

TRAFFIC MANAGEMENT SUB-COMMITTEE MINUTES – 13 JUNE 2024

Present: Councillors Lanzoni (Chair), Ayub, Barnett-Ward, Eden, Ennis, Griffith, Hacker, Hornsby-Smith, Keeping, McGrother and White.

Apologies: Councillors Cross, O’Connell, Gittings, Nikulina and R Singh.

1. CHAIR’S ANNOUNCEMENTS

Councillor Lanzoni opened the meeting by thanking Councillor Ayub for his time as Chair and by welcoming the new Councillors to the Sub-Committee.

2. DECLARATIONS OF INTEREST

Councillor Barnett-Ward declared an interest in item 6 on the grounds that one of her children would be attending the River Academy School in September 2024.

3. MINUTES

The Minutes of the meeting of 6 March 2024 were confirmed as a correct record and signed by the Chair.

4. PETITIONS

- (a) Petition – Request for Traffic Management on St Peters Hill and Church Road, Caversham

The Sub-Committee received a report on the receipt of a petition requesting that the Council take measures to enhance access to Caversham Court Gardens and St Peter’s Church, primarily a speed limit reduction on St Peter’s Hill and into Church Road in Caversham. A plan showing the requested area for treatment in context was attached to the report at Appendix 1 and photographs that had been supplied with the petition were attached to the report at Appendix 2.

The report stated that on 5 June 2024 a petition had been received that had been jointly promoted by The Church Leadership at St Peter’s Church and the Committee of the Friends of Caversham Court Gardens and had 165 individual indications of support. The petition read as follows:

“The Church Leadership Team at St Peter’s Church, Caversham, and the Committee of the Friends of Caversham Court Gardens wish to promote a petition in favour of a Traffic Management Scheme aiming to enhance safety for pedestrians accessing St Peter’s Church and Caversham Court Gardens. The scheme would involve the enforcement of a 20mph speed limit from Darell Road on the whole length of St Peter’s Hill and Church Road. The scheme would include signage near the entrance to Woodrow Court to warn drivers that elderly people may be crossing Church Road.”

St Peter’s Hill lead into Church Road and was a street-lit nationally classified ‘A’ Road with a speed limit of 30 mph. From north to south it had a number of features that were detailed in the report. Within the previous five year period of Police supplied casualty data, to 31 October 2023, and there had been no recorded pedestrian casualties in the immediate area around

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Caversham Court Gardens or St Peter's Hill and Church Road, with no linking patterns and no recorded suspicion that speeding was a contributing factor.

The report explained that the Requests for Traffic Management Measures Report contained an entry for a desirable 20 mph zone in Lower Caversham and the concept scheme was bounded by the junction of Church Road and St Anne's Road. The report proposed that an adjustment to the existing Lower Caversham entry to reflect the receipt of the petition and to propose an extension to the concept area to include St Peter's Hill. The next update would be submitted to the meeting on 13 November 2024.

Schemes originating from the Request for Traffic Management List had attracted funding nominations, including those from Local 15% Community Infrastructure Levy and successful government funding bids, such as the Active Travel Tranche 4. The Lower Caversham 20 mph zone concept had been developed at a time when significant developer contributions had been expected. Unfortunately, these had not materialised, however, this was still a desirable scheme for development and delivery and while the scale of the concept area was such that it would require significant funding, relatively smaller funding nominations could contribute to a phased delivery on an area priority basis, although currently there was no allocated funding for the development and delivery of the changes that had been requested in the petition.

The report explained that given the nature of the road, it was considered equally important that any speed reduction should be applied to both directions of traffic and the scheme would include any other potential enhancements that could be made, although the addition of any further signing would need to be balanced against the importance of not distracting from the important warning signs detailed in the report. The report also noted that 20 mph zones were required to have regular traffic management features to ensure compliance and that these should be features that made the zones 'self-enforcing' by slowing the traffic. Due to the combination of the steep gradient, narrow carriageway and steep bends, there were feasibility concerns around placing speed hump/cushion type features, due to the risks of destabilising vehicles and the surface water drainage.

Finally, the report stated that it should only be expected that scheme development would commence once funding had been identified where it would be programmed around other funded development priorities.

At the invitation of the Chair the lead petitioner, Tony Wernham, addressed the Sub-Committee on behalf of the petitioners.

Resolved –

- (1) That the report be noted;**
- (2) That the existing 'Lower Caversham' 20mph zone entry on the next Requests for Traffic Management Measures report be revised to reflect the receipt of the petition and the requested measures;**
- (3) That the lead petitioner be informed of the decisions of the Sub-Committee, following publication of the agreed minutes of the meeting;**
- (4) That no public inquiry be held into the proposals.**

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(b) Petition – Request for Reading Hackney Carriage Vehicle Access to A33 Bus Lanes

The Sub-Committee received a report on the receipt of a petition requesting that Reading Borough Council licenced hackney carriage vehicles be granted access to use the A33 bus lanes.

The report stated that on 3 June 2024 a petition had been received that had 231 indications for support and read as follows:

“We the undersigned are licensed by READING BOROUGH COUNCIL as HACKNEY CARRIAGE DRIVERS request that all HACKNEY CARRIAGE VEHICLE licensed by READING BOROUGH COUNCIL are given permission to use the A33 BUS LANE

We have use of all other bus lanes in Reading apart from A33.

By allowing Hackney Carriage Vehicle to use this bus lane, will not effect Reading Buses operations”

The report stated that for context the Council had carried out major schemes to install additional traffic lanes along section of the A33, from south of junction 11 of the M4 to north of Rose Kiln Lane. These had been funded and delivered as part of the strategic South Reading Bus Rapid Transit (BRT) scheme and the latest phase of delivery was currently in progress between Rose Kiln Lane (South) and Rose Kiln Lane (North). These additional traffic lanes were bus only lanes. Changes to access, if agreed, would require a change to the Traffic Regulation Order that underlaid each restriction. These changes would require statutory consultation for the new draft order, advertising of the sealed Order thereafter and changes to the statutory signing. Back-office changes to the enforcement software would also be required. Such changes would require funding and resourcing.

At the invitation of the Chair the lead petitioner, Asif Rashid, Chair of the Reading Taxi Association, addressed the Sub-Committee on behalf of the petitioners.

Resolved –

- (1) That the report be noted;**
- (2) That appropriate officers consider the request and their recommendations be submitted to an appropriate future meeting;**
- (3) That the lead petitioner be informed of the decisions of the Sub-Committee, following publication of the agreed minutes of the meeting;**
- (4) That no public inquiry be held into the proposals.**

5. WAITING RESTRICTION REVIEW PROGRAMME

The Sub-Committee received a report informing them of objections that had resulted from the statutory consultation for the agreed proposals that had formed the 2023B Waiting Restriction Review Programme. The report also sought approval to carry out statutory consultation for recommended new/alterations to waiting restrictions as part of the 2024A programme. These

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proposals aimed to address the issues that had been raised in the initial list of requests which had been submitted to the previous meeting and agreed for investigation.

The following appendices were attached to the report:

Appendix 1 – The objections report for the 2023B programme;

Appendix 2 – The recommendations report for the 2024A programme.

Resolved –

- (1) That the report be noted;**
- (2) That the following proposals made under the waiting restriction review 2023B programme, as set out in Appendices 1, attached to the report, be implemented, amended or removed from the programme as follows:**
 - **Station Road – Implement as advertised;**
 - **Waverley Road – Remove from the programme;**
 - **Star Road – Implement as advertised;**
 - **Northumberland Avenue – Implement as advertised;**
 - **Woolacombe Drive – Implement as advertised;**
 - **Shaw Road – Remove from the programme;**
 - **Henley Road – Implement as advertised;**
 - **Kendrick Road – Implement as advertised;**
 - **Newbery Close – Remove from the programme;**
 - **Rowe Court – Remove from the programme;**
 - **Eastern Avenue – Implement option 2;**
 - **Craven Road – Implement as advertised;**
 - **Donnington Road – Implement as advertised;**
 - **Southcote Lane – Implement as advertised;**
 - **Elliot's Way – Remove from the programme;**
 - **Blundells Road/Gratwicke Road – Implement as advertised;**
 - **Green Acre Mount – Implement a reduced scheme specific to the narrow section of the road only, to help access and exit from the road, subject to Legal confirming that no new consultation would need to be carried out and if a consultation was needed then the proposal be removed from the programme;**
 - **Hardwick Road – Implement as advertised;**
- (3) That the Assistant Director of Legal and Democratic Services be authorised to seal the resultant Traffic Regulation Order;**
- (4) That the respondents to the statutory consultation, and the lead petitioner, be informed of the decisions of the Sub-Committee accordingly, following publication of the agreed minutes of the meeting;**
- (5) That the Assistant Director of Legal and Democratic Services be authorised to undertake a statutory consultation for the 2024A programme in accordance with the Local Authorities Traffic Orders (Procedure) (England**

and Wales) Regulations 1996, for the proposals contained within in Appendix 2, subject to:

- (i) Caversham Ward, Talbot Close – Officer recommendations be agreed, namely remove from the programme;
 - (ii) Church Ward, Highmead Close – Officer recommendations be agreed, namely remove from the programme;
 - (ii) Katesgrove Ward, Bourne Avenue – Officer recommendations be agreed, namely remove from the programme
 - (iv) Kentwood Ward (also in Tilehurst), Armour Road – Option B to proceed to statutory consultation;
 - (v) Norcot Ward, Spey Road – Officer recommendations be agreed, namely remove from the programme;
 - (vi) Tilehurst Ward, Mayfair – Officer recommendations be agreed, namely remove from the programme;
 - (vii) Tilehurst Ward, Chapel Hill – Officer recommendations be agreed, namely remove from the programme;
 - (viii) Whitley Ward, Falmouth Road – Officer recommendations be agreed, namely remove from the programme;
- (6) That subject to no objections being received, the Assistant Director of Legal and Democratic Services be authorised to make the Traffic Regulation Order for the 2024A programme;
- (7) That any objection(s) received during the statutory advertisement be submitted to a future meeting;
- (4) That no public inquiry be held into the proposals.

6. CYCLE FORUM NOTES

The Sub-Committee received a report informing them of the discussion and actions that had arisen from the Cycle Forum that had been held on 29 February 2024. A copy of the notes was attached to the report at Appendix 1.

The report explained that the Cycle Forum met at the Civic Officers twice a year and notes/actions were produced. The last meeting had taken place on 29 February 2024, had been chaired by Councillor Gittings, and had been attended by Councillors, officers and stakeholders/stakeholder groups.

Resolved – That the actions from the Cycle Forum meeting held on 29 February 2024 be noted.

7. PROPOSALS FOR A PEDESTRIAN CROSSING AND SCHOOL KEEP CLEAR MARKINGS – RICHFIELD AVENUE

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The Sub-Committee received a report that sought approval for officers to carry out statutory consultation/notice processes necessary to progress the Tiger Crossing and parking restriction alteration elements of the scheme for a pedestrian crossing and school keep clear markings on Richfield Avenue. The scheme design was attached to the report at Appendix 1.

The report explained that in July 2022 planning consent had been granted for the construction of a new secondary school on Richfield Avenue to be known as River Academy School. As part of this planning permission pedestrian and cycle improvements were secured along Richfield Avenue including widening of the existing footway/cycleway on the western/northern side and the creation of a footway/cycleway on the eastern/southern side. In addition to this a Tiger Crossing was to be provided to aid school children and the wider public cross Richfield Avenue along with alterations to the parking restrictions along Richfield Avenue to facilitate the crossing. The crossing would also provide a pedestrian and cycle link to Rivermead Leisure Centre from the west. The introduction of School Keep Clear markings were also proposed and would be located in two separate areas, one being adjacent to the pedestrian entrance to the school and the other by the vehicular access. These Highway works were being carried out by the Department for Education as part of the school development and would be included within a S278 Highway Works Agreement.

Should any objections be received during the statutory consultation periods they would be submitted to a future meeting and if no objections were received it was recommended that the scheme(s) be considered as approved.

Resolved –

- (1) That the report be noted;**
- (2) That the Assistant Director of Legal and Democratic Services be authorised to undertake statutory consultation/notification processes for the proposed Tiger crossing on Richfield Avenue, in accordance with the Local Authorities Traffic Orders (Procedure) (England and Wales) Regulations 1996;**
- (3) That the Highways and Traffic Services Manager, in consultation with the Lead Councillor for Climate Strategy and Transport, be granted authority to make minor alterations to the agreed proposals;**
- (4) That subject to no objections being received the scheme be considered as agreed for implementation enabling delivery planning to commence;**
- (5) That should a scheme receive objection(s) during the statutory consultation period, that these be submitted to a future meeting for consideration and decision regarding scheme implementation.**

(Councillor Barnett-Ward declared an interest in the above item on the grounds that one of her children would be attending the River Academy School in September 2024)

8. EXBOURNE ROAD SCHOOL STREET SCHEME

The Sub-Committee received a report that sought approval to make an Experimental Traffic Regulation Order for the implementation of a School Street Scheme on Exbourne Road. This

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would serve three schools, Geoffrey Field Junior School, Geoffrey Field Infant School and Christ the King Roman Catholic Primary School, with over 950 children attending all three schools. A copy of the Exbourne Road School Street Traffic Management Plan was attached to the report at Appendix 1. The report also provided the Sub-Committee with an update on the Civitas School Street Scheme.

The report explained that in 2023 Transport Officers had met with the Head Teachers of the three schools to discuss the travel and transport issues that the schools were experiencing. The prospect of a school street scheme on Exbourne Road had been discussed and following the meeting there had been further engagement with the schools including with Reading's Active Travel Officer. In January 2024 the schools had carried out an informal consultation with parents and local residents who would be affected by the school street closure on Exbourne Road. The consultation had run for three weeks, as per the Council's guidance, and the results were outlined in the report. A School Street application was then submitted to the Council in February 2024.

The proposal was for the closure of Exbourne Road to all but eligible vehicles immediately at its entrance from the roundabout with Blandford Road and Meadowcroft Road. The closure would be from this point for the full length of Exbourne Road which was a cul-de-sac and had no other vehicle access points. Apart from the school the only properties that would be affected within the closure area would be four residential properties in Exbourne Road and the residents of Rossington Place. Under the terms of the Council's school street scheme vehicles at these properties would retain access under the eligible vehicle category. The proposed time of the road closure for the School Street would be 8.20 am to 9.05 am for morning drop-off and 2.50 pm to 3.30 pm for afternoon pick-up, Monday to Friday during term time only.

The report explained that officers had assessed the application including carrying out site visits during both drop-off and pick-up periods on the proposed school street and neighbouring streets, to determine the current baseline usage of the streets. From observations Transport Officers had agreed with the road safety issues that had been reported from the school and had also been cited in the responses to the consultation. Based on officers' observations and assessments it had been determined that there was adequate capacity on the highway network surrounding the area to accommodate displaced vehicles.

As with all school streets the success of the scheme would be dependent on the school leadership team working with parents and carers to promote active travel and, where travel by car was necessary, appropriate locations in the surrounding network would be promoted and considerate parking behaviour would be observed. A Stage 1 and 2 Road Safety Audit had been carried out by an independent road safety auditor on the proposed School Street with no safety concerns having been identified and there was strong support from the school's leadership and senior management team for this scheme.

Finally, the report stated that officers had continued to work with the Head Teacher of Civitas School and the school street scheme was expected to launch on 24 June 2024, subject to the signage being delivered and installed and all other measures being in place. Further to these discussions the Head Teacher had requested a five minute extension to the school street duration in the afternoon, with the restrictions commencing from 2.50pm. Officers supported this request and did not envisage it having an adverse impact and would further support the aims of the school street.

Resolved –

- (1) That the report be noted;**

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- (2) That the making of an experimental School Street on Exbourne Road, Reading be approved;
- (3) That in consultation with the Lead Councillor for Climate Strategy and Transport, officers be authorised to make minor amends to the scheme, prior to and during the operational period of the school street;
- (4) That in consultation with the Lead Councillor for Climate Strategy & Transport and Ward Councillors, the Assistant Director of Legal and Democratic Services be authorised to make the appropriate (experimental) traffic regulation order for the proposed School Street on Exbourne Road in accordance with the Local Authorities Traffic Orders (Procedure) (England and Wales) Regulations 1996;
- (5) That the commencement of a six-month statutory consultation from the commencement of the experimental scheme be approved;
- (6) That subject to no objections being received during the statutory consultation period, the Assistant Director of Legal and Democratic Services be authorised to make the experimental order;
- (7) That in consultation with the Lead Councillor for Climate Strategy and Transport, officers be authorised to make minor amends to the Civitas School Street Scheme, prior to and during the operational period of the school street.

9. OXFORD ROAD EASTBOUND BUS LANE REVOCATION – STATUTORY CONSULTATION RESULTS

Further to Minute 49 of the previous meeting, the Sub-Committee received a report informing them of objections and other feedback that had been received during the statutory consultation that had been carried out on the revocation of the eastbound bus lane on Oxford Road, between 816 Oxford Road and Tidmarsh Street. The revocation was required to enable the new westbound lane to be introduced in line with the previously approved Bus Service Improvement Plan (BSIP) programme. A copy of the Oxford Road Eastbound Bus Lane Statutory Consultation Results was attached to the report at Appendix 1 and an Oxford Road Location Drawing was attached to the report at Appendix 2.

The report explained that whilst the designs that had been appended to the report that had been submitted to the previous meeting had set out the details of the scheme, officers had not made it clear to the Sub-Committee that the requirement to revoke the existing eastbound bus lane between 816 Oxford Road and Tidmarsh Street or that approval to carry out a consultation to this effect needed to be sought. The removal of the eastbound bus lane was not expected to have a detrimental impact on bus or vehicle movements as this section of Oxford Road had been observed to be relatively free flowing and traffic would clear through each signal phase at the Grovelands Road junction as it was seen to do currently.

A statutory consultation had been carried out between 21 March and 12 April 2024 and a total of five responses had been received, of which three were objections and two had been in support. The common objection regarding the removal of the bus lane had been the perceived lack of significant traffic improvements that it would have. The objections had also identified

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the westbound bus stop, in the area, as causing traffic disruption, which the implantation of the scheme would improve. Supporters had highlighted the necessity for the new outbound lane to enhance bus journey speed.

Resolved –

- (1) That the report be noted;**
- (2) That the implementation of the proposed measures be approved;**
- (3) That the Assistant Director of Legal and Democratic Services be authorised to make the Traffic Regulation Order and no public inquiry be held into the proposal.**

10. A33 ROSE KILN LANE SPEED LIMIT – RESULTS OF STATUTORY CONSULTATION

Further to Minute 5 of the meeting held on 14 June 2023, the Sub-Committee received a report informing them of objections and other feedback that had been received during the statutory consultation regarding the implementation of traffic restrictions in the form of a speed reduction between the Berkeley Avenue overbridge and 29 Rose Kiln Lane in both directions to 30mph. During the consultation process officers had also consulted on reducing the speed limit on Rose Kiln Lane North, between Matalan Junction and Berkeley Avenue. A copy of the results from the consultation were attached to the report at Appendix 1 and a location drawing for the proposed A33 speed reduction was attached to the report at Appendix 2.

The report explained that the speed limit reduction on the A33 was necessary to enable the introduction of inbound and outbound bus stops, that would provide much needed transport links for employees and customers to the various commercial premises in the area. It should also be noted that in order to protect the existing capacity, the lane widths would be reduced in places and so a speed limit reduction was required to maintain safe vehicle movements, including those left turns to commercial premises, which had been identified as an existing issue during the Road Safety Audit. This new section of Bus Rapid Transit supported and connected to the existing dedicated public transport priority measures on the A33 corridor, linking the town centre to Green Park, Mere oak park and ride and in the longer term the proposed Grazeley Garden Settlement and Four Valleys developments. The scheme was currently provided for buses but, in future could be used by guided buses, trams or driverless public transport vehicles.

This phase of the scheme was being delivered using BSIP funding and would provide key sections of the overall scheme by joining up previous sections of the BRT to provide continuous bus priority and would tackle a key pinch point of the overall scheme over the River Kennet. These phases were therefore a vital element within the Borough as part of this overall approach and would complement further aspirations for enhancements to the BRT route within Reading and future aspirations for enhancements at the Mere oak Park and Ride site. Delivering this phase of the South Reading BRT would help deliver against the Local Plan and Draft Transport Strategy and would be key to increasing capacity of the network to deliver the journeys that would support the economy and levels of proposed growth and would contribute to wider regional public transport ambitions.

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The report explained that a Temporary Traffic Regulation Order that would reduce the speed limit had been drafted and was due to be implemented prior to commencement of construction in autumn 2023. A statutory consultation had been carried out between 14 March and 5 April 2024 and a total of 18 responses had been received, of which 12 had been objections and six had been in support. A review of the objections had identified some common themes, mainly concern that the reduced speed limit would have a detrimental impact on traffic flow and congestion. However, research had suggested that reducing speed limits had a negligible impact on journey times, given that overall journey times were largely dictated by junction delays and not vehicle speeds.

Officers had also taken the opportunity to consult on a similar speed limit reduction on Rose Kiln Lane North, between the Matalan junction and Berkeley Avenue. Whilst this measure was not required for the delivery of the A33 bus lane scheme, it had been proposed to improve safety and to maintain consistency with the proposed A33 speed reduction. This would have the benefit of improving safety and reducing potential conflicts resulting from the new access/exit from Starbucks. A total of 18 responses had been received, of which 11 had been objections and seven had been in support.

The Sub-Committee discussed the report and concern was raised over the variance of speed restrictions along the A33 implementation of this scheme would cause and the issues with enforcement. In response officers confirmed that the section of the road would be under continuous review and that officers would look at how future improvements could be made.

Resolved –

- (1) That the report be noted;**
- (2) That the implementation of the proposed measures on the A33 be approved;**
- (3) That the implementation of the proposed measures on Rose Kiln Lane North between the Matalan Junction and Berkeley Avenue be approved;**
- (4) That the Assistant Director of Legal and Democratic Services be authorised to make the Traffic Regulation Orders and no public inquiry be held into the proposal.**

11. UPPER REDLANDS ROAD – RESULTS OF STATUTORY CONSULTATION

Further to Minute 48 of the previous meeting, the Sub-Committee received a report informing them of objections on the results and other feedback that had been received during the statutory consultation and recommending the implementation of the scheme as detailed in the report. A copy of the results of the consultation was attached to the report at Appendix 1 and a location drawing was attached to the report at Appendix 2.

The report explained that a statutory consultation had been carried out between 11 April and 11 May 2024 and a total of two responses had been received and, although these had both been objections, one had raised concern about the removal of the speed cushions, with the other being a general observation on poor driver behaviours. Whilst officers acknowledged the concerns that had been raised as a result of the removal of the speed cushions, they were satisfied that a Road Safety Audit had not raised this as a safety concern and the addition of

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the new zebra crossing would also act as a form of traffic calming, which should mitigate some of the concerns that had been raised. No objections had been made in relation to the removal of the parking bays.

The Sub-Committee discussed the report and acknowledged that Reading University had pledged to match fund what had been raised elsewhere for the installation of the new zebra crossing.

Resolved –

- (1) That the report be noted;**
- (2) That the implementation of the proposed measures be approved;**
- (3) That the Assistant Director of Legal and Democratic Services be authorised to make the Traffic Regulation Order and no public inquiry be held into the proposal.**

12. EXCLUSION OF PRESS AND PUBLIC

Resolved –

That, pursuant to Section 100A of the Local Government Act 1972 (as amended) members of the press and public be excluded during consideration of item 12 below, as it was likely that there would be disclosure of exempt information as defined in Paragraphs 1 and 2 of Part 1 of Schedule 12A of that Act.

13. APPLICATIONS FOR DISCRETIONARY PARKING PERMITS

The Sub-Committee received a report giving details of the background to the decisions to refuse applications for Discretionary Parking Permits from 18 applicants, who had subsequently appealed against these decisions.

Resolved -

- (1) That, with regard to application 2, Discretionary Visitor Parking Permit, Books be issued, personal to the applicant, subject to the standard scheme limits for the number of books that could be issued each year and charged at the standard rate;**
- (2) That, the Executive Director for Economic Growth and Neighbourhood Services be granted authority to issue Discretionary Visitor Parking Permit Books for zone 15R to any residents living in the Wellswood Garden development who applied for Discretionary Visitor Parking Permit Books, with each book issued being personal to the applicant and each issuance being subject to the standard scheme limits for the number of books that could be issued each year and charged at the standard rate;**
- (3) That, with regard to application 7, a second Discretionary Resident Permit be issued, personal to the applicant and charged at the standard rate;**

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- (4) That, with regard to application 14, a temporary first Discretionary Resident Permit be issued, personal to the applicant, valid until the end of September 2024.**
- (5) That, with regard to application 15, Parking Services officers check the applicant's address. If following the check of address the property in question is confirmed to be out of zone then the Executive Director for Economic Growth and Neighbourhood Services' decision to refuse the application should be upheld. If following the check of address the property in question is found to be in zone, then an appropriate permit should be issued in line with standard procedure and subject to the completion of the full application process.**
- (6) That, with regard to application 16, a first Discretionary Resident Permit be issued, personal to the applicant, subject to the applicant providing the appropriate proofs and documentation and subject to appropriate planning consent being obtained for the property;**
- (7) That, with regard to application 17, Discretionary Visitor Parking Permit Books be issued, personal to the applicant, subject to the standard scheme limits for the number of books that could be issued each year and charged at the standard rate;**
- (8) That, with regard to application 18, a first Discretionary Resident Permit be issued, personal to the applicant, subject to the applicant providing the appropriate proofs and documentation;**
- (9) That the Executive Director for Economic Growth and Neighbourhood Services' decision to refuse applications 1, 3, 4, 5, 6, 8, 9 10, 11, 12, and 13 be upheld.**

(Exempt information as defined in Paragraphs 1 and 2).

(The meeting started at 6.30 pm and finished at 8.05 pm).