

CORPORATE SERVICES DEPARTMENT
Director – Caroline Holland



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

**Direct Line: 0208 545 3357
Email: democratic.services@merton.gov.uk**

Date: 29 October 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 MP1 CPZ Kenley Road – Statutory Consultation**

and will be implemented at **noon** on **Friday 1 November 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

**Amy Dumitrescu
Democracy Services**

NON-KEY DECISION TAKEN BY A CABINET MEMBER

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 and reason for exemption (if any)

MP1 CPZ ext – Kenley Road – formal consultation

2. Decision maker

Cabinet member for regeneration, housing and transport

3. Date of Decision

28 October, 2019

4. Date report made available to decision maker

16 October, 2019

5. Date report made available to the Chairs of the Overview and Scrutiny Commission and of any relevant scrutiny panel

N/A

6. Decision

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

- A) Notes the results of the statutory consultation carried out between 19 September and 4 October 2019 on the proposal to extend MP1 Controlled Parking Zone (CPZ) to include Kenley Road (between its junction with Windermere Avenue and its junction with Circle Gardens) and the introduction of double yellow lines in Windermere Avenue (on the west side, between its junction with Kenley and the common boundary of property Nos 60 and 62 Windermere Avenue)
- B) Notes that no representations were received in respect of the proposal.
- C) Agrees to proceed with the making of the relevant Traffic Management Orders (TMO) and the implementation of the proposed MP1 CPZ extension to include Kenley Road (between Windermere Avenue and Circle Gardens) operational Monday to Friday, between 10am and 4pm as shown in Drawing No. Z78-356-04 in Appendix 1.
- D) Agrees to proceed with making of relevant Traffic Management Orders (TMOs) for the implementation of the proposed 'At any time' waiting restrictions in Kenley Road and Windermere Avenue (on the west side between its junction with Kenley and common boundary of property Nos 60 and 62 Windermere Avenue).

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

7. Reason for decision

- 1) Support for the proposal shown in the consultation with no objections received
- 2) The 'at any time' waiting restrictions will help address road safety issues.
- 3) Including it in MP1 will help improve parking management in the area.

8. Alternative options considered and why rejected

- 8.1 Do nothing. This would not address the current parking demands of the residents in respect of their views expressed during the first statutory consultation (MP4 CPZ), as well as the Council's duty to provide a safe environment and access for all road users.

Informal consultation documents, and drawings

9. Declarations of Interest

None



Cllr Martin Whelton
Cabinet member for regeneration, housing and transport
28 October, 2019

Committee: Cabinet Member report

Date: 15 October 2019

Wards: Merton Park

Subject: Proposed MP1 CPZ Kenley Road – Statutory Consultation

Lead officer: Chris Lee, Director of Environment & Regeneration

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

Contact officer: Paul Atie, Tel: 020 8545 3337

Email: <mailto:paul.atie@merton.gov.uk>

Recommendations:

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

- A) Notes the results of the statutory consultation carried out between 19 September and 4 October 2019 on the proposal to extend MP1 Controlled Parking Zone (CPZ) to include Kenley Road (between its junction with Windermere Avenue and its junction with Circle Gardens) and the introduction of double yellow lines in Windermere Avenue (on the west side, between its junction with Kenley and the common boundary of property Nos 60 and 62 Windermere Avenue)
 - B) Notes that no representations were received in respect of the proposal.
 - C) Agrees to proceed with the making of the relevant Traffic Management Orders (TMO) and the implementation of the proposed MP1 CPZ extension to include Kenley Road (between Windermere Avenue and Circle Gardens) operational Monday to Friday, between 10am and 4pm as shown in Drawing No. Z78-356-04 in Appendix 1.
 - D) Agrees to proceed with making of relevant Traffic Management Orders (TMOs) for the implementation of the proposed 'At any time' waiting restrictions in Kenley Road and Windermere Avenue (on the west side between its junction with Kenley and common boundary of property Nos 60 and 62 Windermere Avenue).
 - E) 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 results of the statutory consultation carried out on the Councils' proposals to implement MP1 CPZ extension to include Kenley Road (between Windermere Avenue and Circle Gardens) and double yellow lines in Windermere Avenue (on the west side between its junction with Kenley and the common boundary of property Nos 60 and 62 Windermere Avenue).
- 1.2 It seeks approval to progress 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 and
 - encouraging the use of sustainable modes of transport.
- 2.2 CPZs aim 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 various types of parking bays operational during the controlled times. These types of bays include the following:
- Permit holder bays: - For use by resident permit holders, business permit holders and those with visitor permits.
- Pay and display shared use/permit holder bays: - For use by pay and display customers and permit holders.
- 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.
- 2.4 Within any proposed CPZ or review, 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. Additionally, 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 The CPZ design comprises of yellow line restrictions and permit holder bays to be used by residents and their visitors. 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.

3 CONSULTATION UNDERTAKEN

INFORMAL CONSULTATION

- 3.1 The informal consultation on the proposals to introduce a Controlled Parking Zone (CPZ) MP4 to include Grasmere Avenue, Kenley Road (between Windermere Avenue and Circle Gardens) and Windermere Avenue commenced on 4th and end 22nd February 2019. 199 premises were consulted via

documents containing a newsletter explaining the proposals; an associated plan showing the proposed parking layout. Residents were directed to the Council's website to fill in the online questionnaire. The consultation document was posted to all households and businesses within the catchment area.

- 3.2 The consultation resulted in a total of 90 online and 8 hardcopies of questionnaires returned (after removing duplicates / multiple returns from some households), representing a response rate of 49%. Of the 98 who responded, 66% support a CPZ, compared to 31% who do not and 3% who are unsure or made no comments.
- 3.3 According to the results, it is clear that Windermere Avenue does not support the proposed CPZ even if neighbouring roads support one. The policy of the Council has never been to impose a resident parking scheme against the wishes of the residents; as a result, Windermere Avenue has been removed from the CPZ until such time residents change their mind and request inclusion via a petition signed by majority of the households.
- 3.4 Further analysis of the results of Kenley Road and Grasmere Avenue revealed that of the 61 who responded, 56% prefer 8.30am to 6.30pm, while 27% prefer 10am to 4pm, 15% prefer 11am to 3pm and 2% unsure or no response. Results also show that of the 61 who responded, 40% prefer Mon - Sunday, while 21% prefer Monday – Saturday, 38% prefer Monday – Friday and 3% unsure or no response.
- 3.5 The results of the consultation along with officers' recommendation were presented in a report to the Cabinet Member for Regeneration, Transport and Housing on the 25 March 2019. After careful consideration of the consultation results and officers' recommendations, the Cabinet Member agreed to proceed with a statutory consultation.

4. STATUTORY CONSULTATION

- 4.1 The statutory consultation on the Council's intention to introduce MP4 Controlled Parking Zone (CPZ) to include Grasmere Avenue and Kenley Road (between Windermere Avenue and Circle Gardens) commenced on 9th May and ended on 31 May 2019. The consultation included the erection of street Notices on lamp columns in the vicinity of the proposals and the publication of the Council's intentions in the Local Guardian and the London Gazette. Consultation documents were available at the Link, Merton Civic Centre and on the Council's website. A newsletter with a plan, see Appendix 2, was also distributed to all those properties included within the consultation area.
- 4.2 The newsletter detailed the following information:
 - Grasmere Avenue and Kenley Road (between Windermere Avenue and Circle Gardens) to be included within the proposed MP4 CPZ operating Monday to Sunday between 8.30am and 6.30pm.
 - Outcome of the informal consultation and the Cabinet Member decision.
 - The undertaking of the statutory consultation.
 - A plan detailing the following.
 - Double yellow lines operating "at any time" without loading restrictions.
 - Scheme design layout and zone boundary.

- 4.4 The statutory consultation resulted in 30 representations with 1 representation in support (in agreement with proposed hours of operation of Monday to Sunday, between 8.30 and 6.30pm); 3 comments and 26 against the proposed days of operation of the MP4 CPZ. Their objection is not against the introduction of a CPZ in Kenley Road, rather, they prefer to join MP1 CPZ which operates Monday to Friday, between 10am and 4pm. Details of these representations along with officer's comments are detailed in Appendix 2.

Kenley Road

- 4.5 Although the informal consultation results show that the majority of residents in Kenley Road are in favour of the scheme, majority of those who voted during the informal consultation supported Monday to Friday, between 8.30pm and 6.30pm. It was recommended that the road be included within the statutory consultation for the proposed MP4, Monday to Sunday Between 8.30am and 6.30pm. However, it was agreed that should the residents of Kenly Road make representations against the days of operation during the statutory consultation, the road could be reconsidered for inclusion into the existing MP1 CPZ. During the statutory consultation majority of those who responded opposed the days of operation of Monday to Sunday and want to join the existing MP1 CPZ, which operate Monday to Friday, between 10am and 4pm. It is, therefore, recommended that the MP1 CPZ be extended to include Kenley Road, which requires a further statutory consultation.

Windermere Avenue

- 4.6 Windermere Avenue rejected the proposed CPZ but were included within the statutory consultation. During the statutory consultation, requests were received from some residents to introduce double yellow lines west side of Windermere Avenue between its junction with Kenley Road and the party wall of properties Nos. 60 and 62 Windermere Avenue as it is very busy during the day. The representations allege that there is congestion during rush hour, especially during the school runs and this continues throughout the day. This is compounded by the road being a bus route. Having reviewed initial proposals for the CPZ, double yellow lines were proposed in this section of the road. Based on representations received and to manage traffic flows, it was recommended to carry out a statutory consultation on proposal to introduce at any time waiting restriction in Windermere Avenue on the west side between its junction with Kenley Road and the common boundary of properties Nos 60 and 62 Windermere Avenue.
- 4.7 The results of the consultation along with officers' recommendation were presented in a report to the Cabinet Member for Regeneration, Transport and Housing on the 25 March 2019. After careful consideration of the consultation results and officers' recommendations, the Cabinet Member agreed to proceed with a statutory consultation on proposal to extend MP1 CPZ to include Kenley Road (between its junction with Windermere Avenue and its junction with Circle Gardens).

5 Second statutory consultation – Kenley Road

- 5.1 The statutory consultation on the Council's intention to extend MP1 Controlled Parking Zone (CPZ) to include Kenley Road (between its junction with Windermere Avenue and its junction with Circle Gardens) and the introduction of double yellow lines in Windermere Avenue (on the west side, between its junction with Kenley and the common boundary of property Nos 60 and 62

Windermere Avenue) was carried out between 19 September and 4 October 2019. The consultation included the erection of street Notices on lamp columns in the vicinity of the proposals and the publication of the Council's intentions in the local Wimbledon Times and the London Gazette. Consultation documents were available at the Link, Merton Civic Centre and on the Council's website. A newsletter with a plan, see Appendix 2, was also distributed to all those properties included within the consultation area.

5.2 The newsletter detailed the following information:

- Kenley Road (between Windermere Avenue and Circle Gardens) to be included within the existing MP1 CPZ operating Monday to Friday between 10am and 4pm.
- Proposed 'At any time' waiting restrictions in Kenley Road and Windermere Avenue (on the west side between its junction with Kenley and common boundary of property Nos 60 and 62 Windermere Avenue).
- Outcome of the previous formal consultation and the Cabinet Member decision.
- The undertaking of a second statutory consultation.
- A plan detailing the following.
 - Double yellow lines operating "at any time" without loading restrictions.
 - Scheme design layout and zone boundary.

5.3 The second statutory consultation resulted in no representation being received against MP1 CPZ extension to include Kenley Road operating Monday to Friday, between 10am and 4pm.

Ward Councillor comments

5.5 The Ward Councillors have been engaged during the consultation process and they are supportive of the recommendations in this report.

6.0 PROPOSED MEASURES

6.1 It is recommended that the Traffic Management Orders TMOs be made to implement MP1 CPZ extension to include Kenley Road (between Windermere Avenue and Circle Gardens) operating Monday to Friday between 10am and 4pm as shown in Drawing No. Z78-356-04 rev A and attached in Appendix 1.

6.1.1 To make the relevant Traffic Management Orders (TMOs) and implement the proposed 'At any time' waiting restrictions in Kenley Road and Windermere Avenue as detail in section 5.2 of this report.

6.2 Permit issue criteria

6.2.1 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.

6.2.2 The Council has recently approved the introduction of new charges that will come into operation on 14th January 2020. Those who apply for their permits prior to this date will pay the charges that formed the informal and statutory consultation. New charges will apply to any permit applications on and after 14th Jan 2020. The new charges are:

- First permit £110.00
- 2nd permit £160.00
- 3rd and subsequent permit £210.00
- Annual visitor permit £330.00
- Daily visitor permit £4.00
- Half day visitor permit £3.00
- There will be an additional charge of £150 for a diesel vehicle.

For more information please use the following link:

www.merton.gov.uk/parkingconsultation2019

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

Visitors' permits

6.2.4 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 12 noon – 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. New charges will apply on / after 14th Jan 2020.

7 Alternative options

7.1 Do nothing. This would not address the current parking demands of the residents in respect of their views expressed during the formal consultation, as well as the Council's duty to provide a safe environment and access for all road users.

8.0 TIMETABLE

8.1 If a decision is made to proceed with the implementation of the proposed MP4 CPZ, Traffic Management Orders will be made soon after the decision. This will include the erection of the Notices on lamp columns in the area, the publication of the made Orders in the Local Guardian and the London Gazette. The documents will be made available at the Link, Civic Centre and on the Council's website. A newsletter will be distributed to all the premises within the consulted

area informing them of the decision. The measures will be introduced soon after.

9 FINANCIAL, RESOURCE AND PROPERTY IMPLICATIONS

- 9.1 The cost of implementing the proposed measures is estimated at £7k. This includes the publication of the made Traffic Management Orders and the appropriate road markings and signage. This will be met by the Environment and Regeneration revenue budget for Parking Management schemes.

10 LEGAL AND STATUTORY IMPLICATIONS

- 10.1 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.
- 10.2 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.
- 10.3 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.
- 10.4 The Exemption Order for the footway parking will be made under section 15 of the Greater London Council (General Powers) Act 1974.

11 HUMAN RIGHTS, EQUALITIES AND COMMUNITY COHESION IMPLICATIONS

- 11.1 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.
- 11.2 By maintaining clear junctions, access and sightlines will improve, thereby improving the safety at junctions by reducing potential accidents.
- 11.3 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 as well as charitable and religious facilities. The needs of commuters are also given consideration but generally carry less weight than those of residents and local businesses.
- 11.4 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.

12. CRIME AND DISORDER IMPLICATIONS

- 20.1 N/A

13. RISK MANAGEMENT AND HEALTH AND SAFETY IMPLICATIONS

13.1 The risk of not introducing the proposed parking arrangements is that the existing parking difficulties would continue and it would do nothing to assist the residents.

13.2 The risk in not addressing the issues from the consultation exercise would be the loss of confidence in the Council. The proposed measures may cause some dissatisfaction from those who have requested status quo or other changes that cannot be implemented but it is considered that the benefits of introducing the measures outweigh the risk of doing nothing.

14 APPENDICES – THE FOLLOWING DOCUMENTS ARE TO BE PUBLISHED WITH THIS REPORT AND FORM PART OF THE REPORT

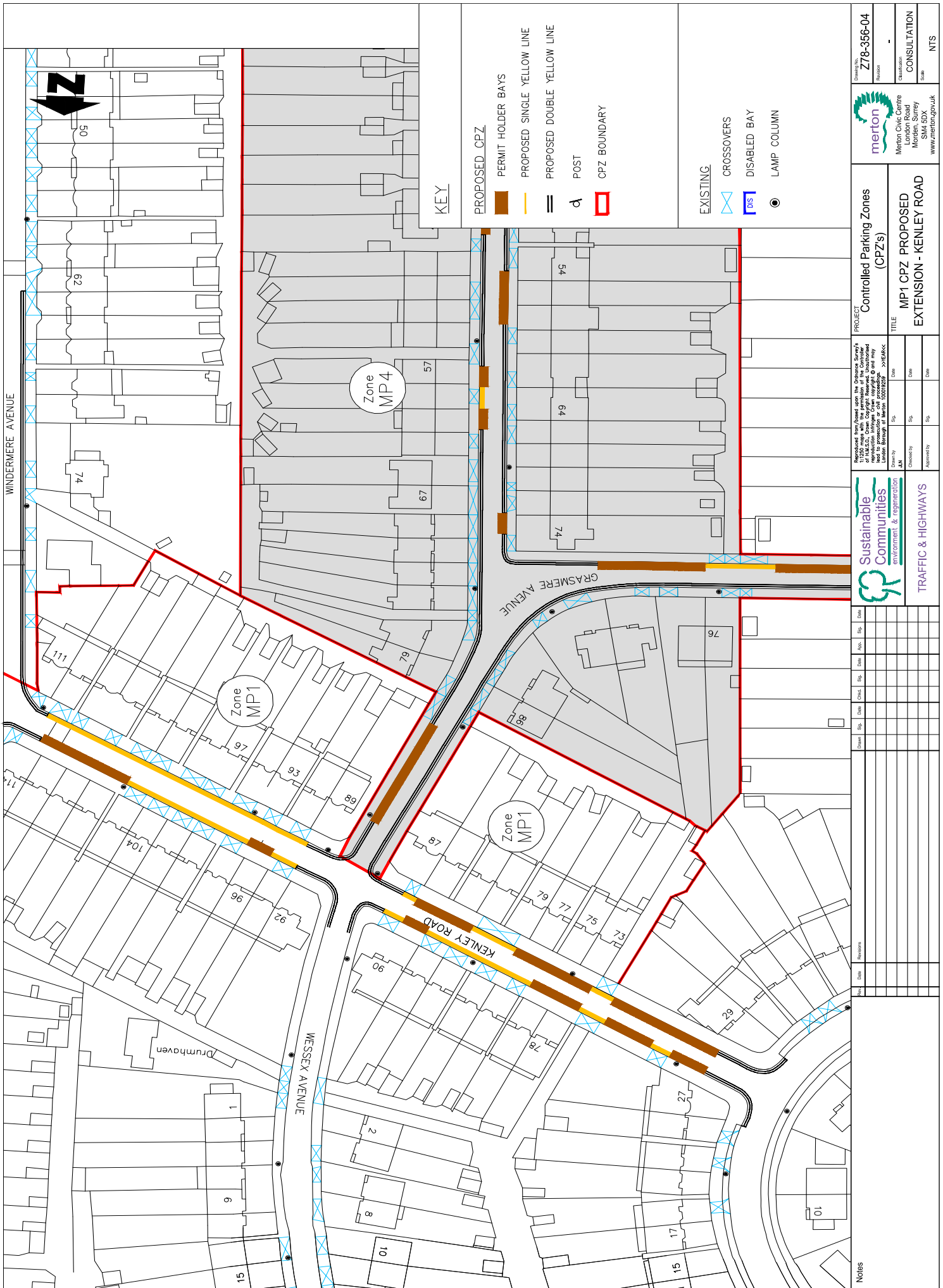
14.1 The following documents are to be published with this report and form part of the report.

- a) Appendix 1 – Drawing No.Z78-356-04 (Revised scheme layout)
- c) Appendix 2 – Statutory Consultation Documents

15. BACKGROUND PAPERS

15.1 Informal consultation report MP4 CPZ.

15.1 Statutory consultation report MP4 CPZ.



Drawn by: Z87-356-04
Reason:
Consultation: CONSULTATION
Scale: NTS

merton
 Merton Civic Centre
 London Road
 Morden, Surrey
 SM4 3DX
 www.merton.gov.uk

PROJECT: Controlled Parking Zones (CPZs)
TITLE: MP1 CPZ PROPOSED EXTENSION - KENLEY ROAD

Drawn	Rev	Date	Rev	Date	Class	By	Date	Appr	By	Date

Sustainable Communities
 environment & regeneration

TRAFFIC & HIGHWAYS

Proposed Controlled Parking Zone (CPZ) MP1 ext - Kenley Road.



ISSUE DATE : 6 SEPTEMBER 2019

Dear Resident,

This leaflet is to update you of the outcome of the statutory consultation that was carried out between 9 and 31 May 2019 on the proposal to introduce MP4 Controlled Parking Zone (CPZ) to include Grasmere Avenue and Kenley Road (between Windermere Avenue and Circle Gardens, operational Monday to Sunday between 8.30am and 6.30pm).

The statutory consultation resulted in 30 representations with 1 representation in support (in agreement with proposed hours of operation of Monday to Sunday, between 8.30 and 6.30pm); 3 comments and 26 (from Kenley Road) against the proposed days of operation of the MP4 CPZ. Their objection was not against the introduction of a CPZ in Kenley Road, rather, they preferred to join MP1 CPZ which operates Monday to Friday, between 10am and 4pm. All representations received during the statutory consultation along with officer's recommendations were submitted to the Cabinet Member for Member for Regeneration, Housing and Transport in June 2019. After careful consideration the following have been agreed:

- To proceed with the making of the relevant Traffic Management Orders (TMO) and the implementation of the proposed MP4 CPZ to include Grasmere Avenue operational Monday to Sunday, between 8.30am and 6.30pm.
- To proceed with making of relevant Traffic Management Orders (TMOs) for the implementation of the proposed 'At any time' waiting restrictions in Grasmere Avenue.
- To proceed with a statutory consultation to extend the existing MP1 CPZ to include Kenley

Road (between Windermere Avenue and Circle Gardens), operational Monday to Friday between 10am and 4pm.

- To proceed with a statutory consultation of the relevant Traffic Management Orders (TMOs) and the extension of the 'At any time' waiting restrictions in Windermere Avenue on the west side between its junction with Kenley Road and party wall of properties No. 60 and 62 Windermere Avenue.

Please note that the introduction of MP4 CPZ in Grasmere Avenue is completed and it will become operational from the week commencing 9 September 2019.

WHAT HAPPENS NEXT

Notice of the Council's intention to introduce the above measures will be published in a local newspaper (The Guardian), London Gazette and posted on lamp columns in the vicinity. Representations against the proposals described in this Notice must be made in writing or email trafficandhighways@merton.gov.uk by no later than **11 October 2019** quoting reference **ES/mp1ex**. Objections must relate only to the elements of the scheme that are subject to this statutory consultation. We would also welcome representations in support.

A copy of the proposed Traffic Management Orders (TMOs), a plan identifying the areas affected by the proposals and the Council's Statement of Reasons can be inspected at Merton Link, Merton Civic Centre, London Road, Morden, Surrey, SM4 5DX during the Council's normal office hours Monday to Friday, 9am to 5pm or at Morden Library. This information

is also available on Merton Council's website www.merton.gov.uk/cpzmp1ex.

All representations along with Officers' comments and recommendations will be presented in a report to the Cabinet Member for Regeneration, Housing and Transport. **Please note that responses to any representations received will not be made until a final decision is made by the Cabinet Member.**

The Council is required to give weight to the nature and content of your representations and not necessarily the quantity. Your reasons are, therefore, important to us.

Further information on how CPZs work and details of permit costs can be found in our Frequently Asked Questions (FAQ's) at www.merton.gov.uk/cpzmp1ex. **It is essential that you view these documents prior to making your representation.**

MERTON PARK WARD COUNCILLORS

Cllr Peter Southgate
Phone 020 8542 2053
Email: peter.southgate@merton.gov.uk

Cllr Edward Foley
Phone: 0208 545 4026 ,
Email: edward.foley@merton.gov.uk

Cllr Dickie Wilkinson
Phone: 07905 103 686,
Email: dickie.wilkinson@merton.gov.uk

Cabinet Member for Regeneration, Housing and Transport.

Cllr Martin Whelton
Phone: 020 8545 3425
Email: martin.whelton@merton.gov.uk

(The contact details of Ward Councillors are provided for information purposes only)

Merton Council - call-in request form

1. Decision to be called in: (required)

--

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
-) **OR** as a signed paper copy to the Head of Democracy Services, 7th floor, Civic Centre, London Road, Morden SM4 5DX.

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