

## **PLANNING & TRANSPORTATION PORTFOLIO HOLDER DECISION – 22 JUNE 2017**

### **TRAFFIC MANAGEMENT AND TRANSPORTATION PROGRAMME 2017 - 2018**

#### **1. INTRODUCTION**

- 1.1 The purpose of this report is to seek approval of the initial programme of work to be progressed by New Forest District Council's Transportation Team for 2017/18 as set out in Appendix 1 and to agree the process for involving members in the process of programme preparation.

#### **2. BACKGROUND**

- 2.1 NFDC entered into a Traffic Management Agreement with HCC in February 2009. The Agency Agreement was recently reviewed by HCC in 2016, and NFDC confirmed in December 2016 the wish to renew the traffic management agreement from 1 April 2017.
- 2.2 Under the terms of the Traffic Management Agency/Partnership Agreement NFDC has to prepare a proposed programme of Traffic Management Work for each financial year. The budget for works and advertisement costs for 2017/18 is £17,600. The programme for this year has been prepared in accordance with the criteria issued by Hampshire County Council which is covered below.

#### **3. BACKGROUND**

- 3.1 Hampshire County Council has introduced a new policy for traffic management measures. The new policy focuses the County Council's limited traffic management resources on measures and projects where there is evidence they will benefit casualty reduction by responding to issues at locations with the greatest scope to reduce casualties.
- 3.2 The new agency agreement accepted by this Council in December 2016 included a significant reduction in funding for both staff and implementation funding. The planned reduction in funding requires the limited funding to be prioritised to parking and loading related issues arising through the management of existing parking and loading controls. Minor traffic management schemes can be funded by the District using either Section 106 / CIL monies or the small budget available for minor transport schemes.
- 3.3 Whilst there is no longer capacity within the funding available from HCC to fund the 'old traffic management liaison meetings', Cabinet report endorsed some Member involvement to prepare the Traffic Management programme. This paper sets out a process for involving Members in preparing the 2017/18 programme onwards.

#### **4. PROCESS FOR PROGRAMME PREPARATION**

- 4.1 It is proposed that from 2017/18 the traffic management programme preparation will follow a 4 stage process namely;
- 1) Invite scheme requests from Members and local Councils
  - 2) Officer Appraisal and evaluation of bids
  - 3) Area based meetings with District/County Councillors
  - 4) Finalisation of programme / Portfolio Holder Approval on programme
- 4.2 The first stage of the process will involve Members and local Councils being invited to put forward traffic management measures to be considered for inclusion in the traffic management programme. The proposed 'project application form' is attached at Appendix 2

of this report and, as well as providing information about the proposed measure, bids should also provide supporting documentation which sets out details such as why the project should be included and the level of support it currently has. Guidance notes will be circulated with the application forms in order to clearly set out the types of schemes that can be considered. It is proposed that 4-6 weeks will be given for the consultation period with applications to be submitted to officers by the start of August.

4.3 The next stage will be for officers to evaluate the suggestions received based on the following criteria:

- The need for the scheme;
- The effectiveness and affordability of the measures proposed;
- Compliance with the HCC agency agreement criteria (with the focus being on parking measures, particularly those with a casualty reduction/prevention benefit)

4.4 The next stage involves 3 area based meetings being held around September each year where all District and County Councillors will be invited to a meeting about their area. At the meetings officers will report to Members on the schemes put forward for consideration. Members will be asked to consider and prioritise the proposed schemes for possible inclusion in the next years TM programme, or, if possible, the current year's programme may be revised if it is felt that the project requires immediate investigation.

4.5 Following the meetings, the final stage will be for officers to prepare a TM programme for the following year which can be discussed at the next available Overview and Scrutiny Panel before Portfolio Holder approval. As stated above, this report may include some modifications to the current year's programme if deemed necessary.

## **5. 2017/18 INTERIM PROGRAMME**

5.1 To allow time for the new process to be established, an interim programme is proposed for 2017/18 pending Member meetings being arranged for September 2017.

5.2 The interim programme for 2017/18 is based on the current funding provided by the County and the resource levels in the Transportation section, and has been prepared to meet the criteria required by the County Council. It is anticipated that the majority of the schemes in this programme can be completed by the end of 2017 which will potentially allow for some additional schemes to be added.

5.3 Throughout the year, officers have received a number of requests for new traffic management measures around the District. To assess the merits of each of these projects, officers reviewed each one individually and allocated a High, Medium, Low or No rating depending on how well the project scored against the criteria set out in paragraph 4.3 above. As part of this scoring the 5 year accident plot and, where available, speed recording data were used. Where a request has been received for a specific junction, officers have also looked at the wider area to see if further measures are required to make a more beneficial project, and in some cases this has amended the initial rating/suitability of the initial proposal.

5.4 In total 2 project was scored high, 12 projects were scored medium, 9 projects were scored low and 20 projects were rejected as not meeting the HCC project criteria.

5.5 The suggested programme, which is enclosed at Appendix 1, includes all the high and medium projects as part of the main programme while the low rating projects are proposed in a second list as these schemes require further investigation to identify if measures are required and this will be dependent on officer time/resources. HCC officers have been consulted on the draft programme and their comments have been taken into account in the

programme attached to this report. The cost of implementing these schemes will be contained within the budget allocated by HCC to NFDC.

- 5.6 The programme also includes preparatory design work for some larger capital schemes in areas of the District where the Council is holding unspent S106 contributions. Due to staffing limitations it is likely that this team's contribution to these schemes would be to prepare illustrative plans for HCC to take forward in their capital programme for implementation. These schemes are included at the end of Appendix 1 and have been shaded blue and the likely funding required is indicated in the right hand column.

## **6. LEGISLATION**

- 6.1 The Council is required to formally advertise draft permanent and temporary Traffic Regulation Orders (including waiting restrictions) and other measures such as speed tables (covered by The Highways Road Humps Regulations 1999). Having done so all representations in respect to draft permanent orders and Hump Regulations are considered in consultation with District and County ward Members before a decision is made to make or not to make the advertised draft Order etc. in accordance with the Council's scheme of delegation to officers.
- 6.2 For schemes in the Programme that do not require formal advertisement local District and County ward Members, Town/Parish Councils and appropriate officers will be consulted prior to the design being finalised. For the more significant schemes that involve changing road layouts, providing new cycle routes etc. wider notices will be posted on site. Any responses to the notices will be considered in consultation with local District and County ward Members before the design is finalised.

## **7. FINANCIAL IMPLICATIONS**

- 7.1 For 2017/18 HCC reduced the funding of the Traffic Management Agency from £99,184 to £59,511. In response savings have been made through staff reductions, the retirement of 2 long serving officers. A reduction of staff resources will result in reduced capacity of the team to undertake Traffic Management Agency work.
- 7.2 The works budget has also been reduced this year from £22,000 to £17,600 for the Traffic Management programme for this year and this is reflected in the scope of the planned works.

## **8. ENVIRONMENTAL IMPLICATIONS**

- 8.1 Environmental implications will be taken into account in final design work, to ensure the benefits of the proposals out-weigh any concerns about visual impact.

## **9. CRIME & DISORDER IMPLICATIONS**

- 9.1 None

## **10. EQUALITY & DIVERSITY IMPLICATIONS**

- 10.1 None

## **11. RECOMMENDATIONS**

- 11.1 It is recommended that the interim Traffic Management Programme for 2017/18, as set out in Appendix 1, is agreed and implemented, subject to detailed design work and careful consideration of objections to proposals that require statutory public advertisement and/or the consultations referred to above.

11.2 That the process for programme preparation as set out in section 4 be agreed.

## 12. PORTFOLIO HOLDER DECISION

**I agree the recommendations of this report.**

**Signed:** ..... CLLR E J HERON ..... **Date:**..... 23 JUNE 2017 .....

**Date notice of decision given**..... 23 June 2017 .....

**Last date for call-in** - 30 June 2017

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### **Background Papers:**

Report to Cabinet Feb 2009 'traffic management agency agreement with Hampshire County Council'

<https://democracy.newforest.gov.uk/Data/Cabinet/20090204/Agenda/CDR04606.pdf>

Hampshire County Council Report to Executive Member for Environment and Transportation 'Future Traffic Management Policy' 19 May 2016

[http://www3.hants.gov.uk/getdecisiondocumentfile?item\\_doc\\_ID=17085&file=FutureTrafficManagementPolicy - Report.pdf&type=pdf](http://www3.hants.gov.uk/getdecisiondocumentfile?item_doc_ID=17085&file=FutureTrafficManagementPolicy-Report.pdf&type=pdf)

Report to Environment Overview and Scrutiny Panel 9 June 2016

<https://democracy.newforest.gov.uk/documents/g259/Public%20reports%20pack%209th-Jun-2016%2014.00%20Environment%20Overview%20and%20Scrutiny%20Panel.pdf?T=10>

Report to Cabinet Dec 2016 to consider whether this Council continue to operate a traffic management agency agreement with the County Council

<https://democracy.newforest.gov.uk/ieListDocuments.aspx?CId=133&MId=6259&Ver=4>

**APPENDIX 1:  
NFDC TRAFFIC MANAGEMENT & TRANSPORTATION PROGRAMME  
2017-2018 (INTERIM)**

**Programmed Schemes**

<b>Location</b>	<b>Request</b>	<b>Comment</b>	<b>Project / Task</b>
Review all TM Projects implemented in 15/16	Review all projects implemented in 2015/16 TM Programme to ensure that they are working successfully	NFDC Best Practice	Level of review will be dependent on scale of project.
<b>New Milton</b> Caird Avenue	Request for no waiting at any time restrictions to be introduced to remove the remaining on street parking.	Following a road traffic accident near this location HCC introduced an improved crossing point (bollards and tactile paving). The crossing point is at the edge of a no waiting at any time restriction. Therefore vehicles parking in the unrestricted part of the road may obstruct pedestrian / driver visibility.	Review restrictions at this location. Options include: i. Remove all parking ii. Remove parking close to the crossing point leaving some parking
<b>Totton</b> Hammonds Lane	No waiting at any time restriction present, HCC subsequently introduced reinforced verge parking which contradicts the restriction	Consider amending restriction – current yellows protect visibility at the NHS Dentist entrance. Consequently amend the order to exempt the no waiting from the hard standing.	Legal issues needs to be resolved
<b>Totton</b> Testwood Lane	Request for further restrictions due to congestion in the area.	Officer investigation concluded that it may be appropriate to protect all the junctions along the school and local access traffic route.	Previously discussed at a Totton TM meeting. Consider appropriate Access Protection Markings along Testwood Lane route.
<b>Totton</b> Rumbridge Street	Consider extending restrictions close to the junction of Rumbridge Street with the A35 Totton-by-pass	The current restriction do not appear logical, ending prior to the car park access.	Review restrictions at this location.
<b>Netley Marsh</b> Salisbury Road	Request for a HGV restriction in the lay by – already signed not suitable	Formalising the restriction is logical and supported by HCC	Move sign forward and add a no lorry turning space.

Location	Request	Comment	Project / Task
<b>Hythe &amp; Dibden</b> Beaulieu Road	Request for 'no waiting at any time'	Although previously included in our Traffic Management programme the location did not meet the casualty reduction led criteria which was used to determine schemes to be included in the 2016/7 programme. On the basis on new criteria this seems a logical inclusion with the assessment of other nearby similar junctions on Beaulieu Rd and North Rd included.	The junction with Whinfield Rd is currently protected by a single yellow line between 9am and 6pm. There is merit in upgrading this restriction to 'at any time' in line with the guidance provided by the Highway Code to not park within 10 metres of a junction.
<b>Exbury &amp; Lepe</b> Lepe Road	Parking Manager has reported that parking on single yellow lines on seafront close to HCC car park entrance has not been enforceable due to inadequate signing.	The possibility of providing controlled parking zone signs at each end of current restriction to avoid repeater signs has been looked at, but there is a problem locating signs at western end. Alternatively you could consider 'no waiting at any time' however this would not allow for any evening parking when car park is closed. HCC / NPA are considering changing the parking layout and possible changes to opening hours.	Review existing restrictions.  A zone scheme would provide environmental benefits by removing signage along the coastal road.  Consider changes in line with any changed car park hours and relocate western limit to allow clear zone signing, which would also have some areas of double yellow lines within the single yellow zone
<b>New Milton</b> Crossmead Avenue & Wessex Avenue	A petition signed by 22 residents has been received, requesting waiting restrictions to prevent on street parking.	This petition was discussed at the Officers Traffic Management liaison meeting held on 10th January 2017.  There could be a benefit in reviewing the existing restriction which only partly protects the Crossmead / Wessex junction.  The installation of bollards at the crossing point may also provide a safety enhancement and will be considered for inclusion in the programme	Officers recommend protecting the crossing point in Crossmead Ave close to its junction with Old Milton Rd, with bollards.  Also to review the restrictions at the junction of Crossmead Ave and Wessex Avenue only – possible upgrade to 'no waiting at any time'.
<b>New Milton</b> Hale Avenue / Hale Gardens / Milton Grove/	Request for no waiting at any time restrictions to protect this crossroads junction.	These are residential roads close to the town centre with a through route for locals with the correct knowledge.	Consider appropriate Access Protection Markings along route.

Location	Request	Comment	Project / Task
South Avenue		Officer review has concluded merit to extend scope to include junction protection at this junction and at Junction of Copse Ave / Hale Ave. And extending junction restriction in Copse Ave at its junction with Ashley Rd.	
<b>Ringwood</b> Butlers Lane / Holm Close	Request from RTC <ul style="list-style-type: none"> <li>• Extend the double yellow line along the north side of Butlers Lane from its junction with Gorley Road</li> <li>• Extend double yellow lines at the junction of Butlers Ln and Holm Cl to assist delivery access</li> </ul>	The existing restrictions at this location became operational 18/3/16, following local concerns about access, both for residents and deliveries. They are concentrated at the southern end, aimed really at lorry access to the shopping precinct.  There is always the option to introduce more restrictions, but in an area where there are no surrounding restricted roads, there will be a likely displacement into other residential roads, or Gorley Road if the residential restrictions were too extensive, given the continuance of the parking demand for the precinct.	Advertising restrictions for Butlers Lane would assist a reduction of verge erosion.  Review the delivery activity to the shops and consider the request for further restrictions in Holm Close.
<b>Ringwood</b> The Furlong	Issues noted by the Parking CEOs with vehicles loading and unloading.	Officer review has concluded that request has merit. Supported by Council's Parking Team and HCC.	Liaise with Parking Office re location for introduction of a new loading bay.

### Minor Lines & Signing Schemes

Location	Request	Comment	Project / Task
<b>Ringwood</b> New Street	Request for double yellow lines in front of the new pumping station and the new cycle route.	The area in front of the pumping station and the shared pedestrian / cycle route needs to be kept clear. New pumping station is adjacent to the new shared footway / cycle way	Proposed APM to include the access to the cycle route. Advise builder to self-help 'keep clear' signs.

Location	Request	Comment	Project / Task
<b>Ringwood</b> Kingsburys Lane	A number of residents of Kingsbury lane converted their front gardens to park their vehicles, thus causing an access issue re the limited wait parking bay for permit holders outside their properties.	The parking bay at this location is adjacent to a narrow footway which is flush with the carriageway, i.e. no dropped kerbs.	Review bay markings and introduce access protection markings (APMs)  Update Parking Office with which properties have created off road parking.

### Schemes requiring further investigation:

**NOTE:**

These schemes may be progressed in 2017/18 if funding & design resources permit.

The schemes will be subject to review prior to any decision to progress work on them.

Location	Request	Comment	Project / Task
<b>Totton</b> Osborne Road	Request for a residents parking scheme	There are approx. 25 properties with no off-road parking and 10 with. It would also be a suitable case for zone signing which avoids bay markings and allows current parking patterns to continue.	Meets the criteria for a residents parking scheme and is very close to a main shopping street.  Stage 1 Determine the level of support from residents for a residents parking scheme.
<b>Fawley</b> School Road	Request to introduce limited wait bays in the lay by close to the village centre	Consider the request to introduce limited wait bays at this location	Review restrictions
<b>Bransgore</b> Betsy Lane	Request received for 2 parking bays adjacent to the footway, to prevent indiscriminate end on parking – including partial pavement parking.	Formalisation of the parking at this location could prevent indiscriminate parking.  Following a site visit no evidence of diagonal parking seen.  Enforcement may be an issue.	Further investigation required.
<b>Milford on Sea</b> Whitby Road	Petition received requesting no waiting at any time restrictions, due to increased parking and	Previous requests for extending the no waiting at any time restrictions have been rejected. This road is predominantly wider, 8	Possibly consider junction protection for Oaktree Court; restricting parking to the south side of the road, which will also stagger the



Location	Request	Comment	Project / Task
	increase of through traffic using the road.	metres, than the average residential road and is able to accommodate parking on both sides of the road with an element of give and take. In addition this type of parking generally reduces traffic speeds.	entry to both side parking from the eastern approach.
<b>New Milton</b> Leigh Road	Request to review existing restrictions	TRO introduced in 2014. Review of area concludes that some amendments could be made to this to exclude weekends and bank holidays	Subject to further investigation.
<b>Ringwood</b> Parkside	Request for double yellow lines at Parkside Industrial Estate in a turning area.	Parkside is a small industrial estate. The situation would need a site visit before a recommendation could be considered.	Possible junction protection opposite the brewery entrance to protect the nominal turning head once the brewery have widened their entrance.
<b>Ringwood</b> Moorland Gate / Christchurch Rd junction	Review parking restrictions at junction	Possible limited junction protections could be considered.	Consider junction protection markings – i.e. limited double yellow lines.
<b>Ringwood</b> Christchurch Road	Request for a residents parking scheme.	A residents parking scheme was considered in 2012 prior to the introduction of the new parking bays, but was rejected by the majority of residents at the time. It was indicated in 2012 that following the introduction of the new parking bays, should residents request such a scheme again it would be considered.	On road parking would assist speed control in an area where traffic speed concerns have been raised. If preferential parking were created, it would also provide additional short stay daytime parking that could be used by east side residents. Overnight could be resident only, similar to Belmore Lane. Stage 1 Determine the level of support from residents for a residents parking scheme
<b>Beaulieu</b> Beaulieu Village	A request has been received for time controls to be introduced into the High St to accommodate short term / shopping parking	Conflicting use of existing parking / shop keepers, visitor parking difficult to resolve.	Subject to Parish / Beaulieu Estate discussions as to promotion of restrictions.

**The following schemes have been identified in the HCC Transport Statement for which illustrative plans could be produced**

<b>Location</b>	<b>Project / Task</b>	<b>Comment</b>	<b>Likely implementation cost</b>
<b>Lymington</b> A337 Southampton Road	Provide refuge island to assist crossing of Southampton Road, near Alexandra Rd and enhanced bus stop waiting area	Revision to earlier scheme that was not progressed  Assists crossing of A337 for Alexandra Road/Hollywood Lane east west routes. Prepare illustrative plan	£6,000
<b>Lymington</b> A337 Milford Road, Pennington	Provide highlighted uncontrolled pedestrian crossing point close to Recycling Centre access road/ fieldpath route southwards. West of Haglane Copse	Driver expectation of pedestrians crossing at this location would be low, therefore highlighting a crossing point would assist road safety  Location of crossing needs to be established. Prepare illustrative plan	£3,000
<b>Lymington</b> A337 Queen Street	Provision of zebra crossing near junction St Thomas Street	Existing build-out/uncontrolled crossing provides some assistance to cross  Prepare illustrative plan for technical assessment	£20,000
<b>New Milton</b> Old Milton Road	Existing pelican - provide raised table (humped) crossing area	Providing a raised table on the current road alignment would be relatively low cost as no signal pole changes or kerb realignments are needed, but would provide speed restraint and visually highlight the crossing area  Prepare illustrative plan for technical assessment	£10,000
<b>New Milton</b> Lower Ashley Road, Ashley	Existing uncontrolled school crossing point – provide raised table (humped) crossing area	Existing crossing area is narrowed. Providing a raised table will provide further speed restraint and visually highlight the crossing area  Prepare illustrative plan	£10,000
<b>New Milton</b> B3055 Sway Road, Bashley	Provide short section of kerbed footway on existing highway verge	Existing route to New Milton from Hoburne Bashley Holiday Park is pedestrian signed on-road to link southwards via an off-road footpath. High percentage of children likely to be using the	£8,000

Location	Project / Task	Comment	Likely implementation cost
		<p>route therefore improved safety provision is desirable. Speed limit 30 but 85%ile likely to be higher (previously 40 limit)</p> <p>Prepare illustrative plan</p>	
<b>New Milton</b> A337 Lymington Road	Convert part of layby to footway and highlight crossing point (school patrol operates)	<p>Existing patrol crossing operates in heavy traffic and traffic signal queues, and crosses children into the layby. Any improvements to highlight the crossing area should provide benefit</p> <p>Prepare illustrative plan</p>	£4,000
<b>New Milton</b> Whitefield Road	Improve signing to/from bus stops in Whitefield Road and the Railway Station	<p>Limited route therefore low cost</p> <p>Prepare proposal plan/sign details</p>	£400
<b>Ringwood</b> Christchurch Road	Provide refuge island to assist crossing of Christchurch Road close to roundabout	<p>Links Library Road to Memorial Park/Mansfield Road.</p> <p>Adequate width to upgrade existing side tactiles to include central refuge island, to further assist pedestrians crossing.</p> <p>Prepare illustrative plan</p>	£4,000
<b>Ringwood</b> Christchurch Road	Enhance existing uncontrolled pedestrian crossing point near Friday's Cross	<p>The existing crossing point is not conspicuous to drivers</p> <p>Possible to highlight crossing with environmentally appropriate bollards and tactile paving.</p> <p>Prepare illustrative plan</p>	£2,500

**APPENDIX 2:  
TRAFFIC MANAGEMENT SCHEME APPLICATION FORM**

<b>Traffic Management Scheme Application Form</b>		
<p>New Forest District Council (NFDC) works with Hampshire County Council (HCC) on traffic management matters in the New Forest District. With regard to requests for further measures to be undertaken for traffic management, NFDC carry out this service on an agency basis on behalf of HCC.</p> <p>Any Requests will need to be carefully prioritised and measures that demonstrate a road casualty reduction benefit or provide a more general community benefit given high priority.</p> <p>Traffic management enhancements that can be undertaken by this Council under the agency agreement that Members may wish to consider in their local communities include:</p> <ul style="list-style-type: none"> <li>• requests for new, or amendments to, parking arrangements / waiting restrictions</li> <li>• sign de-clutter works</li> <li>• bollards to prevent footway overrun</li> <li>• electronic Speed Limit Reminder signs/Speed Indicator Devices</li> </ul> <p>The priority focus for progressing schemes and projects will be for those that will ensure the greatest potential to benefit casualty reduction. Restrictions that are likely to just move parking to other locations will not generally be progressed.</p> <p>Any requests for projects for inclusion in our 2017/2018 Traffic Management Programme should be made using the attached application form.</p> <p>All proposals will be subject to assessment and will be carefully prioritised; measures that demonstrate a road casualty reduction benefit or provide a more general community benefit will be given high priority. A final report will be passed to the Portfolio Holder for Planning and Transportation for sign off.</p>		
<b>NFDC Member / Town or Parish Council</b>		
<b>Correspondence address:</b>		
<b>Contact details:</b>	<b>Name</b>	
	<b>Telephone</b>	
	<b>E-mail</b>	

<b>Location of Project (please also provide a map with the location indicated):</b>
<b>Type of traffic management measure proposed:</b>
<b>Background:</b>
<b>Reasons for Project (include aims and objectives):</b>
<b>How does your project meet Highway Authority policy and criteria:</b> <i>The <a href="#">Traffic Management Policy</a> explains how traffic and safety issues are investigated and when traffic management measures may be appropriate. At a higher level the <a href="#">new policy</a> endorses that casualty reduction is the highest priority.</i>
<b>Level of support (including political opinions and outcomes from community engagement):</b>

Name:	
Date:	
Signature:	
Position:	

Once your request has been received, it will be assessed and ranked according to set criteria, and held on file until the annual Programme 'Review' process is undertaken.

*This will include meeting with District Members on an annual basis to allow the programme to be ready for the 1<sup>st</sup> April each year.*

The ranking procedure allows funding priority to be gauged and schemes having a safety or statutory basis will qualify above access or amenity related proposals for our limited funds.

If a request for a waiting restriction is selected to go forward into the Programme, the proposal will then have to go through the Statutory process required by law

### **Statutory Process**

In order for a proposal to be legal and therefore enforceable, a statutory public consultation process must be undertaken before it can be implemented.

This involves a four week consultation period where the proposal is advertised on-site and in a newspaper inviting members of the public to comment on the proposal.

*Responses are collated* once the consultation period has ended, and the outcome, together with a recommendation is passed to the relevant Service Manager in order for a decision to be made.

Once the lining and signing are on the ground and the legal order has been sealed, the new restrictions will be operational.

If you wish to discuss your request prior to submission, please contact the Traffic Management Team on 023 8028 5260 (option 1) or e-mail [traffic@nfdc.gov.uk](mailto:traffic@nfdc.gov.uk) .

### **DATA PROTECTION STATEMENT**

The information you provide will be used to assess your request and may be disclosed to the public by law. It may also be passed internally within the council for the purposes of processing your application. The Council may also share this information with other bodies administering or in receipt of public funds for the purpose of preventing and detecting fraud. The information, which may be held in both computerised and manual record systems, will be processed in compliance with the Data Protection Act 1998. Please let us know if you would like further details about how we take care of and use your information, or about how to access your information.