

# **Highway Cabinet Member Decision Session**

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**Thursday 9 March 2017 at 2.00 pm**

**To be held at the Town Hall,  
Pinstone Street, Sheffield, S1 2HH**

**The Press and Public are Welcome to Attend**

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Members of the public can attend the sessions to make representations to the Cabinet Member. If you wish to register to speak please contact Democratic Services (contact details overleaf)

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## PUBLIC ACCESS TO THE MEETING

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Executive decisions in relation to Highway matters will be taken at Highway Cabinet Member Decisions Sessions. The Cabinet Member for Infrastructure and Transport, Councillor Mazher Iqbal, will be present at the sessions to hear any representations from members of the public and to approve Executive Decisions.

Should there be substantial public interest in any of the items the Cabinet Member may wish to call a meeting of the Cabinet Highways Committee

A copy of the agenda and reports is available on the Council's website at [www.sheffield.gov.uk](http://www.sheffield.gov.uk). You can also see the reports to be discussed at the meeting if you call at the First Point Reception, Town Hall, Pinstone Street entrance. The Reception is open between 9.00 am and 5.00 pm, Monday to Thursday and between 9.00 am and 4.45 pm. on Friday. You may not be allowed to see some reports because they contain confidential information. These items are usually marked \* on the agenda.

Members of the public can attend the sessions to make representations to the Cabinet Member. If you wish to speak you can register by contacting Simon Hughes via email at [simon.hughes@sheffield.gov.uk](mailto:simon.hughes@sheffield.gov.uk) or phone 0114 273 4014

Recording is allowed at Highway Cabinet Member Decisions Sessions under the direction of the Cabinet Member. Please see the website or contact Democratic Services for details of the Council's protocol on audio/visual recording and photography at council meetings.

If you would like to attend the meeting please report to the First Point Reception desk where you will be directed to the meeting room. Meetings are normally open to the public but sometimes the Cabinet Member may have to consider an item in private. If this happens, you will be asked to leave. Any private items are normally left until last.

The Cabinet Member's decisions are effective six working days after the meeting has taken place, unless called-in for scrutiny by the relevant Scrutiny Committee or referred to the City Council meeting, in which case the matter is normally resolved within the monthly cycle of meetings.

If you require any further information please contact Simon Hughes on 0114 273 4014 or email [simon.hughes@sheffield.gov.uk](mailto:simon.hughes@sheffield.gov.uk).

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## FACILITIES

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There are public toilets available, with wheelchair access, on the ground floor of the Town Hall. Induction loop facilities are available in meeting rooms.

Access for people with mobility difficulties can be obtained through the ramp on the side to the main Town Hall entrance.

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**HIGHWAY CABINET MEMBER DECISION SESSION  
9 MARCH 2017**

**Agenda**

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1. **Exclusion of Press and Public**  
To identify items where resolutions may be moved to exclude the press and public
2. **Declarations of Interest** (Pages 1 - 4)  
Members to declare any interests they have in the business to be considered at the meeting
3. **Minutes of Previous Session** (Pages 5 - 8)  
Minutes of the Session held on 9 February 2017.
4. **Cadman Street and Blast Lane: Objection to Proposed Waiting Restrictions** (Pages 9 - 26)  
Report of the Executive Director, Place
5. **Westwick Crescent and Westwick Road: Objection to Proposed Waiting Restrictions** (Pages 27 - 34)  
Report of the Executive Director, Place
6. **Acceptance of Sustainable Travel Transition Year Grant** (Pages 35 - 52)  
Report of the Executive Director, Place
7. **Changes to Prices for Paperless Visitor Parking Vouchers** (Pages 53 - 60)  
Report of the Executive Director, Place

**NOTE: The next Highway Cabinet Member Decision Session will be held on 13 April 2017**

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## ADVICE TO MEMBERS ON DECLARING INTERESTS AT MEETINGS

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If you are present at a meeting of the Council, of its executive or any committee of the executive, or of any committee, sub-committee, joint committee, or joint sub-committee of the authority, and you have a **Disclosable Pecuniary Interest (DPI)** relating to any business that will be considered at the meeting, you must not:

- participate in any discussion of the business at the meeting, or if you become aware of your Disclosable Pecuniary Interest during the meeting, participate further in any discussion of the business, or
- participate in any vote or further vote taken on the matter at the meeting.

These prohibitions apply to any form of participation, including speaking as a member of the public.

You **must**:

- leave the room (in accordance with the Members' Code of Conduct)
- make a verbal declaration of the existence and nature of any DPI at any meeting at which you are present at which an item of business which affects or relates to the subject matter of that interest is under consideration, at or before the consideration of the item of business or as soon as the interest becomes apparent.
- declare it to the meeting and notify the Council's Monitoring Officer within 28 days, if the DPI is not already registered.

If you have any of the following pecuniary interests, they are your **disclosable pecuniary interests** under the new national rules. You have a pecuniary interest if you, or your spouse or civil partner, have a pecuniary interest.

- Any employment, office, trade, profession or vocation carried on for profit or gain, which you, or your spouse or civil partner undertakes.
- Any payment or provision of any other financial benefit (other than from your council or authority) made or provided within the relevant period\* in respect of any expenses incurred by you in carrying out duties as a member, or towards your election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.

\*The relevant period is the 12 months ending on the day when you tell the Monitoring Officer about your disclosable pecuniary interests.

- Any contract which is made between you, or your spouse or your civil partner (or a body in which you, or your spouse or your civil partner, has a beneficial interest) and your council or authority –
  - under which goods or services are to be provided or works are to be executed; and
  - which has not been fully discharged.

- Any beneficial interest in land which you, or your spouse or your civil partner, have and which is within the area of your council or authority.
- Any licence (alone or jointly with others) which you, or your spouse or your civil partner, holds to occupy land in the area of your council or authority for a month or longer.
- Any tenancy where (to your knowledge) –
  - the landlord is your council or authority; and
  - the tenant is a body in which you, or your spouse or your civil partner, has a beneficial interest.
- Any beneficial interest which you, or your spouse or your civil partner has in securities of a body where -
  - (a) that body (to your knowledge) has a place of business or land in the area of your council or authority; and
  - (b) either -
    - the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or
    - if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which you, or your spouse or your civil partner, has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

If you attend a meeting at which any item of business is to be considered and you are aware that you have a **personal interest** in the matter which does not amount to a DPI, you must make verbal declaration of the existence and nature of that interest at or before the consideration of the item of business or as soon as the interest becomes apparent. You should leave the room if your continued presence is incompatible with the 7 Principles of Public Life (selflessness; integrity; objectivity; accountability; openness; honesty; and leadership).

You have a personal interest where –

- a decision in relation to that business might reasonably be regarded as affecting the well-being or financial standing (including interests in land and easements over land) of you or a member of your family or a person or an organisation with whom you have a close association to a greater extent than it would affect the majority of the Council Tax payers, ratepayers or inhabitants of the ward or electoral area for which you have been elected or otherwise of the Authority's administrative area, or
- it relates to or is likely to affect any of the interests that are defined as DPIs but are in respect of a member of your family (other than a partner) or a person with whom you have a close association.

Guidance on declarations of interest, incorporating regulations published by the Government in relation to Disclosable Pecuniary Interests, has been circulated to you previously.

You should identify any potential interest you may have relating to business to be considered at the meeting. This will help you and anyone that you ask for advice to fully consider all the circumstances before deciding what action you should take.

In certain circumstances the Council may grant a **dispensation** to permit a Member to take part in the business of the Authority even if the member has a Disclosable Pecuniary Interest relating to that business.

To obtain a dispensation, you must write to the Monitoring Officer at least 48 hours before the meeting in question, explaining why a dispensation is sought and desirable, and specifying the period of time for which it is sought. The Monitoring Officer may consult with the Independent Person or the Council's Audit and Standards Committee in relation to a request for dispensation.

Further advice can be obtained from Gillian Duckworth, Director of Legal and Governance on 0114 2734018 or email [gillian.duckworth@sheffield.gov.uk](mailto:gillian.duckworth@sheffield.gov.uk).

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Highway Cabinet Member Decision Session

Highway Cabinet Member Decision Session held 9 February 2017

**PRESENT:** Councillor Mazher Iqbal (Chair) (Cabinet Member for Infrastructure and Transport)

**ALSO IN** Simon Botterill, Team Manager, Traffic Management

**ATTENDANCE:** John Priestley, Senior Transport Planner

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**1. EXCLUSION OF PRESS AND PUBLIC**

1.1 No items were identified where resolutions may be moved to exclude the press and public.

**2. DECLARATIONS OF INTEREST**

2.1 There were no declarations of interest.

**3. MINUTES OF PREVIOUS SESSION**

3.1 The minutes of the previous Session, held on 8 December 2016, were approved as a correct record

**4. GODDARD HALL ROAD AND CRABTREE CLOSE: OBJECTION TO PROPOSED WAITING RESTRICTIONS**

4.1 The Executive Director, Place submitted a report describing the measures to restrict parking on Goddard Hall Road and Crabtree Close through the introduction of double yellow line waiting restrictions and setting out officer's response to an objection received.

4.2 Simon Botterill, Team Manager, Traffic Management, commented that the recommendations in the report were to address parking problems across the owner's drive. Although such requests wouldn't normally be approved, this was justified due to the particular circumstances. The recommendations would allow for minibuses to park next to the property.

4.3 One objection to the proposals had been received from a member of the public who commented that there were no parking problems on the street. However, the resident who requested the restrictions provided photographic evidence of regular poor parking practice which indicated otherwise.

4.4 Veolia had confirmed that there was issues with parking next to the resident's house and the complaint in respect of people parking over the drive had been a long standing complaint by the resident, particularly as access was required twenty four hours a day for his disabled children.

4.5 Councillor Mazher Iqbal, Cabinet Member for Infrastructure and Transport, welcomed the recommendations and commented that they would make a big difference to the resident's life. He agreed that there were exceptional circumstances in this case and stated that he would be supporting the recommendations.

4.6 **RESOLVED:** That:-

- (a) having considered the responses to the consultation the Cabinet Member considers that reasons set out in the report outweigh any unresolved objections and that the waiting restrictions be implemented and the Traffic Regulation Order be made in accordance with the Road Traffic Regulation Act 1984;
- (b) associated traffic signing be introduced; and
- (c) the objector be informed accordingly.

4.7 **Reasons for Decision**

4.7.1 The proposed measures will address inconsiderate parking practices, thereby assisting in the delivery of health and education services to four disabled children. They will also improve safety and accessibility at a junction by removing parking that blocks sight lines and obstructs turning manoeuvres.

4.8 **Alternatives Considered and Rejected**

4.8.1 The only alternative, as proposed by the objector, is not to introduce any parking restrictions at this location. This is not considered to be an acceptable option. No other alternatives to parking restrictions have been considered.

**5. SCHOOL KEEP CLEAR REVIEW - PYE BANK CE NIJ SCHOOL**

5.1 The Executive Director, Place submitted a report requesting a decision be made on Traffic Regulation Order Nottingham Street (Pye Bank NIJ School) in respect of an objection received.

5.2 **RESOLVED:** That:-

- (a) having considered the responses to the TRO consultation the Cabinet Member believes the reasons set out in the report, for making the TRO, outweigh any unresolved objections and that the appropriate Order be made in accordance with the advertised proposal - except for one aspect. The length of double yellow lines outside 95 97 99 Nottingham Street should be reduced in length in order to preserve parking in the recessed area. The suggested length, on the western side of the school gate is 5.6 metres;
- (b) the objectors be informed accordingly; and

- (c) the physical work to be undertaken in financial year 2017/8 subject to the overall funding for the programme not being exceeded.

### **5.3 Reasons for Decision**

- 5.3.1 Officers recommend that the parking restrictions are implemented as advertised with the proviso that the double yellow lines, outside 95 97 99 Nottingham Street, should be reduced in length. Residents would still be able to park vehicles in the recessed parking area. This parking has no significant implication for the comfort and safety of pedestrians on the school journey.
- 5.3.2 If the new parking restrictions are observed, by degree, the immediate environment outside the school will be made safer and more pleasant.
- 5.3.3 One objection (a resident of Nottingham Street) has been made to the proposals. A reduction in the length of parking restriction, on the residential side, will contribute to preserving more on street parking for Nottingham Street.
- 5.3.4 It is unlikely that, in terms of parking restrictions, Pye Bank School would be a priority for the Authority's scrutiny in the short or medium term. The current proposal may offer the best opportunity for significant improvement.

### **5.4 Alternatives Considered and Rejected**

- 5.4.1 There is the possibility of not implementing parking restrictions at all for the roads surrounding the Pye Bank (NIJ) School.
- 5.4.2 On Nottingham Street the above course of action would mean that parking on the junctions would continue as would footway parking in the immediate area in front of the school entrance.

## **6. SCHOOL KEEP CLEAR REVIEW - OUGHTIBRIDGE SCHOOL**

- 6.1 The Executive Director, Place submitted a report requesting a decision be made on Traffic Regulation Order (TRO) Naylor Road (Oughtibridge School) in respect of objections received

### **6.2 RESOLVED: That:-**

- (a) in judgement, having considered responses to the TRO consultation the reasons for making the TRO outweigh the objections. Therefore the appropriate Order be made in accordance with the advertised proposal for Oughtibridge School (Naylor Road);
- (b) the objectors be informed accordingly; and
- (c) the physical work be undertaken in financial year 2017/8 subject to the overall funding for the programme not being exceeded.

**6.3 Reasons for Decision**

6.3.1 Officers recommend that the parking restrictions are implemented as advertised. The opportunity to make these types of improvements through a TRO process is unlikely to present itself any time in the near future. It is unlikely that, in terms of provision of parking restrictions, Naylor Road would be a priority for the Authority's scrutiny in the short or medium terms.

6.3.2 If the new parking restrictions are observed, by degree, the immediate environment outside the school will be made safer and more pleasant. Removal of parking on the tight bend, at Naylor Road, will bring both road safety and traffic management benefits. Parking vehicles so close to the tight bend could be viewed as injudicious and not in compliance with guidance contained in the Highway Code.

6.3.3 No objections or comments have been made by residents with properties adjacent to the proposed markings.

**6.4 Alternatives Considered and Rejected**

6.4.1 At Naylor Road (Oughtibridge School) there is the possibility of not addressing the issue of the enforcement status of the existing parking restrictions. In addition the proposal for double yellow lines, at the tight bend, could be discounted. The prospect of facilitating parking directly outside the school gate runs contrary to the objectives of the school keep clear initiative.



**Author/Lead Officer of Report:** *John Priestley,  
Senior Transport Planner*

**Tel:** 2734479

**Report of:** *Mr Tom Finnegan-Smith*

**Report to:** *Councillor Mazher Iqbal*

**Date of Decision:** *9 March 2017*

**Subject:** *Cadman Street and Blast Lane:  
Objections to proposed waiting restrictions*

Is this a Key Decision? If Yes, reason Key Decision:-	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
- Expenditure and/or savings over £500,000	<input type="checkbox"/>	
- Affects 2 or more Wards	<input type="checkbox"/>	
Which Cabinet Member Portfolio does this relate to? <i>Infrastructure and Transport</i>		
Which Scrutiny and Policy Development Committee does this relate to? <i>Culture, Economy and Sustainability</i>		
Has an Equality Impact Assessment (EIA) been undertaken?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
If YES, what EIA reference number has it been given? 1171		
Does the report contain confidential or exempt information?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If YES, give details as to whether the exemption applies to the full report / part of the report and/or appendices and complete below:-		
<i>"The (report/appendix) is not for publication because it contains exempt information under Paragraph (insert relevant paragraph number) of Schedule 12A of the Local Government Act 1972 (as amended)."</i>		

**Purpose of Report:**

This report describes the measures to restrict parking on Cadman Street, Blast Lane and Sussex Street through the introduction of double yellow line and time limited waiting single yellow line waiting restrictions.

It sets out officers' responses to objections, including a petition and seeks a decision from the Cabinet Member for Infrastructure and Transport.

**Recommendations:**

Having considered the responses to the consultation it is recommended that the reasons set out in this report outweigh any unresolved objections and that the revised waiting restrictions be implemented and the Traffic Regulation Order be made in accordance with the Road Traffic Regulation Act 1984;

Introduce associated traffic signing;

Inform the objectors accordingly.

**Background Papers:**

Traffic Regulation Order consultation letter, original proposals plan and revised proposals plan

Lead Officer to complete:-		
1	I have consulted the relevant departments in respect of any relevant implications indicated on the Statutory and Council Policy Checklist, and comments have been incorporated / additional forms completed / EIA completed, where required.	Finance: Julie Currey
		Legal: Paul Bellingham
		Equalities: Annemarie Johnston
<i>Legal, financial/commercial and equalities implications must be included within the report and the name of the officer consulted must be included above.</i>		
2	<b>EMT member who approved submission:</b>	Simon Green
3	<b>Cabinet Member consulted:</b>	Councillor Mazher Iqbal
4	I confirm that all necessary approval has been obtained in respect of the implications indicated on the Statutory and Council Policy Checklist and that the report has been approved for submission to the Decision Maker by the EMT member indicated at 2. In addition, any additional forms have been completed and signed off as required at 1.	
	<b>Lead Officer Name:</b> John Priestley	<b>Job Title:</b> Senior Transport Planner
	<b>Date:</b> 16/12/16	

## 1. PROPOSAL

- 1.1 In April 2014 Transport Planning were contacted by a Mr Tom West who requested the introduction of parking restrictions on Blast Lane, between its junction with Cadman Street and the road closure beneath a railway bridge. Mr West requested double yellow lines at the road closure in order to provide a turning area for vehicles and to prevent the pedal cycle route, through the closure, being blocked by parked cars. He also requested the introduction of time limited waiting in order to prevent all day commuter parking and provide parking for local businesses, in particular, the Emmaus charity shop that provides accommodation, employment and a way back into society for homeless people.
- 1.2 In June 2014 Transport Planning were contacted by Ms Hilary Bradley, Section Administrator, Network Rail. Ms Bradley requested the introduction of double yellow line parking restrictions on Blast Lane, Cadman Street and Sussex Street to prevent parking that blocks sight lines at junctions and obstructs the traffic flow. Ms Bradley's concern was that, if an incident occurred on the railway, Network Rail might be unable to deploy personnel from their depot on Blast Lane to deal with it.
- 1.3 In July 2015 and June 2016 the City Council were contacted by Paul Blomfield MP (Sheffield Central) who requested the introduction of some form of dedicated parking provision for the Emmaus charity shop. This was due to the fact that due to commuter parking "The charity is losing out significantly on business and therefore this is undermining the work it does to rehabilitate homeless and vulnerable people." (Paul Blomfield MP, June 2016)
- 1.4 These requests were combined into a proposal to introduce double and single yellow line waiting restrictions as shown on plan one (attached).
- 1.5 In response to objections received as a result of the public consultation the proposals were revised, with the length of both the double and single yellow line restrictions being reduced, as shown on plan two (attached).
- 1.6 It was originally proposed to introduce 244 linear metres of double yellow line and 92 linear metres of single yellow line parking restrictions. Allowing for the fact that, under Rule 243 of the Highway Code, vehicles should not be parked within 10 metres of a junction, this equated to the loss of 56/57 parking spaces.
- 1.7 The revised proposals are for the introduction of 196 linear metres of double yellow line and 64 linear metres of single yellow line parking restrictions. Allowing, once again, for the fact that vehicles should not be parked within 10 metres of a junction, this equates to the loss of 44 parking spaces.
- 1.8 The revised proposals, therefore, serve to reduce the total loss of parking provision by 12/13 spaces.

## **2. HOW DOES THIS DECISION CONTRIBUTE?**

- 2.1 The proposed waiting restrictions should improve safety at the junctions of Sussex Street / Sussex Road and Sussex Street / Cadman Street through the removal of parking that blocks sight lines both for pedestrians and vehicles and also obstructs traffic trying to negotiate these junctions. There is no impact on climate change and there is no economic impact. Those motorists who previously parked at these junctions, illegally and with no consideration for other road users, will clearly not agree with the introduction of parking restrictions. The situation will, however, be improved for all the pedestrians and motorists seeking to pass through these junctions. On balance this proposal is considered to have a neutral effect on the customer experience.

## **3. HAS THERE BEEN ANY CONSULTATION?**

- 3.1 The Traffic Regulations Section has conducted the standard consultation that is legally required for a Traffic Regulation Order. A letter (copy attached) and plan of the proposals was delivered to 12 frontagers in the area and to Capita, Hartshead House, 2 Cutlers Gate and 10 notices were put up on-street. An advertisement was also placed in the press.
- 3.2 The proposals received three objection letters from local businesses, 10 from Capita employees and a petition with 204 signatures signed by employees of Capita. No expressions of support were received. A full summary of the objections received and officer responses is given in the table at Appendix A below.
- 3.3 Prior to occupation of their current site, Capita were required to develop and implement a travel plan. An interim travel plan was approved in 2009, but they failed to submit a full travel plan. Details of the interim plan are attached at Appendix B below.

## **4. RISK ANALYSIS AND IMPLICATIONS OF THE DECISION**

### **4.1 Equality of Opportunity Implications**

- 4.1.1 It is acknowledged that Capita employees and other commuters who park in this area will be inconvenienced. However, by removing unsafe, illegal and obstructive parking and providing parking for a charity facility that assists homeless persons the proposed measures are considered to have a positive impact overall.

### **4.2 Financial and Commercial Implications**

- 4.2.1 The total cost of implementing this scheme, including the commuted sum payment for ongoing maintenance costs, is to be funded from the

allocated capital budget for 'loading and waiting schemes' within the Local Transport Plan. In line with the Council's capital approval process the initial business case was approved by the Thriving Neighbourhoods and Communities Board on 13th July 2016 and the CAF for the capital budget was endorsed by the Capital Programme Group (CPG) on 25th July 2016. The final business case, which had no changes to the costs, was then approved by the Thriving Neighbourhoods and Communities Board in September 2016. The contract award is expected to go to CPG in January 2017.

#### 4.3 Legal Implications

- 4.3.1 The Council has the power under the Road Traffic Regulation Act 1984 to make a Traffic Regulation Order (TRO) where it appears to the Council that it would be expedient to make it for, inter alia, avoiding danger to pedestrians and other road users or for preserving or improving the amenities of the area through which the road runs. Before the Council can make a TRO, it must consult with relevant bodies in accordance with the Local Authorities' Traffic Orders (Procedure) (England and Wales) Regulations 1996. It must also publish notice of its intention in a local newspaper. Where objections are received Regulation 13 places a duty on the Council to ensure that these objections are duly considered. These requirements have been complied with. In making its decision the Council must also be satisfied that the approved scheme will secure the expeditious, convenient and safe movement of vehicular and other traffic (including pedestrians). Provided the Council is so satisfied it is acting lawfully and within its powers.

#### Other Implications

- 4.3.2 The measures will be delivered using existing staff resources. There are no other implications.

### **5. ALTERNATIVE OPTIONS CONSIDERED**

- 5.1 The alternatives, as proposed by the various objectors, are to either reduce the restrictions to the point where they would not achieve their objectives, or to not introduce any parking restrictions at all. Neither of these are considered to be acceptable options. No other alternatives to parking restrictions have been considered.

### **6. REASONS FOR RECOMMENDATIONS**

- 6.1 The proposed measures will address inconsiderate and illegal parking practices which will:
- Improve safety at junctions
  - Improve accessibility for Network Rail and local businesses

## **7. RECOMMENDATIONS**

- 7.1 Having considered the responses to the consultation it is recommended that the reasons set out in this report outweigh any unresolved objections and that the revised waiting restrictions be implemented and the Traffic Regulation Order be made in accordance with the Road Traffic Regulation Act 1984;
- 7.2 Introduce associated traffic signing;
- 7.3 Inform the objectors accordingly;
- 7.4 That Capita be advised to re-visit their travel plan;
- 7.5 That Capita be advised that their employees can use the following link to contact Inmotion, who should be able to provide information on journey planning, ticketing etc <http://www.inmotion.co.uk/help-and-contacts/>

## APPENDIX A

### Objections Received and Officer Response

Objection	Number received	Officer Response
<p><i>Capita employees.</i> Staff at the Capita office have decided to submit a petition to voice their objections as there a number that use this area to park for work. Please note below reasons:-</p> <ul style="list-style-type: none"> <li>* Lack of available parking in the work car-park</li> <li>* Limited availability of alternative off road parking in the vicinity</li> <li>* Lack of space in the two NCP car-parks that are close by, Victoria Quays and Blonk Street, these are usually full by 9am</li> <li>* No public transport that runs close by to work</li> </ul>	<p>204 (petition)</p>	<p>In recognition of the objections raised by the petitioners, the parking restrictions originally proposed have been reduced in length.</p> <p>The petitioners must recognise, however, that parking around junctions and on footways restricts visibility, obstructs pedestrians and other road users and is a potential hazard. It is a contravention of Rules 243 and 244 of the Highway Code.</p> <p><i>Rule 243: DO NOT stop or park opposite or within 10 metres (32 feet) of a junction except in an authorised parking space.</i></p> <p><i>Rule 244: You MUST NOT park partially or wholly on the pavement in London, and should not do so elsewhere unless signs permit it. Parking on the footway can obstruct and seriously inconvenience pedestrians, people in wheelchairs or with visual impairment and people with prams and pushchairs.</i></p> <p>The proposed waiting restrictions will prevent contravention of the Highway Code in this manner.</p> <p>It is acknowledged that public transport provision to this area is not good, but it is available. See below.</p>
<p><i>Capita employees.</i> I would like to object on these grounds: This is a valuable parking place for Capita employees; our building doesn't have capacity for us all to park in our staff car park. Enforcing this order would not be fair to people that park their car there every day and don't cause any obstruction. I feel that with enforcing this order people will have to pay to use public car park at a fee which some of us simply cannot afford.</p>	<p>8</p>	<p>The restrictions will not prevent Capita employees from parking on-street. They are only intended to prevent parking in locations that are illegal, hazardous to other highway users and that do, in fact, obstruct the passage of other vehicles.</p> <p>It is not the Council's responsibility to provide parking. That lies with the employer who may, or may not, choose to help.</p>

<p>I am writing to object to the proposals to change the parking restrictions around Blast Lane.</p> <p>I object to the introduction of a limited waiting area opposite the charity store on the south side of Blast Lane and believe the area of restricted parking directly in front of the charity shop should be reduced. I also object to any restrictions (other than the loading bay) to parking at the west side of Blast Lane and to the extent that has been proposed towards Cadman street immediately in front of the Sipelia Works.</p> <p>The current parking proposals for local businesses and the restrictions in other areas are excessive. Local businesses have implemented their own solutions by placing cones and barriers in front of key areas. If the restricted parking were to be aligned more to this it would strike a better balance. It is important that the concerns of local businesses are addressed. However, the use of these spaces by others must also be taken into consideration.</p>	<p>2</p>	<p>The limited waiting area opposite the Emmaus store, on the south side of Blast Lane, has been reduced in size. It is necessary to provide an adequate supply of limited waiting parking to give potential customers a reasonable chance of being able to access a parking space.</p> <p>Parking restrictions are required at the extreme western end of Blast Lane in order to provide a turning area for vehicles and to prevent obstruction of the cycle route through the highway closure.</p> <p>The parking restrictions on Cadman Street, outside the Sipelia Works, are necessary in order to ensure access for Network Rail vehicles.</p> <p>The time limited waiting that is proposed outside the Emmaus store is only slightly greater in extent than Emmaus have, of necessity, been reserving for the use of their customers through the use of cones. Among other things Emmaus sell furniture so it is essential that they have sufficient space for the unloading and loading of large items.</p> <p>The Sipelia Works refused the introduction of double yellow lines outside their premises, in the area used for loading, on the grounds that they preferred to continue to use cones or barriers to reserve this area. Hence the 7 metre gap in the yellow lines on the north side of Cadman Street outside the Sipelia Works.</p>
<p>Oppose. A number of large businesses in the area. These roads are used by employees. I understand that there is a need to control some of the parking however the extent will cause significant shortage of parking in the area. I do not feel that there has been an assessment of alternative for people who currently park in this area to provide a suitable alternative for them to travel to work. The public transport options to this area are almost non-existent. The nearest tram stop is at least a15 min walk and the nearest bus stop is around a 10 min walk. To access the closest bus stop you have to walk through the Wicker which has seen three serious and one fatal assaults in</p>	<p>1</p>	<p>The original proposals were not excessive in extent and the revised proposals are even less so. There is no requirement for staff that currently commute by car to find an alternative form of transport, only to avoid parking in locations that are illegal, unsafe, obstructive and which show a total lack of regard for other road users.</p> <p>The distance to the nearest tram stop is a 14 minute walk, which equates to 0.6 mile and is not considered to be an excessive distance. The Nunnery Square park and ride facility is only two stops away from this tram stop.</p>

<p>the past six months. This, along with previous reports of violence, has resulted in people using their cars to travel to and from work for safety reasons. The public car parks are usually at capacity by 9am which has also forced people to find alternative parking options. I am objecting to the introduction of parking restrictions until an evaluation of alternative modes of transport and affordability of those options for staff who work in the area has been completed.</p>		<p>The distance to bus stops on the Wicker is an 8 minute walk, which equates to 0.4 mile. The greater the number of law abiding pedestrians that use the Wicker, the safer the journey becomes.</p> <p>It is beyond the scope of the consultation required for a Traffic Regulation Order to undertake the evaluations proposed by the objector. That responsibility rests with the employer.</p>
<p><i>Local Business.</i> I object to the proposed plans. The proposal makes no provision for parking spaces for local businesses. This is the basis of my objection.</p> <p>I rent a studio at Vulcan Studios on the corner of Sussex Street / Sussex Road. Each morning there is competition for the parking spaces, most used by people walking into the city centre for work.</p> <p>The businesses on these roads suffer lack of parking as it is. There are no spaces reserved for the workers at local business and we struggle to load/unload in the hours we need this facility. Is it possible to have reserved parking for businesses by permit free of charge?</p> <p>I appreciate the need for ordered parking, not least as defective parking occasionally blocks full access to our front door. They fully mount the pavement.</p> <p>I don't want to be swept up in the proposed parking restrictions as my livelihood is based here. I need to load and unload my vehicle sometimes several times a day.</p>	<p>1</p>	<p>The Council does not allocate on-street parking provision for private individuals or businesses.</p> <p>The Council does not operate permit parking schemes free of charge and this request would not meet the criteria for a permit parking scheme.</p> <p>A business that requires a loading bay, for work purposes, can submit an application for same to the City Council. No businesses in this area have submitted such an application.</p> <p>This scheme proposes the introduction of double yellow line parking restrictions outside the objector's premises. This would prevent the "defective parking" referred to. Loading and unloading on double yellow lines, for business purposes, is permitted (Highway Code, Rule 221). Consequently, provision of the restrictions would also provide the facility to load and unload that the objector requires.</p>
<p><i>Capita employee.</i> We all have to make a living as well as the companies around Blast Lane and some people are on low income and the parking charges in car parks can take a big chunk out of people's wages. We are not all on mega bucks and some live out of the area and public transport is not an option. Whilst I can see the frustration from the companies I think they need to appreciate the frustration from drivers who pay their road tax. Why is there not small loading areas of no parking just near the firms affected rather than taking up all of Blast Lane.</p>	<p>1</p>	<p>The payment of road tax is a legal requirement imposed by Central Government and does not bestow any right to park on the public highway.</p> <p>The proposed restrictions do not remove all of the parking provision from Blast Lane. In addition the restrictions have, in response to the objections, been reduced to the minimum lengths necessary to achieve the scheme's objectives.</p> <p>As stated previously, no businesses in</p>

		this area have submitted an application for a loading bay.
<p>I am writing to formally oppose the proposed changes to parking on Blast Lane, Cadman Street and Sussex Street.</p> <p>Employees of the large businesses in the area around Blast Lane, Cadman Street and Sussex Street use these roads to park and access their workplace. The extent of the changes proposed will cause a significant shortage of parking in the area.</p> <p>Please can you advise if an assessment of alternatives for people who park in this area has been undertaken and if so what were the results as it incredibly important that there are enough suitable alternatives as the proposed changes will not reduce the amount of cars which will need to park in vicinity of Blast Lane, Cadman Street and Sussex Street and the proposal will only reduce the already limited car parking in the area. Along with the significant shortage of parking in the area, the public transport options to this area are almost non-existent.</p> <p>I am formally objecting to the introduction of parking restrictions on Blast Lane, Cadman Street and Sussex Street until a full evaluation of alternative modes of transport and affordability of those options for staff who work in the area has been completed.</p>	1	<p>As stated previously, it is beyond the scope of this project to undertake the assessments proposed by the objector. That responsibility is the employer's.</p> <p>It is acknowledged that public transport provision to this area is not good, but it is available.</p> <p>It is further acknowledged that some displacement of parking, on to other roads in the area, will probably occur. This is necessary, however, in order to achieve the scheme's objectives.</p>

## APPENDIX B

### Capita's Interim Travel Plan

Measure	Timescale
<p>Provision of travel information to made available to all staff before relocation to site. This will include the following:</p> <ul style="list-style-type: none"> <li>• Maps showing cycle routes in relation to the site</li> <li>• Maps showing public transport routes in relation to the site</li> <li>• Information on useful websites – such as Traveline, Sustrans, WhizzGo, <a href="http://WWW.walkit.com/sheffield">WWW.walkit.com/sheffield</a></li> </ul> <p>This data is to be updated on a regular basis and displayed at appropriate locations in the office</p>	One month before site occupation
<p>Promotion of car sharing via car share South Yorkshire: <a href="http://www.carsharesouthyorkshire.com">www.carsharesouthyorkshire.com</a></p>	One month before site occupation
On site minor maintenance / repair kit for cycles	Upon occupation of site
Guaranteed free taxi home in emergency for those using public transport, cycling, walking or car share to get to work	Upon occupation of site
Maintain up to date bus timetables in the main reception area	Upon occupation of site
Allocation of car park spaces to car sharers to encourage car sharing	Upon occupation of site
Set up a car share database for staff where employees can view offers and requests for lifts from colleagues	One month before site occupation
Car share posters to be put up on all notice boards and displays in main reception area	Upon occupation of site
Investigate provision of video conference facilities to reduce the need for business travel	Upon occupation of site
Ensure that all new staff are aware of the transport options available - include in formal induction procedures	Ongoing
Investigate providing discounted ticketing to encourage use of public transport	One month before site occupation
Introduce salary sacrifice to allow savings in purchase of cycles and / or public transport season tickets.	One month before site occupation
Promotion of urban cycle coaching	Upon occupation of site
Promotion of regular bike doctor scheme	Upon occupation of site

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## Regeneration and Development Services

Head of Strategic Transport and Infrastructure: Tom Finnegan-Smith  
Traffic Regulations Howden House Union Street Sheffield S1 2SH  
E-mail: [nel.corker@sheffield.gov.uk](mailto:nel.corker@sheffield.gov.uk)  
Website: [www.sheffield.gov.uk](http://www.sheffield.gov.uk)

Officer: Nel Corker  
Ref:

Tel: (0114) 273-6157  
Date: 4<sup>th</sup> October 2016

Dear Sir/Madam

### **Proposed Traffic Regulation Order – Blast Lane, Cadman Street, Sussex Street and Sussex Road**

Please find attached some documents about a proposed Traffic Regulation Order near your property. The effect of the proposed Order will be to introduce no waiting at any time double yellow line restriction and 1 hour limited waiting parking bays to facilitate short term parking for services in the area and improve access and visibility on street.

The documents include a plan which shows the extent of the proposals, a Notice which details how to object if you do not agree with what is being proposed.

If you have any questions about the proposals please contact us by telephone, email or through the post; our contact details are given above.

Please note that if you wish to formally object to what is being proposed then, to comply with the provisions of the Road Traffic Regulation Act 1984, you must do so in writing to the address given above, or by email, giving the grounds for your objection. We would also like to hear from people who support the proposals.

Yours faithfully

Nel Corker  
Engineer, Traffic Regulations Group  
Transport, Traffic and Parking Services

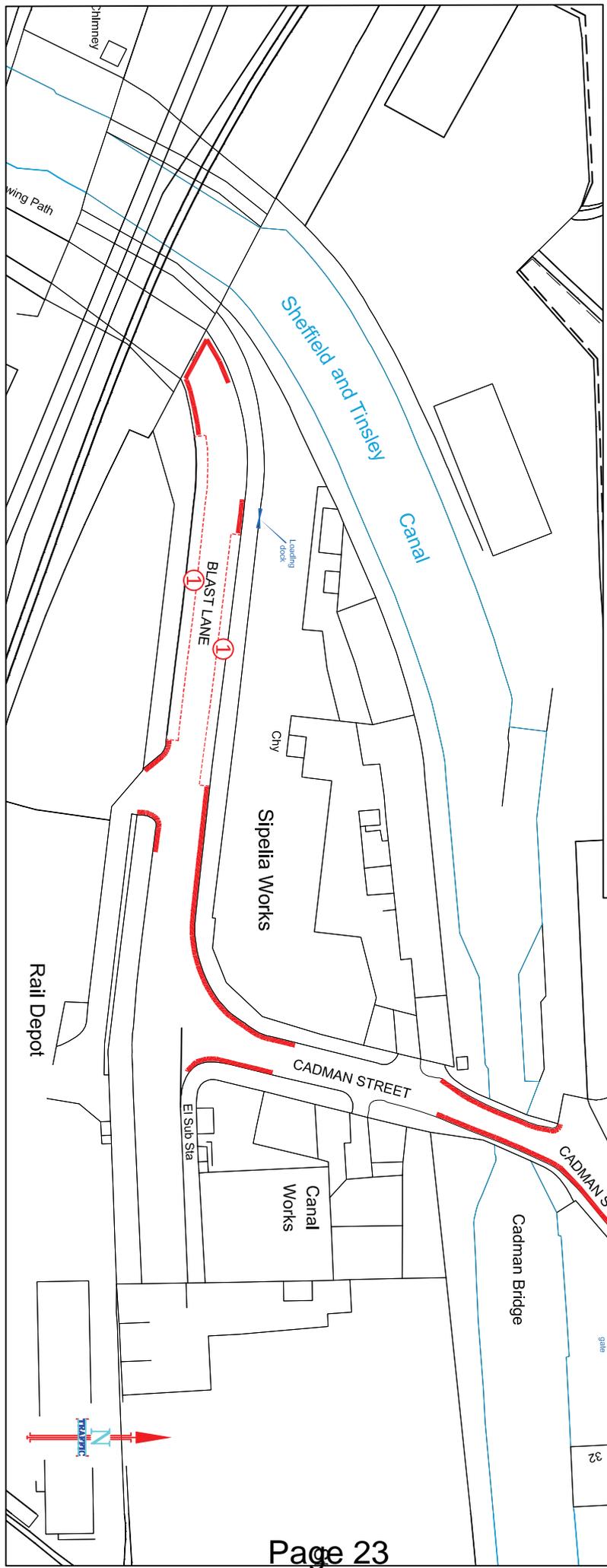
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**KEY**

— PROPOSED NO WAITING AT ANY TIME DOUBLE YELLOW LINE RESTRICTION

- - - ① - - - PROPOSED 1 HOUR LIMITED WAITING MON-SAT 8.00AM-6.30PM (NO RETURN FOR 3 HOURS)

PLEASE NOTE ALL OTHER RESTRICTIONS HAVE BEEN OMITTED TO AID CLARITY



**TRANSPORT, TRAFFIC & PARKING SERVICES DIVISION TRAFFIC REGULATIONS**

2-10 CARBROOK HALL ROAD  
SHEFFIELD S9 2DB

E-mail: [Regs@Sheffield.gov.uk](mailto:Regs@Sheffield.gov.uk)  
Director: David Caulfield, RTPL

**Regeneration and Development Services**

A Service Area of the Directorate Place  
Sheffield City Council

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DRAWN	CHECKED
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JUNE 2016	

Client	SHEFFIELD CITY COUNCIL
Scheme	CADMAN STREET & BLAST LANE AREA
Drawing Title	PROPOSED WAITING RESTRICTIONS Traffic Regulations Drawing
Drawing No.	TR-20-08-CSV2
Scale	1:1000
Date	JUNE 2016
Sheet	A4
TRAFFIC REGULATIONS	

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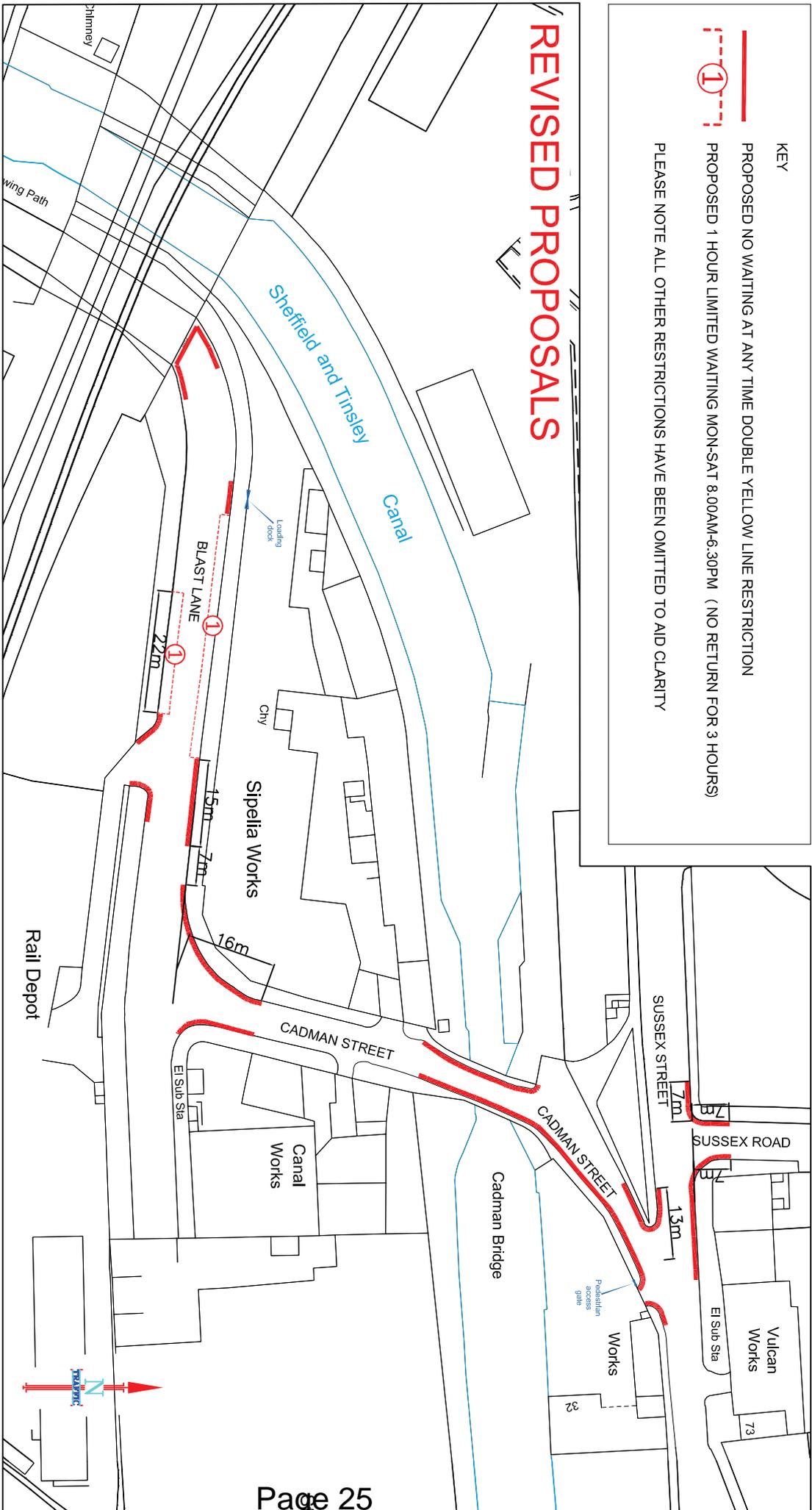
**KEY**

— PROPOSED NO WAITING AT ANY TIME DOUBLE YELLOW LINE RESTRICTION

① PROPOSED 1 HOUR LIMITED WAITING MON-SAT 8.00AM-6.30PM (NO RETURN FOR 3 HOURS)

PLEASE NOTE ALL OTHER RESTRICTIONS HAVE BEEN OMITTED TO AID CLARITY

# REVISED PROPOSALS



**TRANSPORT, TRAFFIC & PARKING SERVICES DIVISION**  
**TRAFFIC REGULATIONS**  
 2-10 CARRROOK HALL ROAD  
 SHEFFIELD S9 2DB  
 E-mail: Traffic.Regis@Sheffield.gov.uk  
**Regeneration and Development Services**  
 Director: David Caulfield, RTPL  
 A Service Area of the Directorate Place  
 Sheffield City Council

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DRAWN: NC  
 CHECKED: JUNE 2016

Client: SHEFFIELD CITY COUNCIL  
 Scheme: CADMAN STREET & BLAST LANE AREA  
 Drawing Title: PROPOSED WAITING RESTRICTIONS Traffic Regulations Drawing

Drawing No. TR-20-08-CSRev1  
 Scale: 1:1000  
 A4  
 0 30 Millimetres  
 Date: JUNE 2016



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**Author/Lead Officer of Report:** *John Priestley,  
Senior Transport Planner*

**Tel:** 2734479

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**Report of:** *Mr Tom Finnegan-Smith*

**Report to:** *Councillor Mazher Iqbal*

**Date of Decision:** *9 March 2017*

**Subject:** *Westwick Crescent and Westwick Road:  
Objections to proposed waiting restrictions*

Is this a Key Decision? If Yes, reason Key Decision:-	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
- Expenditure and/or savings over £500,000	<input type="checkbox"/>	
- Affects 2 or more Wards	<input type="checkbox"/>	
Which Cabinet Member Portfolio does this relate to? <i>Infrastructure and Transport</i>		
Which Scrutiny and Policy Development Committee does this relate to? <i>Culture, Economy and Sustainability</i>		
Has an Equality Impact Assessment (EIA) been undertaken?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
If YES, what EIA reference number has it been given? 1193		
Does the report contain confidential or exempt information?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If YES, give details as to whether the exemption applies to the full report / part of the report and/or appendices and complete below:-		
<i>"The (report/appendix) is not for publication because it contains exempt information under Paragraph (insert relevant paragraph number) of Schedule 12A of the Local Government Act 1972 (as amended)."</i>		

**Purpose of Report:**

This report describes measures to restrict parking at the junction of Westwick Crescent and Westwick Road, through the introduction of double yellow line parking restrictions. Also, the introduction of time-limited waiting elsewhere on Westwick Crescent will reduce the impact of these restrictions by increasing the turnover of parking spaces.

It sets out officers' responses to objections received and seeks a decision from the Cabinet Member for Infrastructure and Transport.

**Recommendations:**

Having considered the responses to the consultation it is recommended that the reasons set out in this report outweigh any unresolved objections and that the revised waiting restrictions be implemented and the Traffic Regulation Order be made in accordance with the Road Traffic Regulation Act 1984;

Introduce associated traffic signing;

Inform the objectors accordingly.

**Background Papers:**

Traffic Regulation Order proposals plan

Lead Officer to complete:-		
1	I have consulted the relevant departments in respect of any relevant implications indicated on the Statutory and Council Policy Checklist, and comments have been incorporated / additional forms completed / EIA completed, where required.	Finance: Julie Currey
		Legal: Paul Bellingham
		Equalities: Annemarie Johnston
<i>Legal, financial/commercial and equalities implications must be included within the report and the name of the officer consulted must be included above.</i>		
2	<b>EMT member who approved submission:</b>	Simon Green
3	<b>Cabinet Member consulted:</b>	Councillor Mazher Iqbal
4	I confirm that all necessary approval has been obtained in respect of the implications indicated on the Statutory and Council Policy Checklist and that the report has been approved for submission to the Decision Maker by the EMT member indicated at 2. In addition, any additional forms have been completed and signed off as required at 1.	
	<b>Lead Officer Name:</b> John Priestley	<b>Job Title:</b> Senior Transport Planner
	<b>Date:</b> 05/01/17	

## **1. PROPOSAL**

- 1.1 In January 2012 Transport Planning received details of a request from a member of the public to introduce parking restrictions, in the form of double yellow lines, on all four roads of the Westwick Crescent / Westwick Road crossroads in Greenhill. This was to prevent parking, within 10 metres of the junction, that blocks sight lines thereby making it hazardous both for pedestrians trying to cross any of the four roads and for vehicles pulling out of either side of Westwick Crescent, which has give way junctions with Westwick Road.
- 1.2 In March 2014 Transport Planning received a second request, from another member of the public, for double yellow line parking restrictions around this junction for the same reasons as the original requestor.
- 1.3 In February 2015 the second requestor submitted a 176 signature petition in support of their request.
- 1.4 In June 2015 Traffic Regulations conducted consultation on a proposal to introduce double yellow line parking restrictions on the Westwick Crescent / Westwick Road junction.
- 1.5 There are some existing single yellow line parking restrictions on Westwick Crescent that prohibit parking on Monday to Saturday between 8.00am and 6.30pm. There are also some areas of unrestricted parking.
- 1.6 As part of this scheme, Traffic Regulations also advertised a proposal to replace some sections of single yellow line and one area of unrestricted parking with double yellow lines. Time limited waiting bays, operating Monday to Saturday between 8.00am and 6.30pm, allowing a maximum stay of two hours with no return within two hours, were proposed for the remainder of Westwick Crescent.
- 1.7 The double yellow lines were proposed in order to prevent abuse of the existing single yellow line restrictions and to prevent parking in a legal, but unsuitable, location near to the roundabout junction with Bocking Lane / Hemper Lane.
- 1.8 The time limited waiting was intended to prevent long-stay parking and thereby increase the turnover and availability of parking spaces.

## **2. HOW DOES THIS DECISION CONTRIBUTE?**

- 2.1 The proposed waiting restrictions will improve safety at a crossroads junction through the removal of parking that blocks sight lines both for pedestrians and vehicles and also obstructs traffic trying to pass through the junction. The introduction of time limited waiting will provide a turnover of parking spaces. There is no impact on climate change and there is no economic impact. Those motorists who previously parked, illegally, at this junction will clearly not agree with the introduction of

parking restrictions. The situation will, however, be improved for all pedestrians and motorists seeking to pass through the junction. On balance, therefore, this proposal is considered to improve the customer experience.

### **3. HAS THERE BEEN ANY CONSULTATION?**

- 3.1 The Traffic Regulations Section has conducted the standard consultation that is legally required for a Traffic Regulation Order. 23 letters were sent to frontagers and 10 notices were put up on-street. An advertisement was also placed in the press.
- 3.2 The proposals received three letters of support and seven objection letters from local businesses and residents. Two of the letters of support queried the number of formal parking spaces relative to the current informal arrangement. It was explained that the removal of all-day parking and the two-hour waiting limit meant that there would be a turnover of spaces that would result in a net increase in parking provision overall.
- 3.3 Details of the objections and officer responses, are as follows:
- 3.4 *Objection:* three local residents objected on the grounds that there are no problems at the junction and so the measures are a waste of money.  
*Response:* the receipt of a petition, with 176 signatures, suggests that parking at this junction does, in actuality, cause problems. In addition the Council officer from Traffic Regulations who conducted the consultation reported witnessing indiscriminate parking that contravened the existing single yellow lines during their operational times and Rule 243 of the Highway Code: Do Not stop or park opposite or within 10 metres (32 feet) of a junction except in an authorised parking space.
- 3.5 *Objection:* one resident objected on the grounds that parking will be displaced onto residential streets.  
*Response:* the introduction of time limited waiting should minimise or prevent this occurrence.
- 3.6 *Objection:* the landlord of eight shops objected to the loss of parking provision.  
*Response:* the introduction of time limited waiting should ensure the availability of an adequate supply of parking spaces.
- 3.7 *Objection:* Ambiance Hair Stylist, located on Westwick Crescent, objected on the grounds that some of their procedures take more than two hours.  
*Response:* Unrestricted parking is available within 60m of this business.
- 3.8 *Objection:* Cello Coffee House, a café located at the junction of Westwick Crescent and Bocking Lane, objected to the introduction of double yellow line parking restrictions on the opposite side of Westwick Crescent to

where their business is located.

*Response:* A short length (approximately 7.2 metres) of unrestricted parking opposite the Cello Coffee House is to be replaced with double yellow lines because vehicles parked in this location block the sight lines of vehicles exiting the car park behind the dental practice at 177 Hemper Lane and partly obstruct traffic exiting the roundabout junction of Westwick Crescent with Bocking Lane / Hemper Lane. Once again, the introduction of time limited waiting should ensure the availability of parking spaces for potential customers.

#### **4. RISK ANALYSIS AND IMPLICATIONS OF THE DECISION**

##### **4.1 Equality of Opportunity Implications**

4.1.1 Overall there are not significant differential, positive or negative, equality impacts. The proposed measures benefit everyone, in particular those with a disability and / or pushchairs, by improving safety at a junction for pedestrians and motorists by removing parking that blocks sight lines. They will also improve the overall parking experience at this location by replacing single yellow lines, which get ignored, with double yellow lines and by introducing time limited waiting to optimise the availability of parking spaces.

##### **4.2 Financial and Commercial Implications**

4.2.1 The total cost of implementing the scheme, including the commuted sum payment for ongoing maintenance costs, is to be funded from the allocated capital budget for 'loading and waiting schemes' within the Local Transport Plan. In line with the Council's capital approval process the initial business case was approved by the Thriving Neighbourhoods and Communities Board on 13th July 2016 and the CAF for the capital budget was endorsed by the Capital Programme Group (CPG) on 25th July 2016. The final business case, which had no changes to the costs, was then approved by the Thriving Neighbourhoods and Communities Board in September 2016. The contract award is expected to go to CPG in January 2017.

##### **4.3 Legal Implications**

4.3.1 The Council has the power under the Road Traffic Regulation Act 1984 to make a Traffic Regulation Order (TRO) where it appears to the Council that it would be expedient to make it for, inter alia, avoiding danger to pedestrians and other road users or for preserving or improving the amenities of the area through which the road runs. Before the Council can make a TRO, it must consult with relevant bodies in accordance with the Local Authorities' Traffic Orders (Procedure) (England and Wales) Regulations 1996. It must also publish notice of its intention in a local newspaper. Where objections are received Regulation 13 places a duty on the Council to ensure that these objections are duly considered.

These requirements have been complied with. In making its decision the Council must also be satisfied that the approved scheme will secure the expeditious, convenient and safe movement of vehicular and other traffic (including pedestrians). Provided the Council is so satisfied it is acting lawfully and within its powers.

#### Other Implications

- 4.3.2 The measures will be delivered using existing staff resources. There are no other implications.

### **5. ALTERNATIVE OPTIONS CONSIDERED**

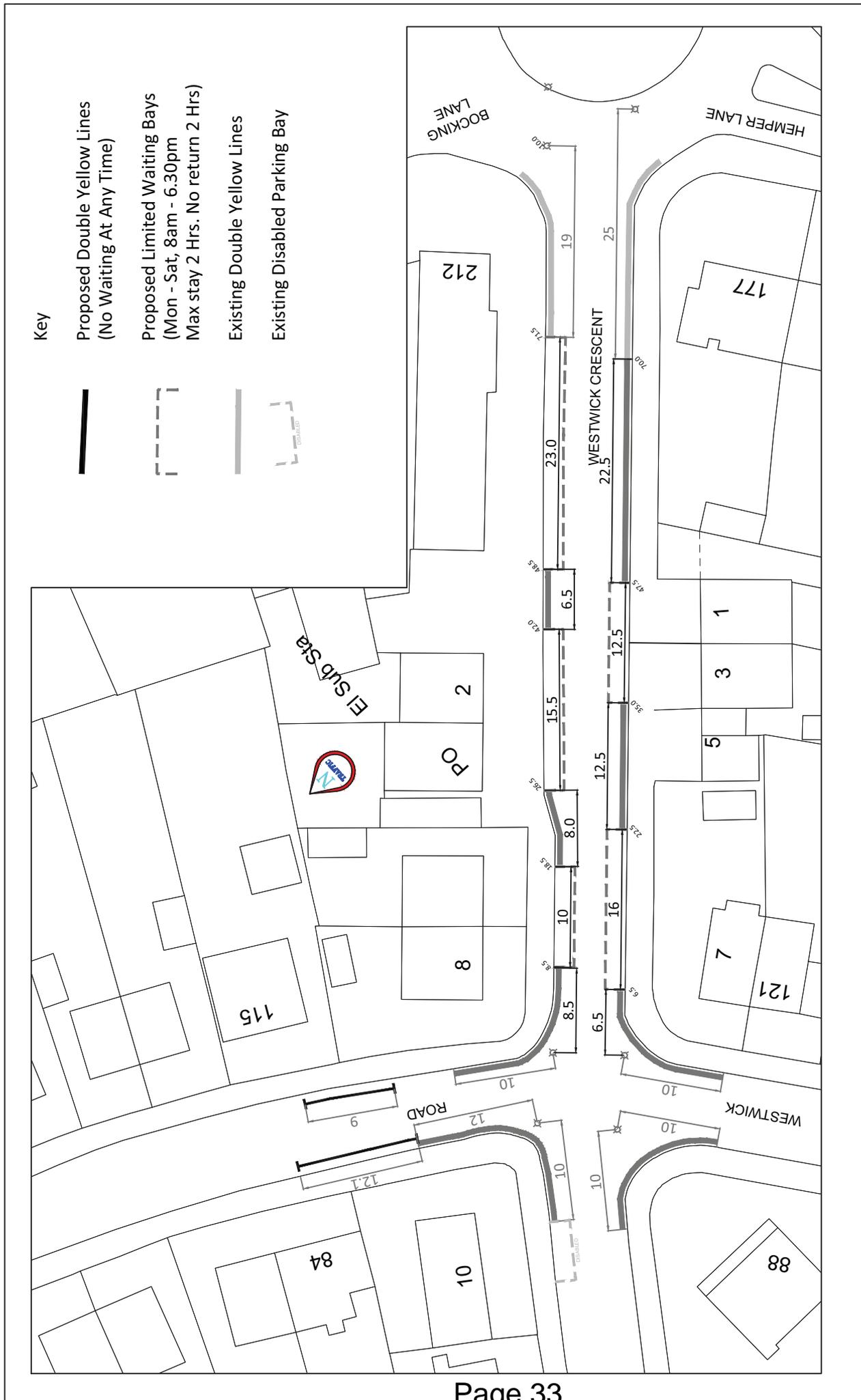
5. The only alternative, as proposed by the objectors, is not to introduce any parking restrictions at this location. This is not considered to be an acceptable option. No other alternatives to parking restrictions have been considered.

### **6. REASONS FOR RECOMMENDATIONS**

- 6.1 The proposed measures will address inconsiderate and illegal parking practices which will improve safety at a junction for pedestrians and motorists by removing parking that blocks sight lines. They will also improve the overall parking experience at this location by replacing single yellow lines, which get ignored, with double yellow lines and by introducing time limited waiting to optimise the availability of parking spaces.

### **7. RECOMMENDATIONS**

- 7.1 Having considered the responses to the consultation it is recommended that the reasons set out in this report outweigh any unresolved objections and that the revised waiting restrictions be implemented and the Traffic Regulation Order be made in accordance with the Road Traffic Regulation Act 1984;
- 7.2 Introduce associated traffic signing;
- 7.3 Inform the objectors accordingly.



<p>This drawing is based upon Ordnance Survey material with the permission of the controller of H.M. Stationery Office. © Crown copyright reserved. Licence no. 100018816. 2014</p>	<p>Drawing No <b>TR-20-06 WC</b></p> <p>Drawing Date <b>January 2015</b></p> <p>Drawn by <b>CHO</b></p>	<p>Scheme <b>Westwick Crescent</b></p> <p>Westwick Road - Bocking Lane/Hemper lane Roundabout</p> <p>Drawing Title <b>Proposed Waiting Restrictions</b> Traffic Regulation Drawing</p>	<p>Transport, Traffic &amp; Parking Services Traffic Regulations</p> <p>Scale Not to Scale</p>
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**Author/Lead Officer of Report:** Nigel Robson  
Principal Transport Planner

**Tel:** 2736692

**Report of:** Executive Director of Place

**Report to:** Cabinet Member for Infrastructure and Transport

**Date of Decision:** 9<sup>th</sup> March 2017

**Subject:** Acceptance of Sustainable Travel Transition Year Grant

Is this a Key Decision? If Yes, reason Key Decision:-	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
- Expenditure and/or savings over £500,000	<input checked="" type="checkbox"/>	
- Affects 2 or more Wards	<input type="checkbox"/>	
Which Cabinet Member Portfolio does this relate to? <i>Place</i>		
Which Scrutiny and Policy Development Committee does this relate to? Economic and Environmental Wellbeing		
Has an Equality Impact Assessment (EIA) been undertaken?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
EIA reference number : 1192		
Does the report contain confidential or exempt information?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

**Purpose of Report:**

This report is to approve acceptance of Sheffield City Region's Sustainable Travel Transition Year (STTY) revenue grant for the year 2016/ 2017. There has been a delay in bringing this report due to clarification of the Sheffield City Region governance processes and the preparation of the grant agreement.

The grant in the sum of £826,000 will come from the Department for Transport to the Sheffield City Region (SCR). Which will in turn be passed on to the Council via a further grant agreement from SCR. The Council will provide match funding in the sum of £176,600. The Council will also be the accountable body for the grant. Therefore the Council will be responsible for the obligations and liabilities of the grant agreement placed on the Sheffield City Region, which have been passed on

from SCR to the Council.

**Recommendations:**

That the Individual Cabinet Member for Infrastructure and transport:

1. Notes the acceptance of Sheffield City Region's Sustainable Travel Transition Year (STTY) revenue grant of up to £826,000 and match funding of £176,600, as detailed in Appendix A (STTY Revenue Programme Summary).
2. Approves the Council entering into and signing the grant agreement with the Sheffield City Region, to accept the STTY revenue grant and the terms of the grant, as detailed at Appendix B.
3. Notes that the Council will act as a delivery partner for projects totalling £1,002,600 (SCR grant of £826,000+ £176,600 of match funding) and act as the accountable body for the grant allocated to the Council.
4. Delegates' authority to the Director of Finance and Commercial Services in consultation with the Director of Legal and Governance to take such steps as they deem appropriate to achieve the outcomes set out in this report.

**Background Papers:** N/A

Lead Officer to complete:-	
1	I have consulted the relevant departments in respect of any relevant implications
	Finance: M.Wassell

	indicated on the Statutory and Council Policy Checklist, and comments have been incorporated / additional forms completed / EIA completed, where required.	Legal: Nadine Sime
		Equalities: Beth Storm
<i>Legal, financial/commercial and equalities implications must be included within the report and the name of the officer consulted must be included above.</i>		
2	<b>EMT member who approved submission:</b>	Simon Green
3	<b>Cabinet Member consulted:</b>	Cllr Mazher Iqbal
4	I confirm that all necessary approval has been obtained in respect of the implications indicated on the Statutory and Council Policy Checklist and that the report has been approved for submission to the Decision Maker by the EMT member indicated at 2. In addition, any additional forms have been completed and signed off as required at 1.	
	<b>Lead Officer Name:</b> Nigel Robson	<b>Job Title:</b> Principal Transport Planner
	<b>Date:</b> 4 <sup>th</sup> January 2017	

## 1. PROPOSAL

- 1.1 To approve the acceptance of Sheffield City Region's Sustainable Travel Transition Year (STTY) revenue grant totalling up to £826,000 as detailed in Appendix A (STTY Revenue Programme Summary) together with the Terms and Conditions attached to this report as Appendix B. Sheffield City Council will act as a delivery partner for projects totalling £1,002,600 (SCR grant of £826,000+ £176,600 of match funding).

## 2. BACKGROUND

- 2.1 In 2012 the South Yorkshire Integrated Transport Authority (now Sheffield City Region ITA – shortened to ITA) was successful in securing over £24million from the Local Sustainable Transport Fund (LSTF1) for a programme of named schemes to be delivered between 2012/13 and 2014/15. The aim of the programme was to improve access by more sustainable travel modes within four key economic corridors across South Yorkshire. This success was followed by another bid that secured £4.8m LSTF2 revenue grant for 2015/16 to continue this initiative.
- 2.2 On 15th February 2016 the Department for Transport announced a new competition for Sustainable Travel Transition Year revenue funding for 2016/17. The deadline for the bid to be submitted was 29th March 2016. This was to facilitate a transition year between the LSTF programme and the proposed new "Access" fund which starts in April 2017.

- 2.3 The bid was project managed by the Sheffield City Region, on behalf of the South Yorkshire Partners, including the Council. The bidding and governance processes are outlined in Appendix C.
- 2.4 In May 2016, the Department for Transport wrote to the Combined Authority to advise that the bid for £2.5m STTY funding had been successful. At this point, the planned programme of works at the Council began.
- 2.5 The work plan within the bid included the following schemes being led by Sheffield (or Sheffield acting on behalf of the Countywide Road Safety Partnership where noted below):
- **Cycleboost Loans** – Free, four week loans of bikes for cycling to work targeting large employers and consortiums.
  - **Cycleboost Training** – Free training for adults from beginner to experienced, 1:1s, group and families, plus learn to ride for non-cyclists.
  - **Cycleboost Bike Doctor / Maintenance** – Regular bike doctor sessions at employers, free maintenance courses at the Arches hub at Attercliffe, free use of tools and bike stands at the Arches hub.
  - **Bike Hubs, Central / Counters** - City Centre location for bike storage, maintenance, repairs, changing facilities, expert advice on all aspects of cycling, small scale sales, bike hire for short and long terms. Also the provision of counters on cycle routes to record volume of cycles.
  - **Bike Hire, Sheffield by Cycle** – Expanding University of Sheffield proposals into City Centre, Collegiate Area and Kelham Island, linking student residences with each other and transport hubs including the central bike hub.
  - **Cycle Initiatives Grant** – A grant fund open to local communities and businesses to support cycling measures.
  - **Events** – Mass participation event and led-rides to encourage leisure cycling and to raise the profile of cycling.
  - **Modeshift STARS** – The introduction and participation in the national sustainable and active travel to school accreditation scheme - STARS. Including an up to date school travel plan, delivery of car reduction initiatives and monitoring system for all participating schools within all 4 Districts in South Yorkshire.
  - **Independent Travel Training** – Offering a personalised travel solution for young people who are currently or expected to access home to school transport. The training is to all educational settings

which include special schools, colleges and mainstream settings.

- **Walking to School Initiative** – The project is based at Primary Schools in areas where emissions and congestion at key times (drop off and pick up) are high. The project encourages parents and carers to walk to and from school and raise the awareness of the benefits to walking.
- **SY Cycle Safety Programme** – Delivery of high visibility accessories for pedestrians and cyclists to improve visibility of vulnerable road users. Complementary paid-for advertising to promote a road safety message to drivers to look out for vulnerable road users (Countywide Road Safety Partnership).
- **Walking Projects, Walking Festival** – Publicity and communications to support the Sheffield Walking Festival
- **Walking Projects, Walking with Purpose** – Innovative ground breaking project to engage with unemployed and link them to local businesses through mentored walking sessions.
- **Walking Projects, Walking Routes** – Development of apps to be used on mobile devices on specific walking routes
- **Cycling Co-ordination** – County wide role to coordinate the various cycling projects to ensure consistency and avoid duplication. Also to establish countywide cycle infrastructure design standards.
- **Public Rights of Way** – Improvements to targeted routes linking residential areas and places of work.

Details of the funding for each scheme are included in Appendix A.

### 3. HOW DOES THIS DECISION CONTRIBUTE?

3.1

Corporate Objective	Corporate Key Aim(s)	How Achieved
Strong Economy	<p>To achieve economic potential and be well-connected.</p> <p>Supporting businesses to start and grow.</p> <p>Attract more visitors to Sheffield.</p>	<p>The cycleboost loans and cycle initiatives grant would support businesses to use bicycles for commuting and for local “last mile” deliveries. The cycle events, including the Sky ride, bring additional visitors to the City as does the Sheffield Walking festival. The bike hubs in the City Centre and at Graves are examples of new and growing businesses supported by the STTY grant.</p>

Better Health & Wellbeing	Promoting good health. Support children and young people with special educational needs.	The independent travel training supports children with special needs to access public transport.
Thriving Neighbourhoods	Improved access to schools and local amenities. Community safety.	The Modeshift Stars scheme and the walking to school initiative encourage children to get to school by means other than the car. The cycle safety programme supports cyclists within communities.
Tackling Inequalities	Support individuals to access education, employment and training	The walking with purpose project directly supports unemployed residents get back into work. The adult cycle training and loans give individuals skills and low cost solutions to access work.

#### **4. HAS THERE BEEN ANY CONSULTATION?**

- 4.1 As the City Region has led and coordinated this bid, a report was presented to the ITA on 16th June 2016 to update Members about the development of the STTY revenue bid and included details of the high-level Countywide work plan, the sign-off process and the schemes that Partners were promoting.

#### **5. RISK ANALYSIS AND IMPLICATIONS OF THE DECISION**

##### **5.1 Equality of Opportunity Implications**

- 5.1.1 An EIA has been conducted and concluded that the schemes delivered through the grant would have a positive impact on the residents of Sheffield, however the impact would be low due to the relatively small number of people involved.

##### **5.2 Financial and Commercial Implications**

- 5.2.1 The Department of Transport (DfT) have given the full STTY grant allocation to Sheffield City Region (SCR) to distribute to the four South Yorkshire Authorities and South Yorkshire Passenger Transport Executive. The SCR Funding Agreement with Sheffield City Council (SCC) reflects the terms and conditions of the DfT agreement in relation to SCC's share of the funding.

- 5.2.2 Along with changes to the Leader's Scheme of delegation during 2016 there have also been delays in producing the relevant grant documentation for approval and so the grant has had to be spent in advance of approval so that projects are commenced and that 2016/17 funding is not lost.
- 5.2.3 Given all the variables that may impact upon this grant's allocation value the latest available figure that Sheffield City Council is estimated to receive is up to £826,000.
- 5.2.4 Key features of SCR's grant terms and conditions (not exclusive) are summarised as follows:
- Sheffield City Council accepts liability for all terms and conditions placed upon the Sheffield City Region Combined Authority via the grant issued to SCR by the Department of Transport
  - The grant is subject to claw back if it is not spent correctly.
  - The allocations received by all parties are not fixed and can vary throughout the year dependent on project performance and the progress made in delivery of these.
  - The allocations and any variations made to them will be governed through the South Yorkshire Local Transport Partnership programme. (If need be funding can be vired between authorities.)
  - All activity has to be delivered by March 31st 2017 and all claims submitted by April 12th 2017. Any costs not claimed by this date cannot be paid by the grant and will have to be funded by SCC
  - Any unspent funds from 2016/17 cannot be carried into 2017/18;
  - Where delivery of SCC's 2016/17 revenue projects depends on receiving outside contributions, the Council is expected to make the necessary arrangements for securing these sources of match funding.
  - Claims may be audited by External Auditors, Sheffield City Council will be held liable for any actions that cause SCR financial or reputation loss as a result of their mismanagement or misappropriation of funds.
  - The Project Manager will need to read, understand and comply with all of the grant terms and conditions including any procurement requirements.

### 5.3 Legal Implications

- 5.3.1 The grant has been awarded by the Secretary of State for Transport

under Section 31 of the Local Government Act 2003 to Sheffield City Region Combined Authority for the Sustainable Travel Transition Year funding. The Transport Act 2000, as amended, places a duty on the City Council to develop policies which will create safe, integrated and economic transport within Sheffield which meets the needs of persons living or working within the city.

5.3.2 The Council has started the planned programme of works, as this grant is for the financial year of 2016/ 2017. The Council has therefore, in effect, taken on the obligations and liabilities passed on by the informal agreement it has with SCR. Signing the grant agreement with SCR will formalise this arrangement. The grant agreement passes on the obligations and liabilities that the Department for Transport placed on the SCR in their grant agreement in accepting the revenue funding to the Council, as the delivery partner. Therefore the Council must adhere to the terms of the grant award letter, between the Department for Transport and the Sheffield City Region.

5.3.3 The grant allocation and programme must be delivered and spent by the end of March 2017. Any costs not claimed by this date will need to be met by the Council. The delivery partner must deliver the objectives it agreed to, failure to do so or should the programme cease to represent what was purported may result in claw back, withholding or suspension of the grant monies paid and due. The Council will be held liable for any actions that cause SCR financial or reputation, loss as a result of their mismanagement or misappropriation of funds.

The decision maker should also note that as the programme of works has started and almost finished for this financial year, should the grant agreement not be approved, which would mean we do not receive the STTY funding. Then there is a financial risk that there is no budget set aside for this programme of works, as there was the reliance on us accepting the funding and signing to the grant agreement, when programme began.

The Council will be tied into the obligations of this agreement and the obligations placed on it by the Dft grant award letter terms and conditions, which are passed onto the Council via the SCR funding agreement. The Council will provide match funding on this project of £176,600.

Procurements under this Agreement will be subject to Procurement Rules and the Council will need to comply with these. The Council will also have to ensure it is State Aid law compliant throughout the grant allocation and project. Procurement of the works must also comply with the Council's own standing orders.

## 5.4 Other Implications

### 5.4.1 HR Implications

5.4.2 There are a number of projects within the programme that currently fund all (or part of) the project management costs of staff working on the projects included within the STTY bid within various services.

## **6. ALTERNATIVE OPTIONS CONSIDERED**

6.1 An alternative option would be to reject the Sustainable Travel Transition Year grant, which would have a detrimental effect on the overall funding for Transport, Traffic and Parking Services and consequently Sheffield City Council.

## **7. REASONS FOR RECOMMENDATIONS**

7.1 Acceptance of the grant would enable the continuation of complimentary revenue measures (such as cycle training and events, independent travel training and road safety education and training) to capital investment in improving road safety, including facilities for walkers and cyclists that will help achieve the Transport outcome of having better connected transport to increase travel choices.

## Appendix A : STTY Revenue Programme Summary

SCC Business unit	Project Title	Sub Title	Lead Officer	Area	Grant Allocation	Match Funding	2016/17 Total funding
22238	Cycleboost	Loans	Paul Sullivan	S	£70,000	£7,800 (EXT)	£77,800
22236	Cycleboost	Training	Paul Sullivan	S	£49,000	£3,000 (EXT)	£52,000
22237	Cycleboost	Bike Doc / maint.	Paul Sullivan	S	£50,000	£3,000 (EXT)	£53,000
22237	Bike Hubs	Central / Counters	Paul Sullivan	S	£80,000	£10,000 (EXT)	£90,000
22238	Bike Hire	Sheffield By Bike	Paul Sullivan	S	£20,000	£20,000 (EXT)	£40,000
22237	Cycle Initiatives Grant	-	Paul Sullivan	S	£50,000	£10,000 (EXT)	£60,000
22236	Events	-	Paul Sullivan	S	£55,000	£10,000 (SCC)	£65,000
22193	Modeshift STARS	-	Kathryn Harrison	B-D-R-S	£70,000	-	£70,000
	Independent Travel Training	Children, Young People & Adults	Jill Siddall	B-D-R-S	£190,000	£104,000 (SCC)	£294,000
	Walking to School Initiative	-	Lee Smith	S	£38,000	£3,800 (SCC)	£41,800
	SY Cycle Safety Programme	-	Joanne Wehrle	B-D-R-S	£50,000	£5,000 (EXT)	£55,000
22247	Walking Projects	Walking Festival	Duncan McIntyre	S	£9,000	-	£9,000
	Walking Projects	Walking with Purpose	Lee Smith	S	£24,000	-	£24,000
	Walking Projects	Walking Routes	Jen Rickard	S	£7,000	-	£7,000
22192	Cycling Co-ordination	-	Jenny Wood	B-D-R-S	£44,000	-	£44,000
	Public Rights of Way	-	David Whitley	S	£20,000		£20,000
		<b>SCC STTF PROGRAMME TOTAL</b>			<b>£826,000</b>	<b>£176,600</b>	<b>£1,002,600</b>

## **Appendix B : STTF Grant Award Letter**



Department  
for Transport

Graham Pendlebury  
Director, Local Transport  
Department for Transport  
Zone 2/14-16  
Great Minster House  
33 Horseferry Road  
London SW1P 4DR

Sheffield City Region Combined  
Authority  
By email:  
Julie.hurley@sheffieldcityregion.org.uk

QUERIES: 020 7 944 6943

Web Site: [www.dft.gov.uk](http://www.dft.gov.uk)

26 May 2016

Dear Julie Hurley,

### **SUSTAINABLE TRAVEL TRANSITION YEAR (STTY) FUND GRANT AWARD FOR FINANCIAL YEAR 2016/17**

Following your success in the Sustainable Transport Transition Year Fund revenue competition, as announced on 24 May, I am pleased to confirm the Department's grant funding for your project for financial year 2016/17. The new Fund will build on existing successes and provide fresh impetus for local economic development through sustainable transport provision.

The Sustainable Travel Transition Year Fund guidance published in February 2016 set out the objectives and requirements of this grant. Your bid for funding provided evidence that your project can meet the criteria for the award.

This letter and its attachments now set out the requirements under which the Secretary of State for Transport is prepared to award grant under Section 31 of the Local Government Act 2003 to Sheffield City Region Combined Authority from the Sustainable Travel Transition Year Fund. The grant determination at Annex A provides the authority under which we are permitted to pay this grant, whilst Annex B sets out the amount of grant to be paid.

As you will be aware, this is a one-year programme. Your grant allocation will need to be spent and your project delivered (unless otherwise specified by your bid), by the end of March 2017. Monitoring of progress of expenditure will take place via the claim form, and through in-year requests for information. Any unspent funds from 2016/17 cannot currently be carried into 2017/18. At Quarter 4, you will be expected to make your final claim for total activity carried out to March 2017. Funds must be spent in accordance with your agreed allocation. Any amounts exceeding the agreed allocations will not be payable.

The Department's funding contribution of the STTY revenue grant for 2016/17 to your project will be paid in two instalments. 75% will be paid in the first quarter and the final

1

payment in arrears. Annex C sets this out, along with the schedule for payment and the practical arrangements for making these payments. Where relevant, please note that this grant offer is for the revenue element of STTY funding and separate from any associated capital element from the Local Growth Fund (LGF).

Grant is awarded on the understanding that your authority will deliver the objectives as set out in your original bid. We appreciate that, during implementation, opportunities or challenges may arise that require a change to your project in order for outcomes to be realised to their full potential. Any such changes should be reported to the Department for Transport. However, should the change be substantial enough so as to cease to represent the programme for which funding was awarded, or should your ability to deliver the objectives for which funding was awarded be significantly compromised, the Department reserves the right to withhold, suspend or reclaim any unspent revenue funding.

Please note that future Government Spending Rounds may be subject to performance delivery. This means that poor or non-delivery of bid objectives for STTY in 2016/17 may have an impact on how your authority fares in any future considerations of performance for funding awards.

For any grant, Government is required to monitor the effectiveness of any public investment. We will be in touch if any specific monitoring and evaluation are required for this year's programme. In the meantime, monitoring and evaluation requirements remain the responsibility of your authority, and are expected to be undertaken as required to meet your own internal needs.

With regards to assurance, local authorities are public authorities and, by definition, are expected to have robust accounting, monitoring and transparency arrangements in place to allow for appropriate accountability to their communities. The Department is satisfied that these arrangements are sufficient to allow for proportionate scrutiny of the Sustainable Travel Transition Year Fund programme and its projects in line with the principles of localism and devolution.

With regards to publicity where it is intended that funding will be referenced, DfT is keen for the Department's financial contribution to your project to be publicised. In doing so, please follow the brand guidelines on the Knowledge Hub:  
<https://knowledgehub.local.gov.uk/>

As with previous advice, STTY may be subject to State Aid regulations. It is the responsibility of local authorities to satisfy themselves that they are State Aid compliant when using STTY funding. Local authorities should ensure that their project teams are versed on State Aid law, as they are better placed to provide support on the operational matters within the Authority. Guidance on State Aid is available from:  
<https://www.gov.uk/state-aid>.

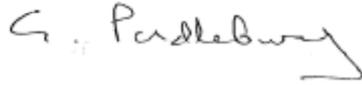
Please note the new references in Annex C to the Fraud and Bribery Act 2006, the Freedom of Information Act 2010, and the Data Protection Act 1998.

Acceptance by the Authority, required at Annex D, will be acceptance of the requirements of this letter and its attachments.

The information contained in this letter and its annexes should be brought to the attention of all relevant staff in the Authority.

Should you wish to discuss the contents of this letter, please contact the Sustainable Accessible Travel team on 020 7944 6943; e-mail: [sat.programmes@dft.gsi.gov.uk](mailto:sat.programmes@dft.gsi.gov.uk).

Yours sincerely,

A handwritten signature in black ink that reads "G. Pendlebury". The signature is written in a cursive style with a long horizontal stroke at the end.

**Graham Pendlebury**



Department  
for Transport

**ANNEX A**

**Sustainable Travel Transition Year Fund (Revenue) GRANT  
DETERMINATION 2016: No 31/2801**

The Minister of State for Transport at the Department for Transport ("the Minister"), in exercise of the powers conferred by section 31 of the Local Government Act 2003, hereby makes the following determination:-

**Citation**

1) This determination may be cited as the Sustainable Travel Transition Year Fund Grant Determination 2016 No 31/2801.

**Purpose of the grant**

2) The purpose of the grant is to provide support to local authorities in England towards expenditure lawfully incurred or to be incurred by them.

**Determination**

3) The Minister of State determines those authorities to which grant is to be paid and the amount of grant to be paid. The amounts for each relevant authority is set out in Annex B.

**Treasury consent**

5) Before making this determination in relation to local authorities in England, the Minister of State obtained the consent of the Treasury.

**Signed** by authority of the Minister of State for Transport

A senior civil servant within the Department for Transport

**26 May 2016**

## ANNEX B

**Authority:** Sheffield City Region Combined Authority  
**Project name:** Sheffield City Region: Active, Connected, Efficient  
**Maximum DfT Funding:** £2,500,000

£'000	2016/17
Revenue	£2,500,000

## ANNEX C

### INFORMATION ON MAKING CLAIMS FOR REVENUE GRANT

1. The payment of this award follows the Department for Transport announcement of 24 May 2016, which sets out the successful recipients of the Sustainable Transport Transition Fund 2016/17 revenue competition. The fund is available from April 2016 to March 2017. Delivery and fund draw down will be for this period only.
2. Payment of grant will be paid 75% in Quarter 1, following completion of the enclosed grant claim form, with the final 25% grant (Quarter 4) payable in arrears against certification by the Chief Finance Officer and the Senior Responsible Owner, confirming that expenditure has been correctly incurred in accordance with grant requirements. This claim form is to be sent in 2016.
3. The timetable for claims and payments is set out in the table below.

2016/17	Quarter 1 (Apr-June 2016)	Quarter 2 (July-Sept 2016)	Quarter 3 (Oct-Dec 2017)	Quarter 4 (Jan-Mar 2017)
Claim deadline	29 June 2016	n/a	n/a	28 April 2017
Payment date	26 July 2016	n/a	n/a	26 May 2017

4. The Department may update this timetable at any point during the financial year.
5. In Quarter 1, you will be asked to set out your planned expenditure for the year in your first claim. More information will be provided on the claim form. Reporting will be made via the claim form, where you will be asked to set out your scheme completion dates, and provide an update of scheme status. Final quarter arrangements will be clarified in early 2017.
6. Claims received after the claim deadline for any quarter may not be paid until the subsequent payment date. The Authority will be liable for any costs incurred through late payment of claims as a result of missing claim deadlines.
7. Scheme costs should not include VAT, as VAT on local authority expenditure is reclaimable. There may be circumstances in which the Authority will determine it is more appropriate to charge particular costs to revenue. In all circumstances it is for the Authority with its accountants to come to decisions on how to account correctly for the relevant expenditure.
8. Please note that funds can be moved between scheme elements within your projects where similar or greater objectives of the original bid are being met; The Department will not pay any sums that go over the agreed allocation.
9. Claims may be audited by the Department or external auditors, such as the National Audit Office. If this is the case, the Authority is expected to comply with any such arrangements.

10. It is suggested that claimants familiarise themselves with the Fraud Act 2006 and the Bribery Act 2010 when making claims, and in provision of funding to partner organisations.
11. Personal information collected for grant purposes will be used by the Department for Transport for administering the Sustainable Transport Transition Year Fund. We may share information for the purposes of countering fraud or otherwise as required or permitted by law.
12. The Department will observe its obligations under the Data Protection Act 1998 in responding to requests made under the Freedom of Information Act 2000. Where a request includes personal information that you have provided, we will consult you before deciding whether such information should be disclosed. Information about junior staff who are not in public facing roles will not normally be disclosed.

**ANNEX D**

**ACKNOWLEDGEMENT AND ACCEPTANCE SLIP**

**I ACKNOWLEDGE RECEIPT OF THE SUSTAINABLE TRANSPORT TRANSITION YEAR FUND GRANT AWARD LETTER FOR SHEFFIELD CITY REGION: ACTIVE, CONNECTED, EFFICIENT**

**AND**

**I ACCEPT THE GRANT OFFER, INCLUDING THE REQUIREMENTS FOR THE GRANT SET OUT IN THIS LETTER, FOR AND ON BEHALF OF Sheffield City Region Combined Authority. I CONFIRM THAT I HAVE THE AUTHORITY TO DO SO.**

**SIGNED (CHIEF FINANCE OFFICER, OR EQUIVALENT)**

.....

**PLEASE PRINT NAME.....**

**DATE.....**

Please return this page, signed, to: The Department for Transport, [sat.programmes@dft.gsi.gov.uk](mailto:sat.programmes@dft.gsi.gov.uk), Barbara Magloire, Sustainable Accessible Travel, 2/14-16 Great Minster House, 33 Horseferry Road, London SW1P 4DR.

An electronic copy of this acknowledgement slip is sufficient, but we ask that you retain the original signed copy for audit purposes.

# APPENDIX C STTY Bidding and Governance Processes

Sustainable Travel Transition Year (STTY) Bid and Governance Processes				NR Nov 2016	
Event	Date	Purpose	SCC Involvement	SCC Staff	Notes
STTY Fund announced by DfT through email	15/02/2016	Bidding process started, links to guidance and submission documents included	Started to prepare initial project ideas for inclusion in the bid, most based upon developing/enhancing existing LSTF projects as little time to develop new initiatives	Nigel Robson (NR), Paul Sullivan (PS), Jill Siddall (JS), Lee Smith (LS), Kat Harrison (KH), David Whitley (DW), Duncan McIntyre (DMc)	
SCR invited stakeholders to be part of bidding team	22/02/2016	To create a team (based upon earlier LSTF bidding team) to put together a robust and successful bid	Part of bidding team, two SCC members	NR, PS, JS, LS, KH, DW, DMc	Bidding Team / Stakeholders included SCC, DMBC, BMBC, RMBC, PTE & SCR
Individual bid preparation by stakeholders	22/02/16 to 01/03/16 (approx)	To translate the initial project ideas into business cases based upon the DfT STTY guidelines.	Business cases prepared for Cycleboost, Bike Hubs, Bike Hire, Cycle initiatives Grant, Cycle Events, Modeshift STARS, Independent Travel Training, Walking to School Initiative, Cycling Co-ordination, Public Rights of Way and Sheffield	NR, PS, JS, LS, KH, DW, DMc	Business cases completed using SCR template to ensure that all guidelines met, uniformity across all bids and general clarity.
Round of meetings	01/03/16 to 14/03/16 (approx)	Peer review of each business case with robust challenge from other stakeholders	Champion SCC business cases and challenge other stakeholder bids	NR, PS	Strong challenges to ensure that none of the stakeholder business cases weakened the overall bid
Bid document	17/03/16 to 29/03/16	Formal document prepared for submission to DfT and sent on 29/03/2016 (within deadline)	Proof reading, procured letters of support (including one from SCC Chief Executive)	NR, PS	Document prepared by external consultants (who prepared earlier successful LSTF bids). Signed off by SCR Director of Transport
Email from DfT to SCR to confirm successful bid and allocation of £2.5m	26/05/2016	To advise the SCR about the success of the bid	Started to deliver projects	NR, PS, JS, LS, KH, DW, DMc	
Combined Authority	6 week cycle	Final decision making group and ratify decisions made at TEB	To provide direction and make recommendations about the transport programme	Clr Dore	
Transport Executive Board (TEB)	6 week cycle	To make decisions and ratify decisions made at PTE Executive Board and Transport Committee	To provide direction and make recommendations about the transport programme	SCC Executive Director Place	
Transport Committee	6 week cycle	To ratify recommendations made at PTE Executive Board	To provide direction and make recommendations about the transport programme	SCC Members - Clr Iqbal, Clr Lindars - Hammond & Clr Auckland, Clr Adam Hirst, Clr Mohamed, NR	Delegated responsibilities that it discharges on behalf of the CA
PTE Executive Board	6 week cycle	To review transport matters on behalf of and make recommendations to the CA via the above groups	Approve reports about reallocating funding between projects	Clr Dore & Simon Green	
Strategic Transport Group (STG). Combined with former Strategic Leadership Group (SLG)	Monthly	Standing item on agenda about progress with STTY projects	To provide direction and make recommendations about the transport programme	Tom Finnegan-Smith (TF-S)	
South Yorkshire Cycling and Active Travel Group (SYCAT)	Monthly	Standing item on agenda about progress with STTY projects. Funding allocation changes between projects are made at this group	Feedback to group about progress	PS	When it is likely that a project will underspend in-year, the project manager raises it here and bids are invited from the rest of the group.
South Yorkshire Transport Delivery Group (SYTDG)	Monthly	To review progress of whole SY capital programme including STTY programme	Feedback to group about progress	DW	Revised allocations are agreed here and passed up the approval process for a decision.

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**Author/Lead Officer of Report:** Ben Brailsford,  
Parking Services Manager

**Tel:** 0114 2053006

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**Report of:** Executive Director of Place  
**Report to:** Cabinet Member for Infrastructure and Transport  
**Date of Decision:** 9 March 2017  
**Subject:** **Changes to prices for paperless visitor parking vouchers**

Is this a Key Decision? If Yes, reason Key Decision:-	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
- Expenditure and/or savings over £500,000	<input type="checkbox"/>	
- Affects 2 or more Wards	<input type="checkbox"/>	
Which Cabinet Member Portfolio does this relate to Infrastructure and Transport		
Which Scrutiny and Policy Development Committee does this relate to? <b>Safer and Stronger Communities</b>		
Has an Equality Impact Assessment (EIA) been undertaken?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
If YES, what EIA reference number has it been given? 1228		
Does the report contain confidential or exempt information?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If YES, give details as to whether the exemption applies to the full report / part of the report and/or appendices and complete below:-		
<i>"The (report/appendix) is not for publication because it contains exempt information under Paragraph (insert relevant paragraph number) of Schedule 12A of the Local Government Act 1972 (as amended)."</i>		

**Purpose of Report:**

To seek approval to offer electronic paperless visitor parking vouchers at a lower rate than the current paper visitor parking vouchers.

**Recommendations:**

To introduce paperless parking visitor vouchers at £10 per batch of 25, 25% less than the current cost of paper booklets.

To maintain a contingency of paper parking visitor booklets to support customers with additional needs.

Lead Officer to complete:-	
1	I have consulted the relevant departments in respect of any relevant implications indicated on the Statutory and Council Policy Checklist, and comments have been incorporated / additional forms completed / EIA completed, where required.
	Finance: <i>Paul Foster</i>
	Legal: <i>Louise Bate</i>
	Equalities: <i>Annemarie Johnson</i>
<i>Legal, financial/commercial and equalities implications must be included within the report and the name of the officer consulted must be included above.</i>	
2	<b>EMT member who approved submission:</b> <i>Laraine Manley</i>
3	<b>Cabinet Member consulted:</b> <i>Mazher Iqbal</i>
4	I confirm that all necessary approval has been obtained in respect of the implications indicated on the Statutory and Council Policy Checklist and that the report has been approved for submission to the Decision Maker by the EMT member indicated at 2. In addition, any additional forms have been completed and signed off as required at 1.
	<b>Lead Officer Name:</b> <i>Ben Brailsford</i>
	<b>Job Title:</b> <i>Parking Services Manager</i>
	<b>Date:</b> <i>17 February 2017</i>

## 1. PROPOSAL

- 1.1 As part of the Council's Customer Experience Strategy, Parking Services are changing some parking permit types from physical paper permits, to electronic paperless parking permits. The project is designed to improve customer experience of applying for parking permits in Sheffield by speeding the process up and putting the customer in control of simple changes.
- 1.2 Customers already apply for permits online. These online applications are manually transferred to a separate computer system, and evidence checked. Once evidence has been checked, customers are then contacted to be requested to pay. Once payment has been received a physical paper permit is issued using post. This process can take between five and thirty three days. On occasion this can leave a customer without a permit which can lead to PCN's being issued and then overturned. This is a poor customer experience and an unnecessary use of council staffing resource.
- 1.3 The new paperless system will still allow customers to apply online, but it will be directly into the parking system to remove the need for re-keying data. Payment will be taken as part of the process and the authorised paperless permit will be issued by email within 24 hours of the approved application. Evidence will be checked retrospectively and permits can be electronically "switched off" if they don't meet the correct criteria. Customers will be contacted prior to any permits being revoked to allow them to provide the correct evidence or amend their permit application. If the customer doesn't respond they will be notified that a permit has been "switched off". The parking appeals process will allow discretion for first offences where customers may not have been aware the permit was not live.
- 1.4 For most of the permit types it's a simple swap from a paper permit to a paperless one. However, it will involve a change in how visitor vouchers are to be used. There are 5,256 visitor booklets issued per year in the Peripheral Parking Zones making them the single greatest designation of permit issued to customers.
- 1.5 Currently paper visitor vouchers are sold in booklets of 25 which cost £12.50 per book, equivalent to £0.50 per voucher. The books are limited to 6 per household, so the annual cost is £75. Each voucher is valid for its day of use and up to 10am the following morning. Their design currently allows customers to transfer vouchers between vehicles as there is no space for vehicle registration. Therefore one daily voucher could be used by different consecutive visitors without the need to use a second voucher.

- 1.6 The paperless visitor voucher requires a vehicle registration to be entered which means it can only be used once. They will still be sold in batches of 25 vouchers. However, to reduce the likelihood of customers being adversely affected, they will be set up so they can be called off in half day periods. This means that each batch of 25 vouchers could be used for up to 50 half day visits.
- 1.7 To further reduce the potential impact on customers a reduction in the pricing is proposed. There may be some people who are currently using their paper visitor vouchers more than twice in one day. There is no way currently to measure the quantity of customers this might affect. These customers could be adversely affected with the introduction of paperless vouchers, so to mitigate the potential effect; the proposal is to reduce the cost of the batch of 25 vouchers from £12.50 to £10. With a maximum of 6 batches in a year this reduces the cost from £75 per year for paper visitor vouchers to £60 per year for paperless visitor vouchers. This represents a 25% reduction in the charge.
- 1.8 The use of paperless visitor vouchers will also give a true statistical understanding of customer use of vouchers which will allow future reviews of charging to be more precise in relation to the impact on the customer.
- 1.9 To mitigate any issues experienced by individuals in the change from paper booklets to paperless vouchers, Customer Services will continue to support case resolution.

## **2. HOW DOES THIS DECISION CONTRIBUTE ?**

- 2.1 It contributes towards “an in touch organisation” as it supports customers to be self sufficient in their parking needs, allowing access to visitor vouchers much more quickly than the current process allows. It is in response to customer requests to improve on service fulfilment times in processing parking permits. It takes advantage of existing technology to provide a service the customer is in control of.

## **3. HAS THERE BEEN ANY CONSULTATION?**

- 3.1 Consultation is not required; however feedback from customers in 2012 has been taken account of in the recommendation in this paper. Feedback was in response to a change in the design of the paper visitor voucher to require a vehicle registration to be entered. This meant it could only be used once. This change prompted complaints from residents in the Sharrowvale area. Some of these complaints were from individuals running a business from home (piano lessons or renting rooms), who were complaining that this made it more financially difficult for them. The previous design was then re-instated. Visitor vouchers shouldn't be used for business purposes, people visiting the area for business need should pay and display.

**3.2** However, the recommendation in this report does provide for residents who currently transfer paper visitor vouchers between their visitors, by providing paperless visitor vouchers to be accessed in half day segments, and by reducing the cost of the vouchers.

#### **4. RISK ANALYSIS AND IMPLICATIONS OF THE DECISION**

##### **4.1 Equality of Opportunity Implications**

Overall there are no significant differential, positive or negative, equality impacts. There is a potential low level negative impact on financial inclusion, older people and people with disabilities due to being less likely to have access to the internet or being able to use online services easily. To mitigate this, customers with additional needs will be supported, as they currently are, by Customer Services contact centre to access the paperless visitor vouchers, and paper vouchers will still be offered to those customers who could not access the services online. A paper booklet can still be supplied at the same value as a paperless permit.

##### **4.2 Financial and Commercial Implications**

The reduction in price from paper booklet to virtual visitor voucher of 25% means £13,140 income is at risk per year. This is likely to be the maximum cost as there is a possibility that some customers may need to purchase more vouchers than they currently do, and reduce the overall loss.

##### **4.3 Legal Implications**

A decision in relation to a discretionary pricing policy is reserved in the Leader's Scheme of Delegation to an Individual Cabinet Member.

Section 45 of the Road Traffic Regulations Act 1984 ("the Act") gives the Local Authority discretion to designate parking places on a highway; to charge for the use of them and to issue parking permits for a charge.

Section 46 of the Act imposes a duty on the Local Authority to prescribe any charges to be paid for vehicles left in a parking place designated by a Designation Order. Any such charge can be prescribed as an amount payable regardless of the period for which a vehicle is left.

Section 51(1) of the Act gives the Local Authority a power to require charges to be paid by the means of the hire or purchase in advance, or the use, of parking devices and to prescribe how those devices are to be used.

Section 51(4) of the Act defines a 'parking device' as either a card, disc, token, meter, permit, stamp or other similar device.

The Equality Act 2010 makes it unlawful for persons with a protected characteristic to be discriminated against either directly (at section 13) or indirectly (at section 19).

Section 4 of the Act lists the protected characteristics as age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; and sexual orientation.

Section 20 of the Act places a duty on the Local Authority to make reasonable adjustments for persons with a protected characteristic.

The Local Authority has a duty to prescribe charges be paid for vehicles left in a parking place designated by a Designation Order. In meeting this duty, it cannot discriminate against persons with protected characteristics by charging a higher price for the provision of paper permits where they are unable, for reasons of financial inclusion, age or disability, to access or make use of the paperless permit system.

#### **4.4 Other Implications**

This decision has implications for Customer Services in the Resources portfolio. The amount of staff needed to fulfil permit processing is affected by the volume of work required. Currently, due to the volume of work having increased since the fulfilment of permits transferred to customer services, the amount of staff employed to process permits is having to be supplemented by customer services staff from other delivery areas. This has a negative impact on other areas of customer services delivery. If visitor vouchers remain as a physical booklet then a greater number of staff will be needed to meet the demand coming in to allow the supplementary staff to return to their substantive areas. This means additional costs to customer service to allocate more staff to the process.

### **5. ALTERNATIVE OPTIONS CONSIDERED**

#### **5.1 Do nothing** – continue to implement paperless permits, but leave visitor vouchers as paper books.

**Implications** of this are increased cost to Parking Services and Sheffield City Council of continuing to have a paper system. This is an indicative cost of £10k per year based on needing additional staff to process paper permit application checks.

## **5.2 Change to paperless visitor vouchers but maintain current cost**

**Implications** – Paperless permits require the vehicle registration to be entered into the database. This will mean that vouchers cannot be transferred between vehicles in the way they currently can be. Introducing a half day voucher at half the cost, for example 5hrs parking for £0.25 would provide greater flexibility for shorter stay visitors and reduce the risk of it costing the resident more than it currently does. However there is some risk of dissatisfaction at the perceived “extra cost” if customers currently transfer the voucher more than once.

## **6. REASONS FOR RECOMMENDATIONS**

- 6.1** As part of the Customer Experience programme, introducing paperless permits improves customer ability to access vouchers quickly rather than be reliant on manual processing of an online request, which is subject to loss or delay in the post.
- 6.2** Paperless visitor vouchers will offset future costs increases for staff required for manual processing.
- 6.3** Allowing paperless vouchers to be issued in half day segments reduces risk of customers being adversely disadvantaged from the current transferable paper method.
- 6.4** Reducing costs of paperless virtual visitor vouchers means that the risk of customers being adversely affected if they do need to purchase more vouchers is reduced.
- 6.5** The maximum potential loss by introducing paperless permits at less than the current costs is £13,140. The actual loss is likely to be less than this as some customers may have to purchase more books than they currently do.
- 6.6** Support for people with additional needs or lack of internet access is still available via customer services, and a contingency of maintaining paper permits can be considered.
- 6.7** The council will gain a better understanding of visitor vouchers use, which can support any future review of parking permit policy.

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