



### Petition Hearing -Cabinet Member for Planning, Transportation and Recycling

Date:

**WEDNESDAY, 12 APRIL** 

2017

Time:

7.00 PM

Venue:

COMMITTEE ROOM 3 -CIVIC CENTRE, HIGH STREET, UXBRIDGE UB8

1UW

Meeting Details:

Members of the Public and Press are welcome to attend

this meeting

#### **Cabinet Member hearing the petitions:**

Councillor Keith Burrows, Cabinet Member for Planning, Transportation and Recycling (Chairman)

#### How the hearing works:

The petition organiser (or his/her nominee) can address the Cabinet Member for a short time and in turn the Cabinet Member may also ask questions.

Local ward councillors are invited to these hearings and may also be in attendance.

After hearing all the views expressed, the Cabinet Member will make a formal decision. This decision will be published and sent to the petition organisers shortly after the meeting confirming the action to be taken by the Council.

Published: Tuesday, 4 April 2017

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Putting our residents first

Lloyd White

Head of Democratic Services

London Borough of Hillingdon,

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#### Agenda

#### **CHAIRMAN'S ANNOUNCEMENTS**

#### PART 1 - MEMBERS, PUBLIC AND PRESS MAY ATTEND

- 1 Declarations of Interest in matters coming before this meeting
- 2 To confirm that the business of the meeting will take place in public.
- To consider the report of the officers on the following petitions received.

  Please note that individual petitions may overrun their time slots. Although individual petitions may start later than advertised, they will not start any earlier than the advertised time.

	Start Time	Title of Report	Ward	Page
4	7pm	Petition Requesting The Introduction Of Parking Restrictions In Pield Heath Avenue, Uxbridge	Brunel	1 - 6
5	7pm	Waltham Avenue And Colbrook Avenue, Hayes - Petition From Residents Asking For A Residents' Permit Parking Scheme	Pinkwell	7 - 12
6	7.30pm	Petition Requesting The Introduction Of A 'Stop & Shop' Parking Scheme Along New Broadway Parade, Uxbridge Road	Hillingdon East	13 - 18
7	8pm	The Avenue And Wedgewood Close, Northwood - Petition From Residents Asking For A Residents' Permit Parking Scheme	Northwood	19 - 24



#### Agenda Item 4

## PETITION REQUESTING THE INTRODUCTION OF PARKING RESTRICTIONS IN PIELD HEATH AVENUE, UXBRIDGE

Cabinet Member(s)	Councillor Keith Burrows
Cabinet Portfolio(s)	Cabinet Member for Planning, Transportation and Recycling
Officer Contact(s)	Kevin Urquhart, Residents Services Directorate
Papers with report	Appendix A

#### 1. HEADLINE INFORMATION

Summary	To inform the Cabinet Member that the Council has received a petition requesting the introduction of parking restrictions in Pield Heath Avenue, Uxbridge.
Contribution to our plans and strategies	The request can be considered in relation to the Council's strategy for on-street parking controls.
Financial Cost	There are no financial implications associated with the recommendations to this report.
Relevant Policy Overview Committee	Residents' and Environmental Services.

#### 2. RECOMMENDATIONS

Ward(s) affected

**Meeting with the petitioners, the Cabinet Member:** 

Brunel

- 1. listens to their request for the introduction of parking restrictions in Pield Heath Avenue, Uxbridge.
- 2. subject to the outcome of the above, decides if the request to introduce parking restrictions in Pield Heath Avenue should be added to the Council's future parking scheme programme for further investigation and more detailed consultation when resources permit.

#### Reasons for recommendations

To allow the Cabinet Member to discuss with petitioners their concerns and if appropriate add their request to the parking schemes programme.

Alternative options considered / risk management

These will be discussed with petitioners.

PART I - MEMBERS, PUBLIC AND PRESS

#### **Policy Overview Committee comments**

None at this stage.

#### 3. INFORMATION

#### **Supporting Information**

1. A petition with 20 signatures has been submitted to the Council under the following heading

'Currently there are no formal Council parking controls in our street Pield Heath Avenue UB8 3PB. The street is very close to various amenities; Hillingdon Hospital, shops, transports links etc. As a consequence, the street is being used by passing motorists as free car parking space without any consideration to residents. Mostly, cars were badly parked on both side of the road, on footpath and street causing obstruction to resident private driveways, vehicular access, footpath become restricted and road narrowed. This is a daily problem especially on a working week. It is a challenge to get car in and out of one's home. It's stressful and unacceptable, we the resident are powerless to this untenable parking fiasco on our street. God forbid if there is an emergency.

We want a Council formal parking control implemented without further delay. Our street problem is long overdue and overlooked. Time for change.'

- 2. Pield Heath Avenue is a residential road situated between Pield Heath Road and Harlington Road and consists of approximately 43 properties, some of which have access to limited off-street parking facilities. Attached as Appendix A to this report is a plan indicating the location of Pield Heath Avenue and the nearby extent of the Hillingdon Hospital Parking Management Scheme.
- 3. Petitioners are effectively asking for the Council to consider the introduction of parking restrictions in Pield Heath Avenue to prevent all day non-residential parking. As the majority of roads in the vicinity benefit from parking restriction and Pield Heath Avenue is relatively close to Hillingdon Hospital, it forms an attractive area for non-residents to park. The road is also on the periphery of the Hillingdon Hospital Parking Management Scheme which encompasses most of the roads to the west of Pield Heath Avenue that surround the hospital.
- 4. The lead petitioner cites in their petition that as a possible solution the Council could consider introducing limited time waiting restrictions in Pield Heath Avenue, operational 'Monday to Saturday 8am to 6.30pm'. As the Cabinet Member will be aware, the introduction of waiting restrictions would apply to residents and non-residents alike and therefore this option is not always supported by the majority especially by those that live in the street who rely upon the onstreet parking provision.
- 5. Previously, residents in this area were consulted to see if they would like to consider being included in a possible extension to the Hillingdon Hospital Parking Management Scheme. However, proposals to introduce parking restrictions in Pield Heath Avenue were never progressed due to the evident lack of support indicated by those who responded to the Council's consultations. Given that the previous consultations in this area were carried out several years

ago and parking restrictions have since been introduced in neighbouring roads, residents' opinions may well have changed.

6. Therefore, it is recommended that the Cabinet Member discusses with petitioners their concerns and, if considered appropriate, asks officers to add this request to the future parking scheme programme to see if residents would like to reconsider proposals for parking restrictions in Pield Heath Avenue. As is common practice, if there are any other nearby roads that the local Ward Councillors feel may also benefit from such measures then these could also be included in the Council's consultation.

#### **Financial Implications**

There are none associated with the recommendations to this report. However, if the Council were to consider the introduction of parking restrictions in Pield Heath Avenue, Uxbridge or any other of the surrounding roads, funding would need to be identified from a suitable source.

#### 4. EFFECT ON RESIDENTS, SERVICE USERS & COMMUNITIES

#### What will be the effect of the recommendation?

To allow the Cabinet Member to consider the petitioners request and available options the Council has to address these concerns.

#### **Consultation Carried Out or Required**

If the Council subsequently investigates the feasibility to introduce parking restrictions in Pield Heath Avenue, Uxbridge and the surrounding area, consultation will be carried out with residents to establish if there is overall support.

#### 5. CORPORATE IMPLICATIONS

#### **Corporate Finance**

Corporate Finance has reviewed the report and concurs with the financial implications set out above.

#### Legal

There are no special legal implications for the proposal to discuss with petitioners their request for a parking scheme in Pield Heath Avenue, which amounts to an informal consultation. A meeting with the petitioners is perfectly legitimate as part of a listening exercise, especially where consideration of the policy, factual and engineering issues are still at a formative stage. Fairness and natural justice requires that there must be no predetermination of a decision in advance of any wider non-statutory consultation.

In considering any informal consultation responses, decision makers must ensure there is a full consideration of all representations arising including those which do not accord with the officer recommendation. The decision maker must be satisfied that responses from the public are conscientiously taken into account.

Should there be a decision that further measures are to be considered, then the relevant statutory provisions will have to be identified and considered at that time.

#### **Corporate Property and Construction**

None at this stage.

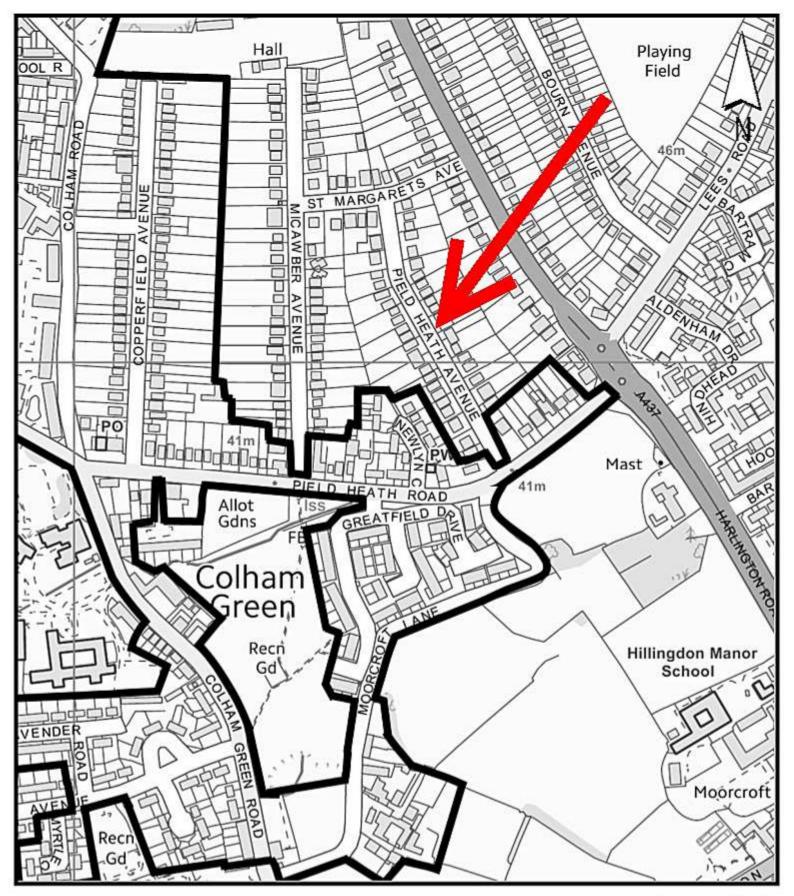
**Relevant Service Groups** 

None at this stage.

#### **6. BACKGROUND PAPERS**

NIL.

PART I - MEMBERS, PUBLIC AND PRESS



Pield Heath Avenue, Uxbridge Petition requesting parking restrictions Appendix A

Date February 2017 Scale 1:4,000





Extent of the Hillingdon Hospital Parking Management Scheme Zone HH This page is intentionally left blank

#### Agenda Item 5

# WALTHAM AVENUE AND COLBROOK AVENUE, HAYES - PETITION FROM RESIDENTS ASKING FOR A RESIDENTS' PERMIT PARKING SCHEME

Cabinet Member(s)	Councillor Keith Burrows
Cabinet Portfolio(s)	Cabinet Member for Planning, Transportation and Recycling
Officer Contact(s)	Steven Austin, Residents Services Directorate
Papers with report	Appendix A

1. HEADLINE INFORM	ATION
Summary	To inform the Cabinet Member that the Council has received a petition from residents of Waltham Avenue and Colbrook Avenue, Hayes asking for a Residents' Permit Parking Scheme.
Contribution to our plans and strategies	The request can be considered as part of the Council's strategy for on-street parking.
Financial Cost	There are none associated with the recommendations to this report.
Relevant Policy Overview Committee	Residents' and Environmental Services
Ward(s) affected	Pinkwell

#### 2. RECOMMENDATIONS

Meeting with the petitioners, the Cabinet Member:

- 1. discusses with petitioners their concerns with parking in Waltham Avenue and Colbrook Avenue, Hayes.
- 2. subject to the outcome of the above, asks officers to add the request to the Council's extensive parking programme for further informal consultation on options to manage parking in an area agreed with local Ward Councillors.

#### Reasons for recommendations

The Petition Hearing will provide a valuable opportunity to hear directly from the petitioners of their concerns and suggestions.

PART I - MEMBERS, PUBLIC AND PRESS

#### Alternative options considered / risk management

None at this stage.

#### **Policy Overview Committee comments**

None at this stage.

#### 3. INFORMATION

#### **Supporting Information**

1. A petition with 40 signatures has been submitted to the Council from residents of Waltham Avenue and Colbrook Avenue, Hayes under the following heading:

"We the undersigned residents of Waltham Avenue and Colbrook Avenue petition the Council to provide residents only car parking.

"Currently we are experiencing significant amounts of "Fly Parking" from people using Hayes and Harlington Station; Heathrow Airport and from adjacent roads where parking is already constrained.

"We note that the parking situation has been exacerbated by the number of uncontrolled properties in multiple accommodation and the growth in the number of very large vehicles and mini cab operators.

"Waltham Avenue is just one of the streets on our estate that attracts large numbers of learner drivers which adds to the congestion and prevents residents from parking".

- 2. Waltham Avenue and Colbrook Avenue are mainly residential roads situated close to Hayes and Harlington Station, Hayes town centre shops and nearby local amenities. As the lead petitioner alluded to in the petition, some of the nearby roads in the area already benefit from managed parking and those close to the former Nestlé site have recently been informally consulted on options to manage parking. A plan of the area is attached as Appendix A to this report.
- 3. As the Cabinet Member will be aware, Hayes and Harlington Station will soon connect into the Crossrail 'Elizabeth' Line, providing improved links to London. There has already been a great deal of change in Hayes, with substantial developments providing new homes and jobs. Hayes Town Centre is also subject to significant improvements that will inevitably attract more visitors to the area and possibly increase the demand on the available kerb-side space in nearby roads.
- 4. As the Cabinet Member is aware, experience has shown that, when a parking scheme is implemented for one or two roads in an area, non-residential parking could transfer more widely. It is therefore suggested that, subject to the outcome of the petition meeting, Ward Councillors are asked for their views on a suitable wider informal consultation area when resources permit.

#### **Financial Implications**

There are no financial implications associated with the recommendations to this report. If works are subsequently required, suitable funding will need to be identified within the parking programme.

#### 4. EFFECT ON RESIDENTS, SERVICE USERS & COMMUNITIES

#### What will be the effect of the recommendation?

To allow the Cabinet Member an opportunity to discuss in detail with petitioners their concerns.

#### **Consultation Carried Out or Required**

None at this stage.

#### 5. CORPORATE IMPLICATIONS

#### **Corporate Finance**

Corporate Finance has reviewed this report and confirms that there are no direct financial implications arising from the recommendations set out above.

#### Legal

There are no special legal implications for the proposal to discuss with petitioners their request for a residents permit parking scheme in Waltham Avenue and Colbrook Avenue, which amounts to an informal consultation. A meeting with the petitioners is perfectly legitimate as part of a listening exercise, especially where consideration of the policy, factual and engineering issues are still at a formative stage. Fairness and natural justice requires that there must be no predetermination of a decision in advance of any wider non-statutory consultation.

In considering any informal consultation responses, decision makers must ensure there is a full consideration of all representations arising, including those which do not accord with the officer recommendation. The decision maker must be satisfied that responses from the public are conscientiously taken into account.

Should there be a decision that further measures are to be considered, then the relevant statutory provisions will have to be identified and considered at that time.

#### **Corporate Property and Construction**

None at this stage.

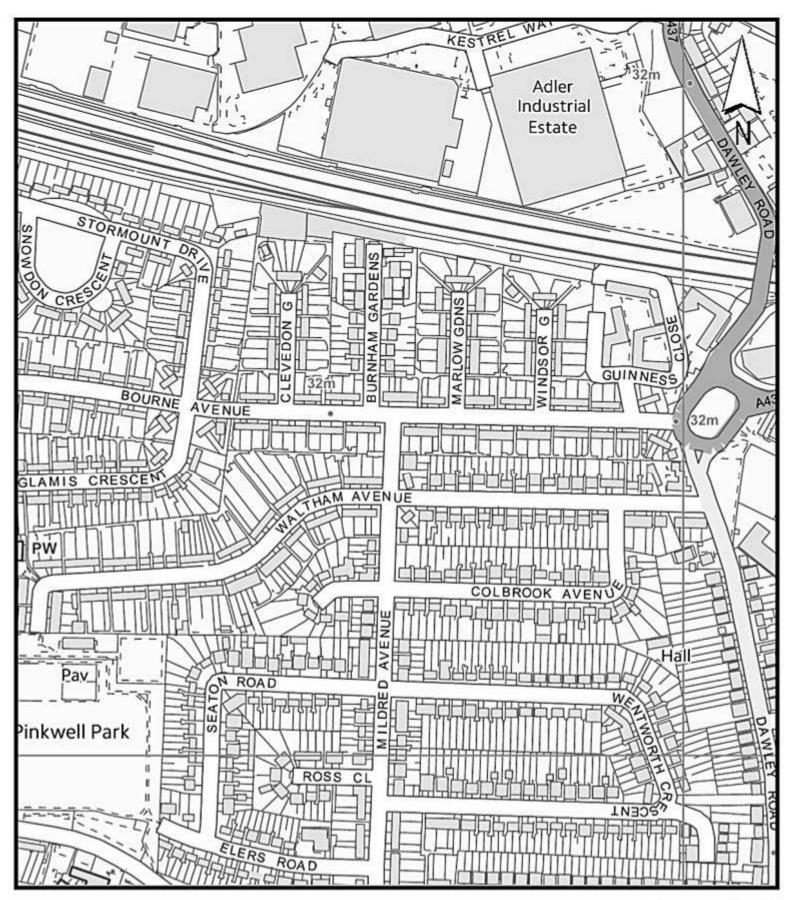
#### **Relevant Service Groups**

None at this stage.

#### 6. BACKGROUND PAPERS

NIL.

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Waltham Avenue and Colbrook Avenue, Hayes Area plan

Appendix A

Date March 2017

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#### Agenda Item 6

#### PETITION REQUESTING THE INTRODUCTION OF A 'STOP & SHOP' PARKING SCHEME ALONG NEW BROADWAY PARADE, UXBRIDGE ROAD

Cabinet Member(s)	Councillor Keith Burrows
Cabinet Portfolio(s)	Cabinet Member for Planning, Transportation and Recycling
Officer Contact(s)	Kevin Urquhart, Residents Services Directorate
Papers with report	Appendix A

Papers with report	Appendix A		
1. HEADLINE INFORM	<u>ATION</u>		
Summary	To inform the Cabinet Member that a petition has been received from businesses of New Broadway shopping parade along Uxbridge Road pointing out problems with parking and asking the Council to find a solution. This request is considered in relation to the Council's parking programme for "Stop & Shop" schemes.		
Contribution to our plans and strategies	The request can be considered in relation to the Council's strategy for on-street parking controls.		
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Financial Cost	There are no financial implications associated with the recommendations to this report.		
Relevant Policy Overview Committee	Residents' and Environmental Services.		

#### Ward(s) affected

Hillingdon East

#### 2. RECOMMENDATIONS

**Meeting with the petitioners, the Cabinet Member:** 

- meets with petitioners and discusses their concerns about the parking situation in New Broadway Parade, Uxbridge Road.
- notes the results of previous consultations with residents and businesses along New Broadway Parade, Uxbridge Road.
- subject to the outcome of 1, asks officers to add the request to the future Parking Scheme Programme and, when resources permit, to carry out informal consultation with business occupiers and residents of New Broadway to establish if there is sufficient support for the consideration of a "Stop & Shop" scheme.

#### Reasons for recommendations

To provide the Cabinet Member with additional information to determine if there is potential for the introduction of a controlled parking scheme along New Broadway.

PART I - MEMBERS, PUBLIC AND PRESS

#### Alternative options considered / risk management

These will be discussed with petitioners.

#### **Policy Overview Committee comments**

None at this stage.

#### 3. INFORMATION

#### **Supporting Information**

A petition with 40 signatures has been submitted to the Council from residents of Waltham Avenue and Colbrook Avenue, Hayes under the following heading:

1. A petition with 73 signatures, at least 20 of which were deemed valid from local residents, was organised by a business occupier of New Broadway Parade and submitted to the Council under the following heading:

"This is a petition for Stop & Shop on New Broadway, Uxbridge Road, Hillingdon. This would be off-street. Help to all the shops and flats on the broadway."

- 2. New Broadway is situated on the north eastern side of Uxbridge Road between Denziloe Avenue and Lees Road and shown on Appendix A. A service road runs directly along the property frontages and parking currently takes place on the north east side of the service road. The junction with Lees Road is controlled by traffic signals and motorists can only turn left onto the Uxbridge Road from New Broadway. It is a predominately a commercial frontage but, at its northwestern end, there are some residential properties and also residents living above the shops.
- 3. The petitioners are asking the Council to install a "Stop & Shop" parking scheme. From the petition submitted, it would appear that most of the business occupiers, their customers and several of the residents who live along the parade have signed the petition. Should the Cabinet Member wish to give consideration to the introduction of a 'Stop & Shop' scheme, it is recommended that the Council undertakes its own informal consultation to determine if there is sufficient support from all of those most directly affected. Subject to the Cabinet Member's decision, the results of such a consultation can be reported back to the Cabinet Member and Ward Councillors for further consideration.
- 4. The Cabinet Member will be aware that the shopkeepers have petitioned on two previous occasions for a 'Stop & Shop' parking scheme. However, due to the apparent lack of support indicated during previous consultations, no proposals for a scheme were ever progressed. It would appear from this new petition that there is increasing concern with uncontrolled parking in the service road in front of New Broadway Parade and that business occupiers would like a 'Stop & Shop' scheme to be reconsidered.
- 5. In a covering letter attached to the petition it is suggested that the scheme should be installed off the street. It is believed by this the petitioners are suggesting that parking be designated entirely on the pavement opposite the shops on the centre island which separates the service road from the main carriageway of the Uxbridge Road. Previous investigations have

shown that a number of utility company inspection covers, underlying services and other street furniture on this island will ultimately prevent any parking from safely taking place along this area of pavement. There is also concern that vehicles parked wholly on the pavement at this location may try to rejoin the main carriageway of the Uxbridge Road to avoid having to wait at the signals at the end of the service road where only a left turn is permitted. The Cabinet Member may therefore wish to inform petitioners at this early stage that such proposals are not feasible and parking can only be considered fully within the carriageway of the service road.

#### **Financial Implications**

There are none associated with the recommendations to this report. However, if the Council were to consider the introduction of 'Stop & Shop' parking scheme along New Broadway Parade, funding would need to be identified from a suitable source.

#### 4. EFFECT ON RESIDENTS, SERVICE USERS & COMMUNITIES

#### What will be the effect of the recommendation?

To allow the Cabinet Member to consider the petitioners request and available options the Council has to address these concerns.

#### **Consultation Carried Out or Required**

If the Council subsequently investigates the feasibility to introduce a 'Stop & Shop' parking scheme along New Broadway Parade, consultation will be carried out with businesses and residents to establish if there is overall support.

#### 5. CORPORATE IMPLICATIONS

#### **Corporate Finance**

Corporate Finance has reviewed this report and confirms that there are no direct financial implications arising from the recommendations set out above.

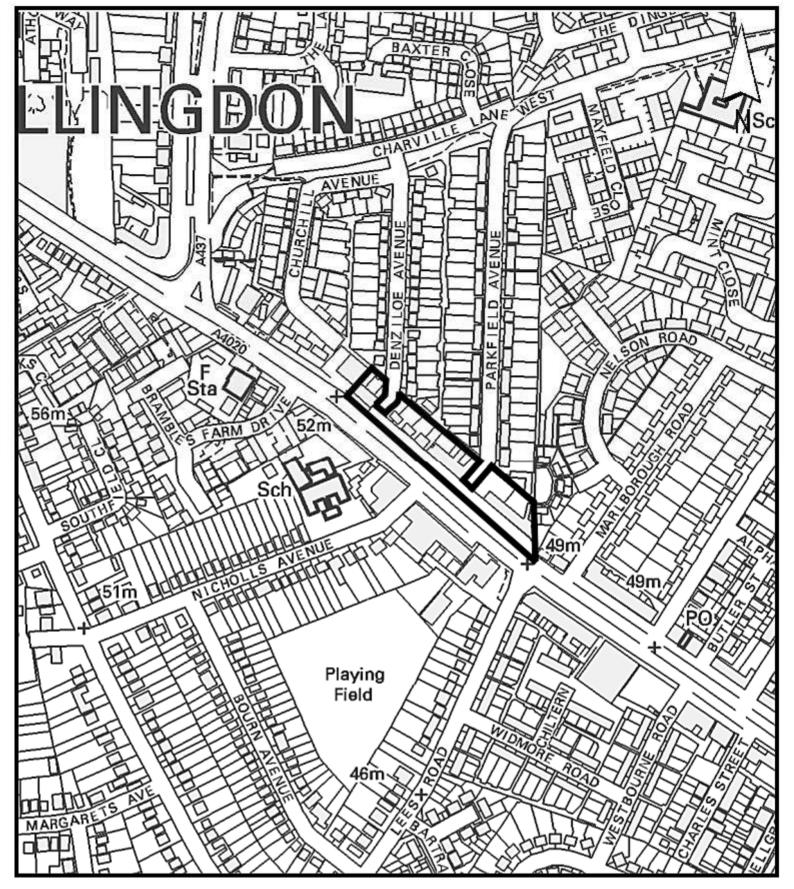
#### Legal

There are no special legal implications for the proposal to discuss with petitioners their request for the introduction of a 'stop and shop' parking scheme which amounts to an informal consultation. A meeting with the petitioners is perfectly legitimate as part of a listening exercise, especially where consideration of the policy, factual and engineering issues are still at a formative stage. Fairness and natural justice requires that there must be no predetermination of a decision in advance of any wider non-statutory consultation.

In considering any informal consultation responses, decision makers must ensure there is a full consideration of all representations arising, including those which do not accord with the officer recommendation. The decision maker must be satisfied that responses from the public are conscientiously taken into account.

Should there be a decision that further measures are to be considered, then the relevant statutory provisions will have to be identified and considered at that time.

# **Corporate Property and Construction** None at this stage. **Relevant Service Groups** None at this stage. **6. BACKGROUND PAPERS** NIL.



New Broadway, Hillingdon

Appendix A

Date March 2017 Scale 1:4,000





Extent of service road fronting New Broadway

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#### Agenda Item 7

# THE AVENUE AND WEDGEWOOD CLOSE, NORTHWOOD - PETITION FROM RESIDENTS ASKING FOR A RESIDENTS' PERMIT PARKING SCHEME

Cabinet Member(s)	Councillor Keith Burrows
Cabinet Portfolio(s)	Cabinet Member for Planning, Transportation and Recycling
Officer Contact(s)	Steven Austin, Residents Services Directorate
Papers with report	Appendix A

1. HEADLINE INFORM	ATION
Summary	To inform the Cabinet Member that the Council has received a petition from residents of The Avenue and Wedgewood Close, Northwood asking for a Residents' Permit Parking Scheme.
Contribution to our plans and strategies	The request can be considered as part of the Council's strategy for on-street parking.
Financial Cost	There are none associated with the recommendations to this report.
Relevant Policy Overview Committee	Residents' and Environmental Services
Ward(s) affected	Northwood

#### 2. RECOMMENDATIONS

**Meeting with the petitioners, the Cabinet Member:** 

- 1. discusses with petitioners their concerns with parking in their area.
- 2. notes the results of the previous consultations with residents of The Avenue and Wedgewood Close on a possible Parking Management Scheme.
- 3. subject to the outcome of the above, asks officers to add the request to the Council's extensive parking programme for further informal consultation.

#### Reasons for recommendations

The Petition Hearing will provide a valuable opportunity to hear directly from the petitioners of their concerns and suggestions.

PART I - MEMBERS, PUBLIC AND PRESS

#### Alternative options considered / risk management

None at this stage.

#### **Policy Overview Committee comments**

None at this stage.

#### 3. INFORMATION

#### **Supporting Information**

1. A petition with 52 signatures has been submitted to the Council from residents of The Avenue and Wedgewood Close, Northwood under the following heading:

"Since yellow lines have been introduced in roads adjacent to The Avenue, parking in the road has increased with vehicles parking on both sides of the road (previously only one side had been used).

"The result of the restrictions in neighbouring roads is that it has become very difficult for residents to drive in and out of their drives and those residents who do not have off street parking have difficulty finding a parking place.

"The undersigned request that Hillingdon Council investigate this problem and in particular consider the implementation of a parking management scheme.

"This scheme should ensure that the approximate 10 properties who do not have off street parking have access to on street parking all day, and that the other residents have clear sight lines and turning circles when exiting their drives".

- 2. The Avenue and Wedgewood Close are residential roads situated just a short walk to Northwood Town Centre shops, underground station, Mount Vernon Hospital, schools and other nearby local amenities. As the lead petitioner alluded to in a covering statement submitted with the petition, many of the nearby roads already benefit from managed parking. As a result, The Avenue and Wedgewood Close could provide an attractive place for non-residents to park. A plan of the area is attached as Appendix A to this report.
- 3. As the Cabinet Member will recall, in July 2014, the Council undertook an area wide informal consultation with residents in the area on options to manage parking in their roads. A letter, information leaflet, questionnaire and reply paid envelope was delivered to every property in the area including The Avenue and Wedgewood Close. Responses to the consultation indicated that of the 15 residents who replied, nine were happy with the current parking arrangements, one would support possible waiting restrictions and five would like a residents' permit parking scheme. Responses from Wedgewood Close, which is a small close of just four properties, indicated that two residents were happy with the existing arrangements and one would support limited time waiting restrictions.
- 4. As the majority of residents from The Avenue and Wedgewood Close that took the opportunity to reply to the previous consultations did not support managed parking in their road, it was recommended that the parking arrangements should remain as existing.

5. However, as the lead petitioner mentions in the petition, some neighbouring roads did support some parking restrictions which have been subsequently implemented. As a result, and from the high number of households who have signed this petition, it would appear that the parking situation in the area may have significantly changed. Subject to the outcome of discussions with petitioners, the Cabinet Member may be minded to add this request to the Council's extensive parking scheme programme for further consultation.

#### **Financial Implications**

There are no financial implications associated with the recommendations to this report. If works are subsequently required, suitable funding will need to be identified within the parking programme.

#### 4. EFFECT ON RESIDENTS, SERVICE USERS & COMMUNITIES

#### What will be the effect of the recommendation?

To allow the Cabinet Member an opportunity to discuss in detail with petitioners their concerns.

#### **Consultation Carried Out or Required**

None at this stage.

#### 5. CORPORATE IMPLICATIONS

#### **Corporate Finance**

Corporate Finance has reviewed this report and confirms that there are no direct financial implications arising from the recommendations set out above.

#### Legal

There are no special legal implications for the proposal to discuss with petitioners their request for a residents permit parking scheme in The Avenue and Wedgewood Close, which amounts to an informal consultation. A meeting with the petitioners is perfectly legitimate as part of a listening exercise, especially where consideration of the policy, factual and engineering issues are still at a formative stage. Fairness and natural justice requires that there must be no predetermination of a decision in advance of any wider non-statutory consultation.

In considering any informal consultation responses, decision makers must ensure there is a full consideration of all representations arising including those which do not accord with the officer recommendation. The decision maker must be satisfied that responses from the public are conscientiously taken into account.

Should there be a decision that further measures are to be considered, then the relevant statutory provisions will have to be identified and considered at that time.

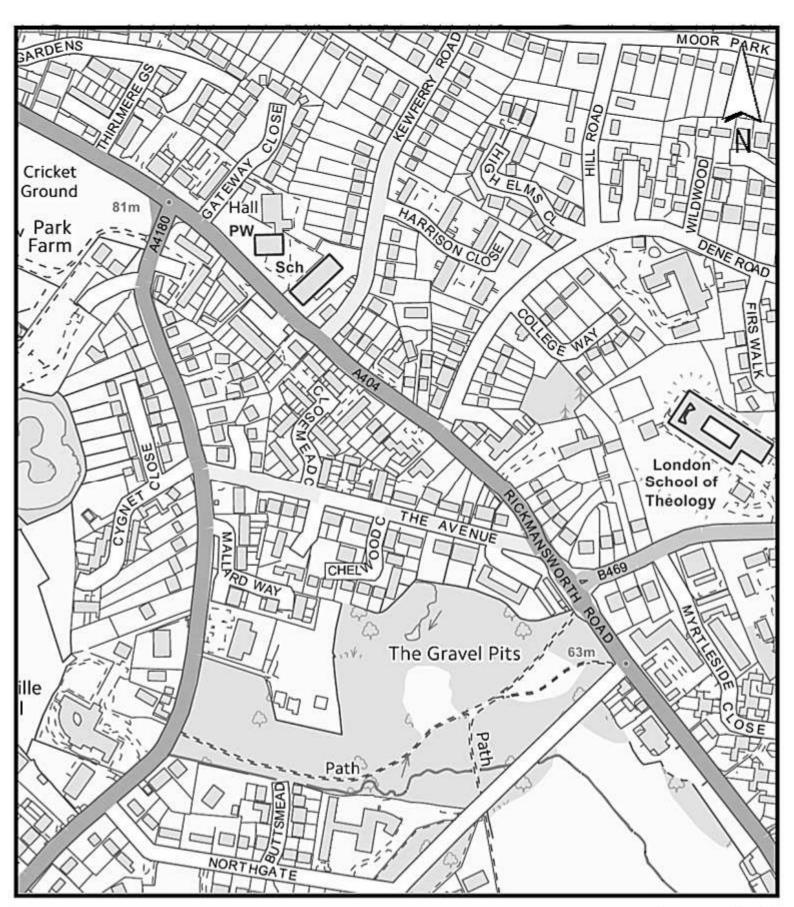
#### **Corporate Property and Construction**

None at this stage.

NIL.			

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**Relevant Service Groups** 



The Avenue and Wedgewood Close, Northwood Area plan

Appendix A

Date March 2017

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