

## **GUIDELINES FOR ROAD SAFETY & PARKING ISSUES - REQUESTS**

### **Introduction**

This document is intended to provide guidance for Ward Members regarding the preparation and submission of requests to utilise the Road Safety and Parking Fund. The guide will be reviewed regularly and where necessary updated and reported to Committee for approval and circulated to Members.

Utilising the Community Infrastructure Levy (CIL), from 2022/23, a Road Safety & Parking Fund of up to £450,000 has been established. The fund will be managed by the Director, Highways & Transportation and managed borough wide.

The Road Safety & Parking process is intended to provide a transparent and structured approach to all stakeholders involved.

Road Safety and Parking issues may be submitted by Ward Members to the Director, Highways & Transportation using the form in this guidance. The Director, Highways & Transportation may also receive Road Safety and Parking requests as issues or petitions.

Members have the option to discuss a Road Safety and Parking issue at Area Committee as a member's item. If committee agree, the item will be referred to the Director, Highways & Transportation to take the request forward.

For clarity, all Road Safety and Parking issues should be referred through this proposed process (either directly issuing the request to the Director, Highways & Transportation or referring the item following discussion at an Area Committee).

### **Road Safety & Parking Request**

The Director, Highways & Transportation operating within delegated statutory responsibilities will review the referred issues, consider the options available and make a decision.

For clarity, the decision may be a technical solution or a decision to take no action.

The Director, Highways & Transportation will set out the rationale to explain if no resolution is decided on.

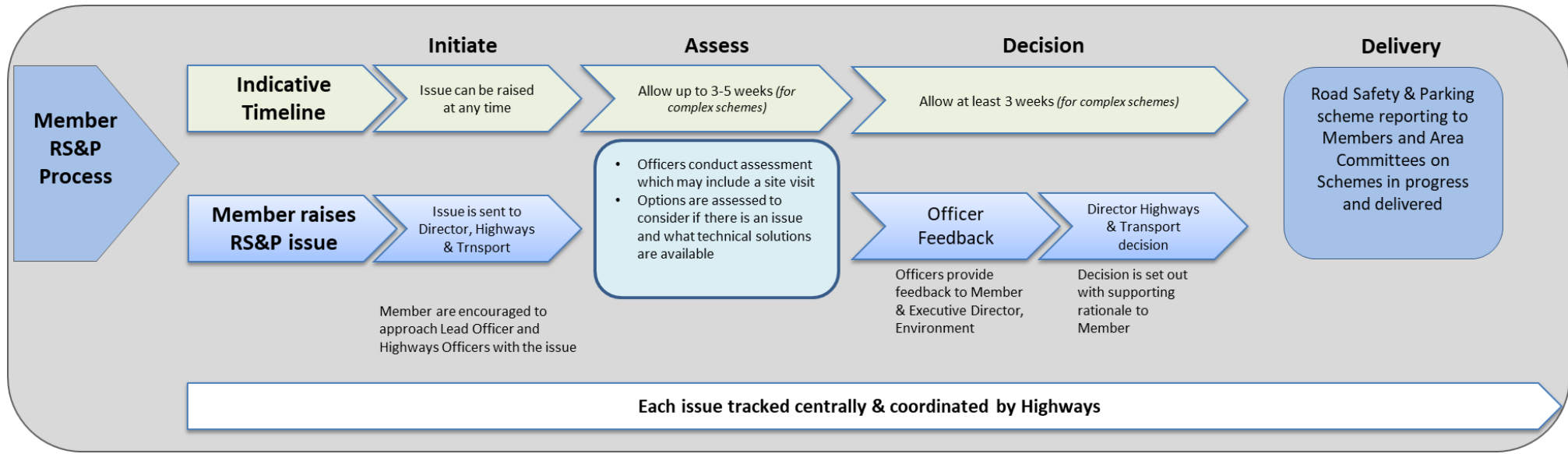
The Director, Highways & Transportation will inform the relevant Member or resident(s) of the decision prior to the implementation of the decision.

Prior to submitting a Road Safety & Parking Members request, Ward Members are encouraged to consult with Highways through the Area Committee Lead Officers on the specific issue. This allows the Highways team to assess the issue, review potential options and advise if there is a technical solution to the issue.

### **Post Decision**

To ensure transparency relating on decisions taken by the Director, Highways & Transportation using delegated powers, there will be a report back to each Area Committee meeting to update Members and residents on the progress of the various road safety and parking issues, including an update on the budget.

## Overview of Process



## Road Safety & Parking Request Form

Title	
Raised by (Councillor):	
Ward:	
Member Request:	
Please describe which Road Safety/Parking issue:	
Please provide any assessment of the issue received from Highways Officers which will assist with this application:	
Officer (NAME) On (DATE):	
Any additional information (please list any documents here to be published with the agenda, or circulated to the Committee):	