

## **Briefing Note for Water End Councillor Call For Action Task Group meeting on Tuesday, 23rd March 2010.**

**Key objective (iii) – From experience to date, identify those measures or actions tht can be taken to assist in the smooth implementation of similar schemes in the city**

### **Consultation Processes for Highway Schemes.**

#### **General Overview**

Each year Officers carry out consultations on a wide range of traffic and highway related schemes. These schemes can vary enormously in terms of scale, complexity, and potential impact on road users and local residents. Hence each consultation exercise needs to be tailored to suit the specific circumstances and characteristics of the scheme. Some consultation processes are legal requirements, such as those associated with Traffic Regulation Orders. However, there is usually a degree of discretion about the amount and form of consultation carried out. The key objective is to provide Members with good quality feedback to help them make informed decisions, whilst balancing the need to progress the scheme within timescale and budget requirements.

There are a wide range of consultation methods that may be used, such as:

- Personal meetings and/or letters;
- Local area letters drop, usually with a plan of the proposals;
- Leaflets and/or questionnaires (could be local or city wide);
- Exhibitions and/or public meetings, including Ward Committee meetings;
- On-site notices and/or articles in the local press.

Consultation exercises may also be conducted at different stages within the development of the project. For example, consultation may be useful to; explore problems/possible solutions, seek views on a range of scheme options, or to obtain detailed comments on a specific proposal from interested parties.

Below is a summary of the consultation exercise undertaken for the Water End/Clifton Green Cycle Scheme, and for comparison this is followed by a similar summary for the A19 Fulford Multi-Modal Corridor Improvement Scheme.

#### **Water End Cycle Route**

- This scheme evolved from a Member Scrutiny Review of Cycling in York carried out through the years of 2005/6/7 when it became apparent through these investigations and consultations that there was a gap in the cycle network at this location.
- It was further supported by the citywide questionnaire on where users felt there were barriers to cycling within the City. The results of this were made available in November 2008 as this scheme was in development.
- Internal consultation on initial proposals with key officers, Ward Councillors, and other relevant Councillors.

- External consultation on detailed scheme proposals with local residents and businesses, and interested parties such as the emergency services and road user groups. A press release was also sent out to make the wider public aware of the scheme, with an invitation to contact Officers for more information or to comment on the proposals. Ward Councillors and other relevant Councillors were also consulted again at this stage.
- Feedback from consultation led to the composition of the scheme layout, which was then presented in an Officer report to a meeting of the Executive Members for City Strategy and Advisory Panel, at which the public could attend to speak for or against the proposals.

### **A19 Fulford Multi-Modal Corridor Improvement Scheme**

The consultation procedure comprised two main stages, with an additional third stage in some cases. The **Stage 1** consultation was on the improvement strategy and outline proposals arising from the Multi-Modal Study. This comprised the following:

- Discussions were held with the respective Ward Councillors.
- A leaflet and questionnaire was delivered to all properties in Fulford and most of Fishergate ward for which the corridor is a key piece of infrastructure. The questionnaire not only sought their views on the various proposals, but also on travel patterns and how likely each of the proposals would be to persuade members of the household to walk, cycle, or use a bus in preference to a car.
- Similar leaflets were sent to key stakeholders and user groups.
- Notice boards were erected along the corridor directing other users of the corridor to the online site to view and comment on the proposals.
- Daytime public exhibitions and evening public meetings were held at two locations.
- Presentations were given at Fishergate Ward Committee and Fulford Parish Council meetings and articles published in the relevant Ward Committee newsletters.
- Plans were displayed in the window of a then vacant shop.

The results of the above were analysed and helped inform the development of the outline proposals into detailed proposals and the proposed staging of the improvement measures. Once each were developed, **Stage 2** consultation was carried out as follows:

- Discussions were held with the relevant Ward Councillors.
- A leaflet with appropriate plans was delivered to all properties directly affected by the proposals (primarily the frontagers) giving them an opportunity to comment.
- The views of key stakeholders were sought.
- Any related traffic orders were advertised at the same time.
- Presentations were given at Fishergate Ward Committee and/or Fulford Parish Council meetings to suit the location of the scheme and the relevant Ward Committee newsletters were used to keep residents apprised of what was happening.

This identified some key areas of concern, which required a **Stage 3** consultation in some cases. This consultation was primarily as follows:

## **Annex D**

- Further discussions were held with the relevant ward councillors.
- Discussions were held with the concerned parties / organisations to try to address their concerns and/ or objections.

Reports were submitted to the City Strategy Executive Members and Advisory Panels (EMAP) and the subsequent City Strategy Executive Member Decision Session (EMDS) meetings as follows:

- To advise of the outcome of the Multi-Modal Study and get in-principle agreement to the proposed strategy before any public consultation took place.
- Following the **Stage 1** consultation to advise of the results of the consultation and to agree the way forward.
- Update reports to advise of the results of relevant **Stage 2** and **Stage 3** consultations; to advise of any significant proposed changes; and to get agreement to implement each scheme.

**(Copies of the key consultation documents for these schemes will be available at the Task Group meeting)**