

Southend-on-Sea Borough Council

Agenda
Item No.

Report of Corporate Director for Place
to
**Traffic and Parking Working Party and
Cabinet Committee**
on
19th September 2016

Report prepared by: Zulfiqar Ali, Group Manager, Highways
and Traffic Group

Members Requests List

Portfolio Holder – Councillor Tony Cox
A Part 1 Public Agenda Item

1. Purpose of Report

- 1.1 For the Traffic and Parking Working Party & Cabinet Committee to receive, note and consider new “Member’s Requests” and Officers’ recommendations as detailed in Appendix 1 of this report.

2. Recommendation

- 2.1 That the Traffic and Parking and the Cabinet Committee consider the views of the Working Party and Officer recommendations on each of the proposals as detailed in **Appendix 1** to this report, and agree:
- a) **To proceed with Officers’ recommendations; or,**
 - b) **To proceed with Officers’ recommendations; or,**
 - c) **To take no further action.**
 - d) **That all agreed actions will be added to the existing work programme unless members have indicated higher priority.**
 - e) **The use of the attached” Members Request” form for all future requests.**

3. Background

- 3.1 The cabinet Committee at its meeting in January 2016 agreed policy criterion for traffic and parking investigations. All request of this nature from Members are considered against the new policy requirements. As we are now working to these policy requirements, Officers have agreed a standard Proforma that all Members will be asked to complete and return for all future Members requests a copy is attached as appendix 2. A copy of this will be made available on line for Members use.
- 3.2 Officers receive and add all such requests to the “Members list” and report these back to the Traffic & Parking Working Party and the Cabinet Committee. Any recommendations agreed will then become part of the work programme. Officers’ initial recommendations are based on limited findings of the investigation and/or the outcome of surveys/consultations where possible. If the

Working Party/Cabinet Committee agree for items to be further investigated, updates will be presented to future Traffic and Parking Working Party & Cabinet Committee meetings for consideration and decision, as and when they become available.

- 3.3 The Committee is aware of the increasing workload resulting from “Members Requests”. This is a small team with limited financial and staffing resources to address all requests which require extensive investigations in most cases. As such there is a need to prioritise these on the basis of impact on safety, accessibility and traffic flows and programmed against the limited budget and staffing available to undertake necessary investigations to deliver these in the most efficient way.
- 3.4 It needs to be noted that once a formal conclusion has been reached on the individual items, to the agreement of the Traffic and Parking Working Group & the Cabinet Committee, these will be removed from the list and where appropriate, added to the work programme. In such cases, the Working Party and the Cabinet Committee is asked to agree future prioritisation of each of the items on the basis of impact on safety and accessibility.
- 3.5 Officers will update Members of the progress of their individual requests and will inform them of the findings, investigations, the recommendations and reasons thereof, as well as the decisions made by this Committee.

4. Reasons for Recommendations

- 4.1 To provide a rationalised and consistent management and decision-making process for all formal requests for highways and traffic management improvements by Ward Councillors via the Traffic and Parking Working Party & Cabinet Committee.

6. Corporate Implications

- 6.1 Contribution to Council’s Vision & Corporate Priorities

The Members Requests List is a mechanism for Ward Councillors to request issues within their wards which they believe may be a safety hazard and improving traffic flow contributes to a Safe and Prosperous Southend.

- 6.2 **Financial Implications**

Requests which are recommended for any action will be funded via existing budgetary resources. However, the resources are limited and the Working Party and the Cabinet Committee has an ongoing agreed priority programme based on its earlier decisions. Unless the Committee agrees to allocate a priority for the new requests, these will be added to the bottom of the list and undertaken subject to availability of financial and staffing resources.

6.3 Legal Implications

Where requests involve any requirement for a Traffic Regulation Order, the relevant statutory procedures will be followed including the requirement for formal consultation with affected frontagers' and advertisement in the local press.

6.4 People Implications

There are limitations in staff time and an increase in Members' requests can place additional strain on limited resources which may lead to delays in investigations and reporting back to the Working Party and the Cabinet Sub Committee.

6.5 Property Implications

None

6.6 Consultation

Formal and informal consultation will be carried out, as required, and directed by this Committee. In addition all ward councillors are to be informed of the consultation process prior to its commencement.

7. Background Papers

None

8 Appendices

Appendix 1 - List of Members requests

Appendix 2 – Proposed Proforma for Members Requests.