overall programme.

# Receive TRO Request

By email

Online

By Post



Send standard response explaining timeframes

Website triggers email with standard response explaining timeframes and email to traffic team with request information

Scan original letter & Send response to explain process and timeframes

Enter request into scoring spreadsheet completing "Request Logging & Prequalifying Questions" Section

Give request unique reference from spreadsheet & file email

If the request does not meet the prequalifying criteria set out in the scoring system, email / write letter to requester explaining reasons

If the request can be incorporated into a scheme in development, email project lead with request. Project Lead to email requestor to give details of the proposed works and timescales.

At the next review of requests, complete scoring matrix for all requests which have not been incorporated into existing schemes or rejected on the basis of failing to meet prequalifying criteria

Once scoring matrix is complete for all requests, proceed with the top 10 requests\*

Email all unsuccessful requestors with a standard email to explain that the request is not to be progressed, highlighting that if the issue persists they can log it again for future consideration.

Send standard email to successful requestors with update explaining process to completion.

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## TRO Consultation Process Map

Prepare notices, plans and statement of reasons.



Brief Cabinet Member for Highways and Environmental Services on proposed TRO



Finalise legal notices and agree advertising dates



Consult local ward members



Public consultation. Proposals are advertised in Express and Star  
and on street for 28 days



Results of consultation reported to Cabinet Member for Highways and Environmental  
Services, in consultation with the Director via a decision sheet



Outcome of decision sheet formalised with a legal sealed TRO



Signs and lines implemented on site to reflect the content of the TRO

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