

**CORPORATE SERVICES DEPARTMENT**  
Director – Caroline Holland



**Democracy Services  
London Borough of Merton  
Merton Civic Centre  
London Road  
Morden SM4 5DX**

**Direct Line: 0208 545 3356  
Email: democratic.services@merton.gov.uk**

**Date: 27 August 2019**

Dear Councillor

**Notification of a Decision taken by the Cabinet Member for  
Regeneration, Housing and Transport**

The attached non-key decision has been taken by the Cabinet Member for  
Regeneration, Housing and Transport with regards to:

- ) Proposed extension to RPW Controlled Parking Zone (CPZ) -  
Westcoombe Avenue and Coombe Lane - informal consultation.**

and will be implemented at **noon on Friday 30 August 2019** unless a call-in  
request is received.

The [call-in](#) form is attached for your use if needed and refers to the relevant  
sections of the constitution.

Yours sincerely

**Lisa Jewell  
Democracy Services**

**NON-KEY DECISION TAKEN BY A CABINET MEMBER UNDER DELEGATED AUTHORITY**

See over for instructions on how to use this form – all parts of this form must be completed. Type all information in the boxes. The boxes will expand to accommodate extra lines where needed.

**1. Title of report**

Proposed RPW1 CPZ to Westcoombe Avenue and Coombe Lane - informal consultation

**2. Reason for exemption (if any)**

**3. Decision maker**

Councillor Martin Whelton, cabinet member for regeneration, housing and transport

**4. Date of Decision**

23 August 2019

**5. Date report made available to decision maker**

23 August 2019

**6. Decision**

A) Notes the result of the informal consultation carried out between 9th May and 31st May 2019 on proposals to introduce a CPZ 'RPW1' to include Westcoombe Avenue and Coombe Lane (from its junction with Westcoombe Avenue to the borough boundary with Kingston). The consultation also identified proposed double yellow lines at key locations.

B) Agrees to proceed with a statutory consultation to include Westcoombe Avenue and Coombe Lane (from its junction with Westcoombe Avenue to the borough boundary with Kingston) within the existing neighbouring RPW CPZ, operational Monday to Friday between 11am and 3pm as shown in Drawing No. Z78-362-01 attached in Appendix 1.

C) Agrees to proceed with a statutory consultation to introduce double yellow lines at key locations as shown in Drawing No. Z78-362-01 attached in Appendix 1.

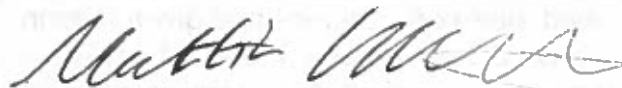
D) Agrees to exercise his discretion not to hold a public inquiry on the consultation process.

**7. Documents relied on in addition to officer report**

None

**8. Declarations of Interest**

None



Cllr Martin Whelton

Cabinet member for regeneration, housing and transport

23 August, 2019

**Committee:** Cabinet Member Report

**Date:** 20<sup>th</sup> August 2019

**Agenda item:**

**Ward:** Village

**Subject:** Proposed extension to RPW Controlled Parking Zone (CPZ) -Westcoombe Avenue and Coombe Lane - informal consultation.

**Lead officer:** Chris Lee, Director of Environment & Regeneration.

**Lead member:** Councillor Martin Whelton, Cabinet Member for Regeneration, Housing and Transport.

**Forward Plan reference number:** N/A

Contact Officer: Barry Copestake, Tel: 020 8545 3840

Email: [mailto: barry.copestake@merton.gov.uk](mailto:barry.copestake@merton.gov.uk)

**Recommendations:**

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That the Cabinet Member considers the issues detailed in this report and

- A) Notes the result of the informal consultation carried out between 9<sup>th</sup> May and 31<sup>st</sup> May 2019 on proposals to introduce a CPZ 'RPW1' to include Westcoombe Avenue and Coombe Lane (from its junction with Westcoombe Avenue to the borough boundary with Kingston). The consultation also identified proposed double yellow lines at key locations.
- B) Agrees to proceed with a statutory consultation to include Westcoombe Avenue and Coombe Lane (from its junction with Westcoombe Avenue to the borough boundary with Kingston) within the existing neighbouring RPW CPZ, operational Monday to Friday between 11am and 3pm as shown in Drawing No. Z78-362-01 attached in Appendix 1.
- C) Agrees to proceed with a statutory consultation to introduce double yellow lines at key locations as shown in Drawing No. Z78-362-01 attached in Appendix 1.
- D) Agrees to exercise his discretion not to hold a public inquiry on the consultation process.

**1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY**

- 1.1 This report presents the result of the informal consultation carried on the proposals to introduce a new RPW1 CPZ to include Westcoombe Avenue and Coombe Lane (from its junction with Westcoombe Avenue to the borough boundary with Kingston).
- 1.2 It seeks approval to carry out a statutory consultation to implement the above recommendations.

## **2. DETAILS**

- 2.1 The key objectives of parking management include:
- Tackling of congestion by reducing the level and impact of traffic in town centres and residential areas.
  - Making the borough's streets safer and more secure, particularly for pedestrians and other vulnerable road users through traffic management measures.
  - Managing better use of street spaces for people, goods and services, ensuring that priority is allocated to meet the objectives of the strategy.
  - Improving the attractiveness and amenity of the borough's streets particularly in town centres and residential areas.
  - Encouraging the use of more sustainable modes of transport.
- 2.2 The CPZ aims to provide safe parking arrangements whilst giving residents and businesses priority access to available kerbside parking space. It is a way of controlling the parking whilst improving and maintaining access and safety for all road users. A CPZ comprises of yellow line waiting restrictions and Permit holder parking bays for use by resident permit holders, business permit holders and those with visitor permits operational during the controlled times.
- 2.3 A CPZ includes double yellow lines (no waiting 'At any time') restrictions at key locations such as at junctions, bends and along certain lengths of roads (passing gaps) where parking impedes the flow of traffic or would create an unacceptable safety risk e.g. obstructive sightlines or unsafe areas where pedestrians cross. These restrictions will improve access for emergency services; refuse vehicles and the overall safety for all road users, especially those pedestrians with disabilities and parents with prams. Any existing double yellow lines at junctions will remain unchanged.
- 2.3 The CPZ design comprises permit holder bays to be used by residents, their visitors or business permit holders. The layout of the parking bays are arranged in a manner that provides the maximum number of suitable parking spaces without jeopardising road safety and the free movement of traffic.
- 2.4 Within any proposed CPZ, the Council aims to reach a balance between the needs of the residents, businesses, visitors and all other users of the highway. It is normal practice to introduce appropriate measures if and when there is a sufficient majority of support or there is an overriding need to ensure access and safety. In addition, the Council would also take into account the impact of introducing the proposed changes in assessing the extent of those controls and whether or not they should be implemented.
- 2.5 Residents of Westcoombe Avenue and businesses in Coombe Lane petitioned the Council requesting the introduction of a CPZ in their roads due to parking difficulties caused by commuter / long term visitor parking.

## **3. INFORMAL CONSULTATION**

- 3.1 The informal consultation on proposals to introduce parking controls in Westcoombe Avenue and Coombe Lane (from its junction with Westcoombe Avenue to the borough boundary with Kingston) commenced on 9<sup>th</sup> May 2019 and ended on 31<sup>st</sup> May 2019. 75

properties were sent documents containing a newsletter explaining the proposals and an associated plan showing the proposed parking and No waiting restrictions. A copy of the consultation document is attached as Appendix 2. The consultation document was posted to all households and businesses within the catchment area. Notification of the proposals along with an online questionnaire (e-form) and frequently asked questions were also posted on the Council’s website. Plan of the proposed CPZ showing the parking controls within the area included the following:

- ‘At any time’ waiting restrictions (double yellow lines) at key locations such as at junctions, bends, and narrow roads.
- Single yellow lines (mainly between parking bays and across dropped kerbs);
- Permit holder bays for use by residents, businesses and their visitors.

3.2 The consultation resulted in a total of 25 questionnaires returned (after removing duplicates/multiple returns from households), representing a response rate of 33%. Table 1 is a breakdown summary for each road.

*(Table 1 – summary of responses)*

Road Name	No. of Properties	Responses	Response rate
Coombe Lane	34	8	24%
Westcoombe Avenue	41	17	42%
Total	75	25	33%

3.3 All 25 who responded support the introduction of a CPZ in their road.

3.4 The community were asked which days of operation they preferred; as shown in table 2 below, the results for the preferred days of operation of the proposed CPZ scheme show 56% of respondents prefer Monday – Friday and 44% prefer Monday – Saturday.

*(Table 2 – summary of results to preferred days of operation)*

Road Name	Responses	Preferred days of operation			
		Mon-Fri		Mon-Sat	
Coombe Lane	8	4	50%	4	50%
Westcoombe Avenue	17	10	59%	7	41%
Total	25	14	56%	11	44%

3.5 The community were also asked which hours of operation they would prefer should the CPZ be introduced in their road. As shown in table 3 below, there is a balanced split of 48% preference of 8.30am – 6.30pm and 11am – 3pm, with 4% preferring 10am – 4pm.

(Table 3 – summary of results to preferred hours of operation)

Road Name	Responses	Preferred hours of operation					
		8.30am-6.30pm		10am-4pm		11am - 3pm	
Coombe Lane	8	6	75%	0	0%	2	25%
Westcoombe Avenue	17	6	35%	1	6%	10	59%
Total	25	12	48%	1	4%	12	48%

### Ward Councillor Comments

- 3.6 Officers met with Ward Councillors on Monday 17<sup>th</sup> June 2019 to discuss the results of the informal consultations and in particular the joint majority of the preferred operational hours. Giving consideration to parking location options, particularly for residents living above the businesses in Coombe Lane, it was agreed the most beneficial way forward would be for the proposed scheme to operate between 11am and 3pm and become an extension to the existing RPW CPZ rather than the previously proposed separate CPZ.
- 3.7 This option provides residents / businesses of Westcoombe Avenue and the southern side of Coombe Lane with additional access to park in Beverley Avenue and Holland Avenue, as opposed to progressing a separate CPZ where residents would be limited to parking only in Westcoombe Avenue and the southern side of Coombe Lane during operational hours.

### 4. PROPOSED MEASURES

- 4.1 Based on the results of the informal consultation and the agreement with Ward Councillors, it is recommended that a statutory consultation is carried out to extend existing RPW CPZ to include Westcoombe Avenue and the southern side of Coombe Lane (The RPW CPZ is operational Monday to Friday between 11am and 3pm) as shown in Drawing No. Z78-362-01 and attached in Appendix 1.
- 4.2 It is also recommended that a statutory consultation includes the proposed yellow line restrictions as shown in Drawing No. Z78-362-01 and attached in Appendix 1.
- 4.3 The CPZ design comprises of permit holder bays to be used by residents, businesses and their visitors with pay and display and shared use facilities made available for pay & display customers. The layout of the parking bays are arranged in a manner that provides the maximum number of suitable parking spaces without jeopardising road safety and the free movement of traffic.
- 4.4 Permit issue criteria

It is proposed that the residents' permit parking provision should be identical to that offered in other controlled parking zones in Merton at the time of consultation. The cost of the first permit in each household is £65 per annum; the second permit is £110 and the third permit cost is £140. An annual Visitor permit cost is £140.

4.5 In November 2016, the Council agreed to introduce a Diesel Levy to all those permit holders with a diesel vehicle. The Diesel Levy cost will be in addition to the cost of permits. Permit holders will be advised accordingly when making their permit application. Those residents with all-electric vehicles will only have to pay a reduced rate of £25 instead of £65.

#### 4.6 Visitors' permits

All-day Visitor permits are £2.50 and half-day permits at £1.50. Half-day permits can be used between 8.30am & 2pm or 12pm & 6.30pm. The allowance of visitor permits per adult in a household shall be 50 full-day permits, 100 half-day permits or a combination of the two.

#### 4.7 Trades permits

Trade Permits are priced at £900 per annum. Trades permits can also be purchased for 6 months at £600, 3 months at £375, 1 month at £150 and Weekly at £50.

4.8 During March and April 2019, the Council carried out a statutory consultation on making a number of changes to the current parking charges throughout the borough including the permit tariff structure. Although the residents have been consulted on the existing permit prices, should the proposed parking charges be implemented, residents would need to pay the new charges upon the renewal of their permits. The information can be found on the Council's website.

### 5. **TIMETABLE**

5.1 If agreed, the statutory consultation will be carried out during September / October 2019. The consultation will include the erection of the Notices on lamp columns in the area; the publication of Council's intentions in the Wimbledon Times and the London Gazette. The documents will also be available at the Link, Civic Centre and on the website. A newsletter will also be distributed to all consultees. It will detail the result of the informal consultation; Council's intention of undertaking the statutory consultation on the proposed parking controls and a plan.

### 6. **ALTERNATIVE OPTIONS**

6.1 Do nothing. This would not address the current parking demands of the residents and local businesses in respect of their views requesting controlled parking expressed by the petition received by the Council, as well as the Council's duty to provide a safe environment for all road users.

6.2 Not to introduce the proposed double yellow lines. In the event of an incident, however, this would put the Council at risk and the Council could be considered as failing in its duties by not giving safety and access priority.

### 7.0 **FINANCIAL RESOURCE AND PROPERTY IMPLICATIONS**

7.1 The cost of implementing the proposed measures is estimated to be £11k. This includes the publication of the Made Traffic Management Orders, the road markings and the signs.

- 7.2 The Environment and Regeneration revenue budget for 2019/20 will contain a provisional budget for Parking Management schemes. The cost of this proposal will be met from this budget.

## **8. LEGAL AND STATUTORY IMPLICATIONS**

- 8.1 The Traffic Management Orders would be made under Section 6 and Section 45 of the Road Traffic Regulation Act 1984 (as amended). The Council is required by the Local Authorities Traffic Order (Procedure) (England and Wales) Regulations 1996 to give notice of its intention to make a Traffic Order (by publishing a draft traffic order). These regulations also require the Council to consider any representations received as a result of publishing the draft order.
- 8.2 The Council has discretion as to whether or not to hold a public inquiry before deciding whether or not to make a traffic management order or to modify the published draft order. A public inquiry should be held where it would provide further information, which would assist the Council in reaching a decision.
- 8.3 The Council's powers to make Traffic Management Orders arise mainly under sections 6, 45, 46, 122 and 124 and schedules 1 and 9 of the RTRA 1984.

## **9. HUMAN RIGHTS & EQUALITIES AND COMMUNITY COHENSION IMPLICATIONS**

- 9.1 The implementation of new CPZs and the subsequent changes to the original design affects all sections of the community especially the young and the elderly and assists in improving safety for all road users and achieves the transport planning policies of the government, the Mayor for London and the Borough.
- 9.2 By maintaining clear junctions, access and sightlines will improve, thereby improving the safety at junctions by reducing potential accidents.
- 9.3 The Council carries out careful consultation to ensure that all road users are given a fair opportunity to air their views and express their needs. The design of the scheme includes special consideration for the needs of people with blue badges, local residents, businesses without prejudice toward charitable and religious facilities. The needs of commuters are also given consideration but generally carry less weight than those of residents and local businesses.
- 9.4 Bodies representing motorists, including commuters are included in the statutory consultation required for draft traffic management and similar orders published in the local paper and London Gazette.

## **10. CRIME AND DISORDER IMPLICATIONS**

- 10.1 N/A



## **11. RISK MANAGEMENT IMPLICATIONS**

11.1 The risk of not progressing to statutory consultation on the proposed parking arrangements is that the consultees will not have a further opportunity to air their views and the Council would not be able to progress toward implementation which is supported by majority as demonstrated via the informal consultation. Not to progress the proposed measures will do nothing to address existing parking difficulties and will not assist the local businesses and residents. It will also do nothing to address the obstructive parking that has been identified.

## **12. ENVIRONMENTAL IMPLICATIONS**

12.1 When determining the type of parking places are to be designated on the highway, section 45(3) requires the Council to consider both the interests of traffic and those of the owners and occupiers of adjoining properties. In particular, the Council must have regard to: (a) the need for maintaining the free movement of traffic, (b) the need for maintaining reasonable access to premises, and (c) the extent to which off-street parking is available in the neighbourhood or if the provision of such parking is likely to be encouraged by designating paying parking places on the highway.

12.2 By virtue of section 122, the Council must exercise its powers under the RTRA 1984 so as to secure the expeditious, convenient and safe movement of vehicular and other traffic including pedestrians, and the provision of suitable and adequate parking facilities on and off the highway. These powers must be exercised so far as practicable having regard to the following matters;

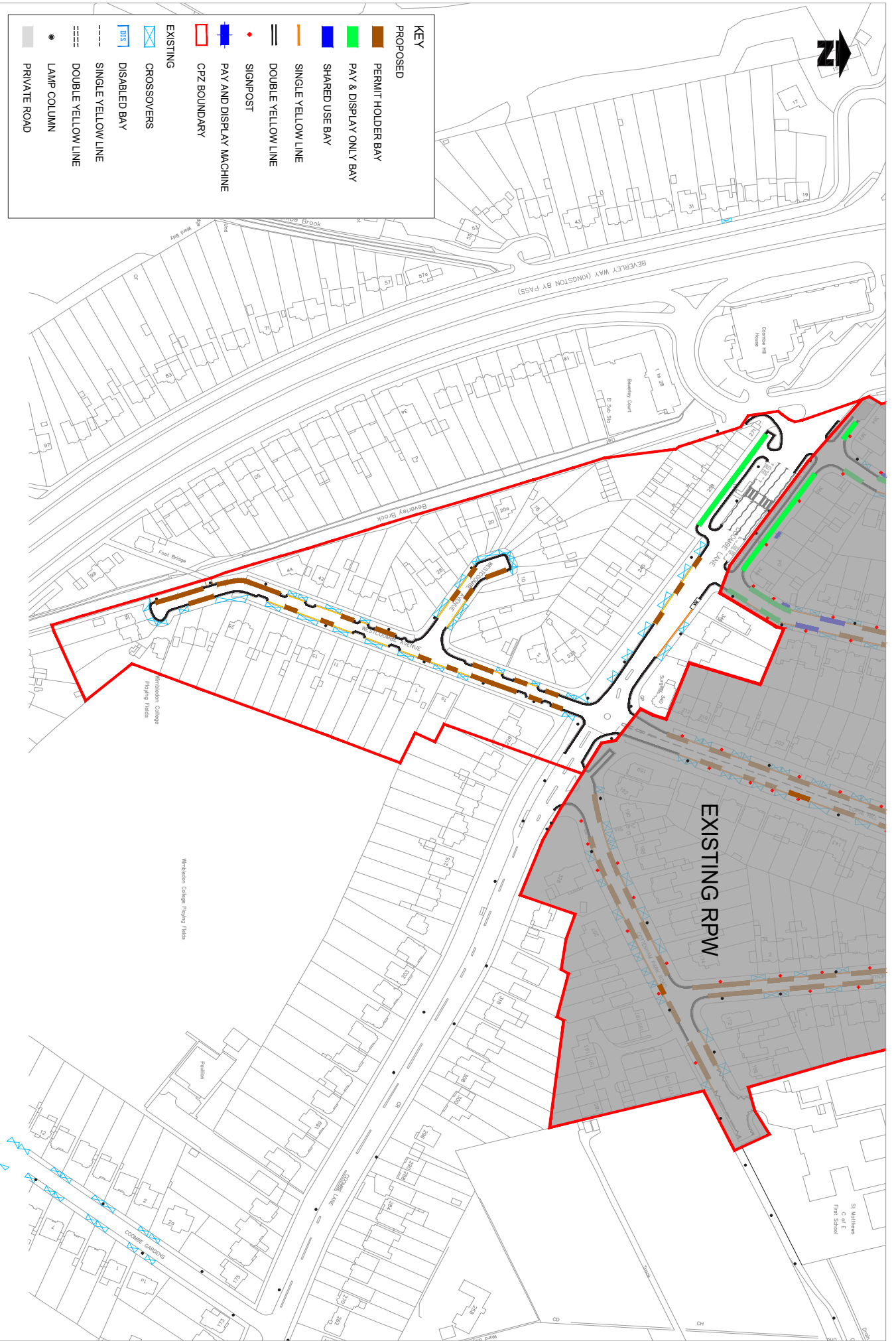
- (a) the desirability of securing and maintaining reasonable access to premises,
- (b) the effect on the amenities of any locality affected including the regulation and restriction of heavy commercial traffic so as to preserve or improve amenity,
- (c) the national air quality strategy,
- (d) facilitating the passage of public service vehicles and securing the safety and convenience of their passengers,
- (e) any other matters appearing to the Council to be relevant.

## **13. APPENDICES**

13.1 The following documents are to be published with this report and form part of the report.

Appendix 1 - Drawing No. Z78-362-01

Appendix 2 - Informal consultation document.



NOTES  
Do not scale from this drawing

Scale	1:100	1:200	1:500	1:1000	1:2000	1:5000	1:10000
Drawn	10	20	50	100	200	500	1000
Checked							
Approved							



Approved for use on the Green Space Project  
of the Local Plan. The Council reserves the right to  
cancel or amend the use of this logo at any time.  
London Borough of Merton, 10007575

**CONTROLLED PARKING ZONES**  
**WESTCOMBE AVENUE**  
**PROPOSED DESIGN LAYOUT**

**MENTION**  
Merton Civic Centre  
London Road  
Morden, Surrey  
SM4 5DX  
www.merton.gov.uk

Customer:  
**CONSULTATION**

Drawing No:  
**Z78-362-01**

Scale:  
**N.T.S.**

## Controlled Parking Zone (CPZ)

Proposed Zone RPW1 - Westcoombe Ave and Coombe Lane



ISSUE DATE : 9 MAY 2019

### Dear Resident / Business

The purpose of this leaflet is to seek your views on proposals to introduce a Controlled Parking Zone (CPZ) in Westcoombe Avenue and in the layby outside businesses in Coombe Lane. This proposal is in response to petitions received from residents of Westcoombe Avenue and businesses in Coombe Lane between (253 and 271 Coombe Lane) who are experiencing parking difficulties in their road.

To address residents' parking and access concerns the Council is undertaking an informal consultation to seek your views on proposals to control parking in your road (see enclosed plans for the proposals).

This area is currently being proposed as a new zone thereby allowing residents to choose the hours of operation. You can view the plan on the website [www.merton.gov.uk/cpzrpw1](http://www.merton.gov.uk/cpzrpw1)

### HOW WILL IT WORK?

All road space in a CPZ must be managed by some form of restrictions. Parking is only permitted where safety, access and sight lines are not compromised. It is, therefore, normal practice to introduce double yellow lines at key locations such as at junctions, bends, turning heads and at specific locations along lengths of roads where parking would impede the passing of vehicles. It is also necessary to provide yellow lines (effective during the CPZ hours of operation or "At Any time") where the kerb is lowered, i.e. at crossovers for driveways.

### PROPOSAL

The proposals include a number of provisions which are detailed below:-

**Operational Hours** - The choice of operational hours

are explained below:

**All Day Controls (8.30am - 6.30pm)** - This will provide maximum protection to the residents by removing short and long-term parking. It will, however, be less flexible for residents and their visitors who will need to obtain a visitor's permit from the resident they are visiting in order to park in the permit holder bays.

**Part Time Controls (10am - 4pm)** - These operating times offer less restrictions on residents and their visitors than 'all day' controls. It is still effective in preventing long-term parking. However, it may encourage other short term commuter parking outside the restricted time, by those who may also work their way around the 6 hours by moving their vehicles and then returning to park for the rest of the day. Residents returning from work later in the afternoon may find less available parking in their street due to this.

**4 hours controls (11am - 3pm)** - These operating times offer less restrictions for residents and their visitors. It is still effective in preventing commuters and other long stay parking. However, it may encourage short-term parking outside the operating times by non-residents. Consequently residents returning later in the afternoon may find less available parking in their road. Motorists unable to park in nearby roads without controls may also take advantage of the available parking outside the controlled times.

The proposed operational days include:  
**Monday to Friday** - This will offer more flexibility to residents and visitors at weekends. However it allows non-residents to park on Saturdays and Sundays, therefore reducing available parking for your visitors.

**Monday to Saturday** - Provides maximum protection to the residents. However, it will be more restrictive on visitors who would require a visitor's permit to park

[www.merton.gov.uk](http://www.merton.gov.uk)

during the controlled times.

It is important to note that the proposed double yellow lines in the area are paramount to ensure safety and access for all road users. Regardless of the outcome of the proposed CPZ consultation **officers will strongly recommend to the Cabinet Member that the proposed double yellow lines are introduced.** This will ensure clear access for all road users including pedestrians.

To fully note the extent and nature of the proposed yellow lines, it is essential that you view the plan using the website.

### Permit costs

Currently the standard annual parking permit charges apply regardless of the operational hours and days of the zone.

### Important information

The Council has just completed a statutory consultation on making a number of changes to parking charges throughout the borough including the permit tariff structure. Although the residents have been consulted on the existing permit prices, should the proposed parking charges be implemented, residents would need to pay the new charges upon the renewal of their permits. The information can be found on the Council's website using the following links. [www.merton.gov.uk/parkingconsultation2019](http://www.merton.gov.uk/parkingconsultation2019)

**Please ensure you appraise yourself with the potential new permit prices.**

### LET US KNOW YOUR VIEWS

The decision on whether or not to proceed with the next step, which would involve a statutory consultation on the proposals, will be subject to the responses received during this consultation. We would ask that you submit your questionnaire online using this link

[www.merton.gov.uk/cpzrpw1](http://www.merton.gov.uk/cpzrpw1)

The online system has been created to keep costs down and allow the Council to process your views more efficiently. If, however, you require a hard copy, please contact Barry Copestake, [barry.copestake@merton.gov.uk](mailto:barry.copestake@merton.gov.uk) and one will be posted to you. Please let us have any comments or suggestions you may have by **31 May 2019. It is only one vote per address.**

We regret that due to the number of responses received during an informal consultation, it will not be possible to reply individually to each respondent. We welcome your comments on this proposal, which will be noted and included within the proposed measures where appropriate.

### WHAT HAPPENS NEXT

The results of the consultation along with officers' recommendations will be presented in a report to the Cabinet Member for Regeneration, Housing and Transport. Once a decision is made you will be informed accordingly.

Further information on how CPZs work, details of permit costs can be found in our Frequently Asked Questions (FAQ's) at [www.merton.gov.uk/cpzrpw1](http://www.merton.gov.uk/cpzrpw1) **It is essential you read the document**

#### RAYNES PARK WARD COUNCILLORS

##### Cllr Adam Bush

Tel - 020 8545 3396

Email: [adam.bush@merton.gov.uk](mailto:adam.bush@merton.gov.uk)

##### Cllr Stephen Crowe

Tel - 07931 650 424

Email: [stephen.crowe@merton.gov.uk](mailto:stephen.crowe@merton.gov.uk)

##### Cllr Omar Bush

Tel - 020 8545 3396

Email: [omar.bush@merton.gov.uk](mailto:omar.bush@merton.gov.uk)

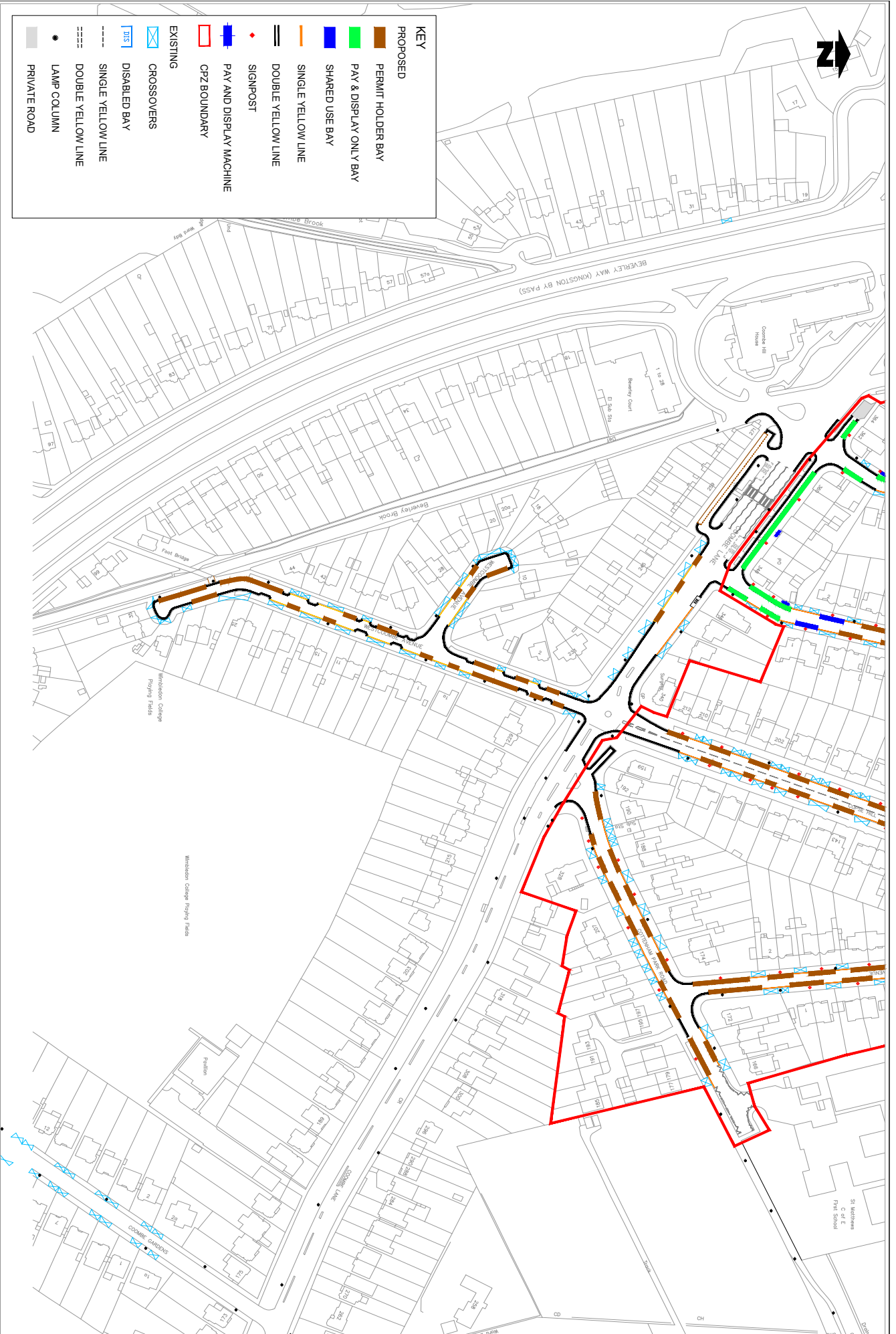
##### Cabinet Member for Regeneration, Transport and Housing.

##### Cllr Martin Whelton

Phone: 020 8545 3425

Email: [martin.whelton@merton.gov.uk](mailto:martin.whelton@merton.gov.uk)

[www.merton.gov.uk](http://www.merton.gov.uk)



Prepared for the Council of the London Borough of Merton  
 Date: 14/03/2017  
 Drawn by: [Name]  
 Checked by: [Name]

**TRAFFIC & HIGHWAYS**

**CONTROLLED PARKING ZONES**

**WESTCOMBE AVENUE PROPOSED DESIGN LAYOUT**

**merton**  
 Merton Civic Centre  
 London Road  
 Morden, Surrey  
 SM4 5JX  
 www.merton.gov.uk

Drawing No. **Z87-362-01**  
 Consultant: **CONSULTATION**  
 Scale: **1:1000**

## Merton Council - call-in request form

### 1. Decision to be called in: (required)

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### 2. Which of the principles of decision making in Article 13 of the constitution has not been applied? (required)

Required by part 4E Section 16(c)(a)(ii) of the constitution - tick all that apply:

(a) proportionality (i.e. the action must be proportionate to the desired outcome);	
(b) due consultation and the taking of professional advice from officers;	
(c) respect for human rights and equalities;	
(d) a presumption in favour of openness;	
(e) clarity of aims and desired outcomes;	
(f) consideration and evaluation of alternatives;	
(g) irrelevant matters must be ignored.	

### 3. Desired outcome

Part 4E Section 16(f) of the constitution- select one:

(a) The Panel/Commission to refer the decision back to the decision making person or body for reconsideration, setting out in writing the nature of its concerns.	
(b) To refer the matter to full Council where the Commission/Panel determines that the decision is contrary to the Policy and/or Budget Framework	
(c) The Panel/Commission to decide not to refer the matter back to the decision making person or body *	
* If you select (c) please explain the purpose of calling in the decision.	

**4. Evidence which demonstrates the alleged breach(es) indicated in 2 above (required)**

Required by part 4E Section 16(c)(a)(ii) of the constitution:

**5. Documents requested**

**6. Witnesses requested**

**7. Signed (not required if sent by email): .....**

**8. Notes – see part 4E section 16 of the constitution**

Call-ins must be supported by at least three members of the Council.

The call in form and supporting requests must be received by 12 Noon on the third working day following the publication of the decision.

The form and/or supporting requests must be sent:

- ) **EITHER** by email from a Councillor’s email account (no signature required) to [democratic.services@merton.gov.uk](mailto:democratic.services@merton.gov.uk)
- ) **OR** as a signed paper copy to the Head of Democracy Services, 7<sup>th</sup> floor, Civic Centre, London Road, Morden SM4 5DX.

For further information or advice contact the Head of Democracy Services on  
020 8545 3864