

**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: 4 May 2018**

Dear Councillor

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

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

- Proposed RPW CPZ Holland Avenue area - statutory consultation

and will be implemented at **noon on Thursday 10 May** 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)**

Proposed RPW CPZ Holland Avenue area – statutory consultation

**2. Decision maker**

Cabinet Member for Regeneration, Environment and Housing

**3. Date of Decision**

04/05/2018

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

23/04/2018

**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 4<sup>th</sup> December 2017 and 5<sup>th</sup> January 2018 on the proposal to introduce a Controlled Parking Zone (CPZ) to include Beverley Avenue, Burdett Avenue, Copse Hill (between odd Nos 109 – 159 and even Nos 162 - 212), Cottenham Park Road (even Nos 177 – 207 and even Nos 166 - 192) and Holland Avenue into the proposed RPW CPZ, and operational Monday to Friday between 11am and 3pm.
- B) Notes and considers the representations received in respect of the proposal as detailed in Appendix B.
- C) Agrees to proceed with the making of the relevant Traffic Management Orders (TMO) and the implementation of the proposed RPW CPZ to include Beverley Avenue, Burdett Avenue, Copse Hill (between odd Nos 109 – 159 and even Nos 162 - 212), Cottenham Park Road (even Nos 177 – 207 and even Nos 166 - 192) and Holland Avenue into the proposed RPW CPZ, and operational Monday to Friday between 11am and 3pm as shown in Drawing No. Z78-344-01Rev A in Appendix A.
- D) Agrees to proceed with the making of the relevant Traffic Management Orders (TMOs) to implement the proposed 'Monday – Friday 8am – 6.3pm' waiting restriction (as consulted) in the Coombe Lane as shown in Drawing No. Z78-344-01 Rev A attached as Appendix A.
- E) Agrees that the properties Nos. 348 – 364 Coombe Lane (business units) be eligible to purchase parking permits for the first year of the RPW CPZ.

Eligibility of permits in future years would depend on the business units managing their private parking to accommodate the needs of their customers. In the absence of any action by the business units would mean the withdrawal of permit eligibility.

- F) Agrees to exercise his discretion not to hold a public inquiry on the consultation process.
- G) Agrees to withdrawing the business permits should they fail to establish a formal parking management plan for their customers (short term P&D bays) along the private service road on Coombe Lane adjacent to Holland Ave.

**7. Reason for decision**

- |   |
|---|
| <ul style="list-style-type: none"><li>1) Support from residents for the introduction of a CPZ</li><li>2) Allowing businesses the opportunity to purchase permits in response to representations made.</li></ul> |
|---|

**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 informal consultation, as well as the Council's duty to provide a safe environment for all road users.
- 8.2 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

**9. Declarations of Interest**

None
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**10. Publication of this decision and call in provision**

Send this form and the officer report\* to [democratic.services@merton.gov.uk](mailto:democratic.services@merton.gov.uk) for publication. Publication will take place within two days. The call-in deadline will be at Noon on the third working day following publication.



Cllr Martin Whelton  
Cabinet member for regeneration, environment and housing  
4 May, 2018

**Committee:** Cabinet Member Report

**Date:** 20<sup>th</sup> April 2018

**Agenda item:**

**Wards:** Village

**Subject:** Proposed RPW CPZ Holland Avenue area – statutory consultation.

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

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

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

Contact Officer: Barry Copestake, Tel: 020 8545 3840

Email: <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 results of the statutory consultation carried out between 4<sup>th</sup> December 2017 and 5<sup>th</sup> January 2018 on the proposal to introduce a Controlled Parking Zone (CPZ) to include Beverley Avenue, Burdett Avenue, Copse Hill (between odd Nos 109 – 159 and even Nos 162 - 212), Cottenham Park Road (even Nos 177 – 207 and even Nos 166 - 192) and Holland Avenue into the proposed RPW CPZ, and operational Monday to Friday between 11am and 3pm.
- B) Notes and considers the representations received in respect of the proposal as detailed in Appendix B.
- C) Agrees to proceed with the making of the relevant Traffic Management Orders (TMO) and the implementation of the proposed RPW CPZ to include Beverley Avenue, Burdett Avenue, Copse Hill (between odd Nos 109 – 159 and even Nos 162 - 212), Cottenham Park Road (even Nos 177 – 207 and even Nos 166 - 192) and Holland Avenue into the proposed RPW CPZ, and operational Monday to Friday between 11am and 3pm as shown in Drawing No. Z78-344-01Rev A in Appendix A.
- D) Agrees to proceed with the making of the relevant Traffic Management Orders (TMOs) to implement the proposed ‘Monday – Friday 8am – 6.3pm’ waiting restriction (as consulted) in the Coombe Lane as shown in Drawing No. Z78-344-01 Rev A attached as Appendix A.
- E) Agrees that the properties Nos. 348 – 364 Coombe Lane (business units) be eligible to purchase parking permits for the first year of the RPW CPZ. Eligibility of permits in future years would depend on the business units managing their private parking to accommodate the needs of their customers. In the absence of any action by the business units would mean the withdrawal of permit eligibility.
- F) Agrees to exercise his discretion not to hold a public inquiry on the consultation process.
- G) Agrees to withdrawing the business permits should they fail to establish a formal parking management plan for their customers (short term P&D bays) along the private service road on Coombe Lane adjacent to Holland Ave.

## 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 introduce a RPW CPZ in Beverley Avenue, Burdett Avenue, Copse Hill (between odd Nos 109 – 159 and even Nos 162 - 212), Cottenham Park Road (even Nos 177 – 207 and even Nos 166 - 192) and Holland Avenue.
- 1.2 It seeks approval to proceed with the making of the relevant Traffic Management Orders (TMO) for the proposed RPW CPZ to include Beverley Avenue, Burdett Avenue, Copse Hill (between odd Nos 109 – 159 and even Nos 162 - 212), Cottenham Park Road (even Nos 177 – 207 and even Nos 166 - 192) and Holland Avenue into the proposed RPW CPZ, and operational Monday to Friday between 11am and 3pm as shown in Drawing No. Z78-344-01Rev A in Appendix A.
- 1.3 It seeks approval to proceed with the making of the relevant Traffic Management Orders (TMOs) to implement the proposed 'Monday – Friday 8am – 6.3pm' waiting restriction (as consulted) in Coombe Lane as shown in Drawing No. Z78-344-01Rev A attached as Appendix A.
- 1.4 It also reports on the interim business permit arrangements and potential short term P&D parking provisions along the private service road adjacent to Holland Ave.

## 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 Controlled Parking Zones 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;

Shared Use - Pay and display (P&D) / permit holder bays - For use by P&D 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 The CPZ design comprises mainly of permit holder bays to be used by residents, their visitors or business permit holders and a limited number of pay and display shared use bays, which are mainly located near businesses. 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.
- 2.5 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. 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.
- 2.6 The Council received petitions from Beverley Avenue, Burdett Avenue, Copse Hill (odd nos.125 - 159 and even nos.168 – 212), Cottenham Park Road (even nos.164 – 192 and odd nos.177 – 207) and Holland Avenue for the introduction of a CPZ in these roads.

### **3. ALTERNATIVE OPTIONS**

- 3.1 Do nothing. This would not address the current parking demands of the residents in respect of their views expressed during the informal consultation, as well as the Council's duty to provide a safe environment for all road users.
- 3.2 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.

## **CONSULTATION UNDERTAKEN**

### **4. INFORMAL CONSULTATION**

- 4.1 The Council carried out an informal consultation between 7<sup>th</sup> and 29<sup>th</sup> September 2017 on the proposals to introduce a Controlled Parking Zone (CPZ) RPW to include Beverley Avenue, Burdett Avenue, Copse Hill (between odd Nos 109 – 159 and even Nos 162 - 212), Cottenham Park Road (even Nos 177 – 207 and even Nos 166 - 192) and Holland Avenue.
- 4.2 The consultation resulted in 84 questionnaires returned from the roads within the proposed CPZ area representing a response rate of 48%. Of the 84 responses, 62% supported a CPZ in their road with 71% preferring Monday – Friday and 61% preferring 11am – 3pm.

4.3 The results of the consultation along with officers' recommendations were presented in a report to the Cabinet Member for Regeneration, Environment and Housing on 23<sup>rd</sup> October 2017, after which the Cabinet Member approved the undertaking of the statutory consultation for the RPW CPZ to operate Monday – Friday, between 11am and 3pm.

## 5. STATUTORY CONSULTATION

5.1 The statutory consultation on the Council's intention to introduce the RPW CPZ to include Beverley Avenue, Burdett Avenue, Copse Hill (between odd Nos 109 – 159 and even Nos 162 - 212), Cottenham Park Road (even Nos 177 – 207 and even Nos 166 - 192) and Holland Avenue was carried out between 4<sup>th</sup> December 2017 and 5<sup>th</sup> January 2018. The consultation included erecting 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, attached as Appendix B, was also distributed to all those properties included within the consultation area.

5.2 The newsletter detailed the following information;

- Outcome of the informal consultation and Cabinet Member decision,
- The undertaking of the statutory consultation.
- A plan detailing the following;
- Zone operational hours (Monday to Friday between 11am and 3pm),
- Double yellow lines operating "at any time" without loading restrictions,
- Scheme design layout and zone boundary.

5.3 The statutory consultation resulted in 33 representations received which include 9 in support from residents, 6 in objection from residents and a further 18 in objection from businesses. Details of these representations along with officer's comments can be found in Appendix C.

5.4 Giving consideration to the representations made by businesses the proposal was revised to include:

- The inclusion of the shopping parade on Coombe Lane adjacent to Holland Ave and enable those businesses and the residential properties above the shopping parade to purchase parking permits (subject to meeting the permit criteria and the appropriate management of the private service road by the business)
- Conversion of previously proposed shared use bays to P&D only with 20 minutes free which is an increase of 12 parking spaces for customer and visitor use.
- Conversion of previously proposed permit holder bays in the side roads to shared use bays, equating to an additional 8 parking spaces for visitors but residents would also have access to these bays.

5.5 This revision to the proposed scheme was followed by a second statutory consultation that took place between 5<sup>th</sup> and 23<sup>rd</sup> February 2018.

- 5.6 Officers met with business representatives on 21 February 2018 to explain the proposals and to clarify any concerns the businesses had regarding to the proposed scheme. For notes of the meeting see Appendix D.
- 5.7 The second statutory consultation resulted in 5 representations received from businesses. Details of these representations along with officer's comments can be found in Appendix C.
- 5.8 Following the meeting, officers have had further discussions with business representatives regarding the possibility of the Council to manage and enforce a P&D scheme on the private forecourt area fronting Nos. 348 – 364 Coombe Lane. Business representatives are keen for the Council to manage a P&D parking scheme, however, before this can proceed the carriageway surface requires preparation and an unanimous agreement from the businesses for the Council to manage and enforce a P&D scheme.
- 5.9 A summary of points raised during the statutory consultation by some businesses along the Coombe Lane shopping parades include:
- *Lack of support for a 4 hour control period of 11am – 3pm and demand for an operational period of 1 hour only*
  - *Customers require parking and the scheme needs a sufficient amount of P&D parking to accommodate demand.*
  - *Sufficient parking to accommodate staff of the local businesses.*
  - *Residents have sufficient parking and the extent of the parking issue in the local area.*
  - *Parking facilities are already inadequate and introduction of controls will simply displace parking.*
- 5.10 Full details of all representations along with Officer's comments can be viewed in Appendix C.

### **Ward Councillor Comments**

- 5.11 The local Ward Councillors have been fully engaged during the consultation process. Although the Ward Members have been advised of the outcome of the consultation and officer's recommendations, at the time of writing this report, no comments have been received against the proposed measures.

## **6. PROPOSED MEASURES**

- 6.1 Based on the consultation responses, it is recommended that the Traffic Management Orders TMOs be made to implement the RPW CPZ to include Beverley Avenue, Burdett Avenue, Copse Hill (between odd Nos 109 – 159 and even Nos 162 - 212), Cottenham Park Road (even Nos 177 – 207 and even Nos 166 - 192) and Holland Avenue operational Monday to Friday between 11am and 3pm as shown in Drawing No. Z78-345-01 Rev A and attached in Appendix A.
- 6.2 It recommended that the relevant Traffic Management Orders (TMOs) is made and the implementation of the 'At any time' waiting restrictions (as consulted) in the Holland Ave area as shown in Drawing No. Z78-345-01 Rev A and attached in Appendix A.



6.3 The CPZ design comprises of mainly permit holder bays to be used by residents, businesses and their visitors with some P&D and shared use facilities made available for P&D 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.

#### 6.4 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.

6.5 In November 2016, the Council agreed to introduce a Diesel Levy to all those permit holders with a diesel vehicle. The Levy will be applied incrementally over the next 3 financial years with costs set at 2017/18 = £90, 2018/19 = £115 and 2019/20 = £150. The Diesel Levy 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 pay a reduced rate of £25 instead of £65.

#### 6.6 Visitors' permits

Due to the scheme operating 11am – 3pm Visitor permits are £1.50 (half-day permits not being necessary). 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.

#### 6.7 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.

#### 6.8 Pay and display (P&) tickets

It is recommended that the charge for parking within the shared use - P&D / permit holder bays reflect the standard charges applied to these types of bays in the borough, at the time of consultation. The cost will be £1.20 per hour. However to assist the nearby business community it is recommended that an initial '20 minutes free' period is applied.

6.9 Although it is agreed that the shopping parade would be entitled to business permits, this is provisional under the condition that the parade either allow the Council to manage the private access road adjacent to their properties or establish a private parking management so as to create short term parking for their customers. Failure to establish such an arrangement within the first year of the CPZ, would mean the withdrawal of the permits from the business.

## **7. TIMETABLE**

- 7.1 If a decision is made to proceed with the implementation of the proposed CPZ, Traffic Management Orders could be made within six weeks after the made 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.

## **8 FINANCIAL RESOURCE AND PROPERTY IMPLICATIONS**

- 8.1 The cost of implementing the proposed measures is estimated at £30k. This includes the publication of the Made Traffic Management Orders, the road markings and the signs.
- 8.2 The Environment and Regeneration revenue budget for 2017/18 currently contains a provisional budget for Parking Management schemes. The cost of this proposal can be met from this budget.

## **9. LEGAL AND STATUTORY IMPLICATIONS**

- 9.1 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.
- 9.2 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.
- 9.3 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. HUMAN RIGHTS & EQUALITIES AND COMMUNITY COHENSION IMPLICATIONS**

- 10.1 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.
- 10.2 By maintaining clear junctions, access and sightlines will improve, thereby improving the safety at junctions by reducing potential accidents.
- 10.3 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.

10.4 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.

## **11. CRIME AND DISORDER IMPLICATIONS**

11.1 N/A

## **12. RISK MANAGEMENT IMPLICATIONS**

12.1 Not implementing the proposed measures would be against the wishes of the majority of the residents who support the proposed scheme as demonstrated via the consultation process. Not to progress the proposed measures will do nothing to address existing parking difficulties and will not assist the residents and the local business community. It will also do nothing to address the obstructive parking that has been identified.

12.2 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.

## **13. ENVIRONMENTAL IMPLICATIONS**

13.1 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.

13.2 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.

## **14. APPENDICES**

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

- Appendix A - Drawing No.Z78-344-01 revision A,

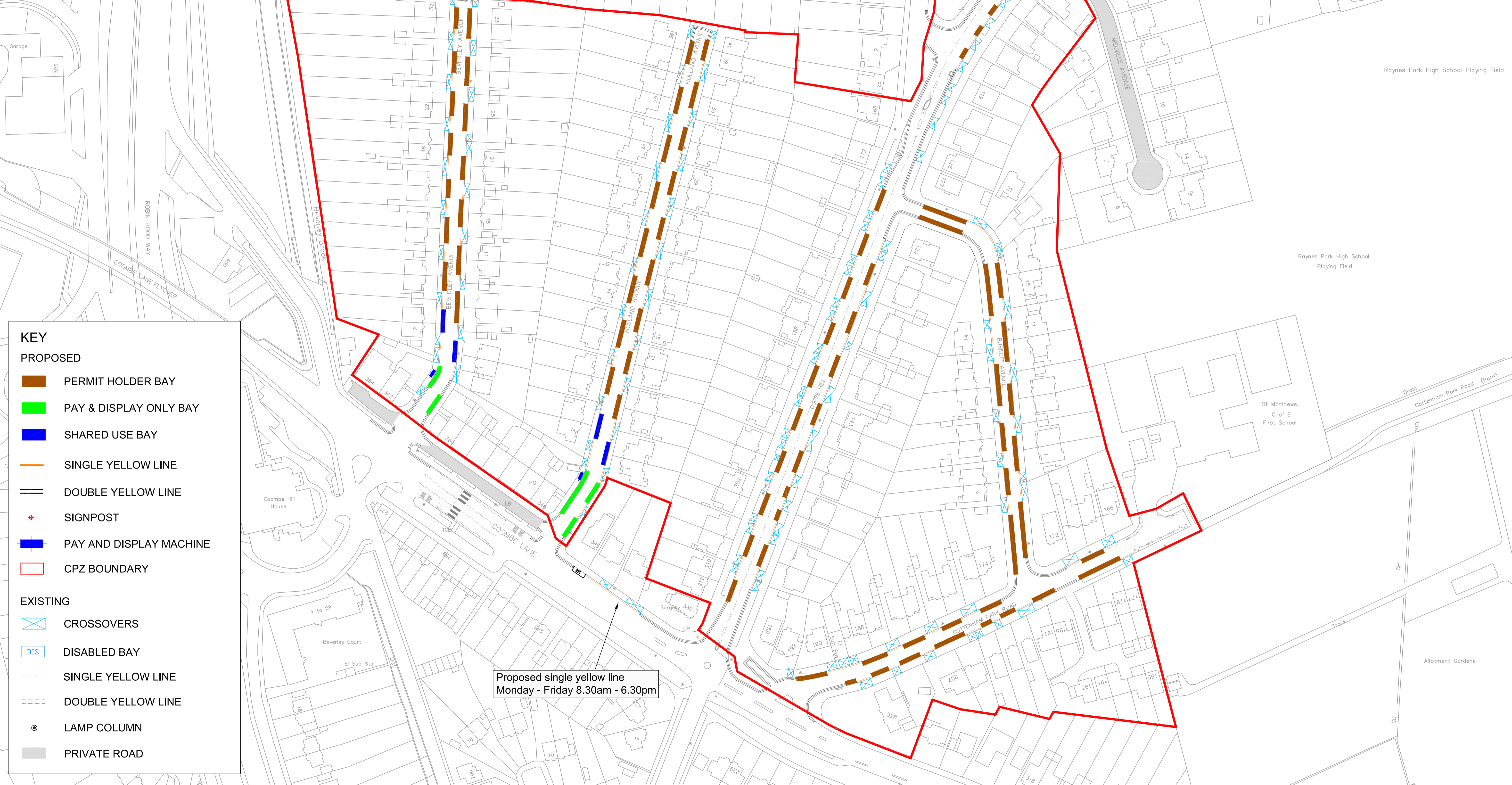
- Appendix B - Statutory consultation document newsletter,
- Appendix C – Representations and Officer’s Comments,
- Appendix D – Notes from officers meeting on 21.02.18 with business representatives.



**Appendix A - Drawing No.Z78-344-01 revision A**



The Cottage  
Shelter  
Garage



Raynes Park High School Playing Field

Raynes Park High School  
Playing Field

St Matthews  
C of E  
First School

Allotment Gardens

KEY	
<b>PROPOSED</b>	
	PERMIT HOLDER BAY
	PAY & DISPLAY ONLY BAY
	SHARED USE BAY
	SINGLE YELLOW LINE
	DOUBLE YELLOW LINE
	SIGNPOST
	PAY AND DISPLAY MACHINE
	CPZ BOUNDARY
<b>EXISTING</b>	
	CROSSOVERS
	DISABLED BAY
	SINGLE YELLOW LINE
	DOUBLE YELLOW LINE
	LAMP COLUMN
	PRIVATE ROAD

Proposed single yellow line  
Monday - Friday 8.30am - 6.30pm

Notes  
Do not scale from this drawing

Rev.	Revisions	Drawn	Sig.	Date	Chkd.	Sig.	Date	App.	Sig.	Date

**Sustainable Communities**  
environment & regeneration

**TRAFFIC & HIGHWAYS**

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Drawn by SC	Sig.	Date Aug 2017
Checked by	Sig.	Date
Approved by	Sig.	Date

**PROJECT**  
**CONTROLLED PARKING ZONES**

**TITLE**  
**RPW  
PROPOSED LAYOUT**

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

Drawing No. <b>Z78-344-01</b>
Revision <b>A</b>
Classification <b>CONSULTATION</b>
Scale <b>1:1000</b>



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, details of permit costs can be found in our Frequently Asked Questions (FAQ's) at [www.merton.gov.uk/cpzrpw](http://www.merton.gov.uk/cpzrpw)

**VILLAGE WARD COUNCILLORS**

**Cllr Hamish Badenoch**  
Phone - 020 8545 3396  
Email: [hamish.badenoch@merton.gov.uk](mailto:hamish.badenoch@merton.gov.uk)

**Cllr John Bowcott**  
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Email: [najeeb.latif@merton.gov.uk](mailto:najeeb.latif@merton.gov.uk)

**Cllr Martin Whelton**  
Tel: 020 8545 3425  
Cabinet Member for Environment,  
Regeneration and Housing.  
Email: [martin.whelton@merton.gov.uk](mailto:martin.whelton@merton.gov.uk)

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

## Controlled Parking Zone (CPZ)

### Proposed Zone RPW - Holland Avenue area



ISSUE DATE : 7th DECEMBER 2017

**Dear Resident/Business**

The purpose of this leaflet is to let you know of the outcome of the informal consultation carried out in September 2017 on the proposal to introduce a controlled parking zone (CPZ) in your road.

**FDW CPZ CONSULTATION RESULTS**

The consultation resulted in a total of 89 questionnaires returned (after removing duplicates/multiple returns) representing a response rate of 48%. Of the 84 who responded, 62% support a CPZ in their road, compared to 36% who do not and 2% who are unsure. Results also show that 91% of respondents prefer Monday - Friday, 8% prefer Monday - Saturday and 1% are unsure and 17% of respondents prefer 8.30am - 6.30pm, 61% prefer 11am - 3pm and 21% prefer 10am - 4pm.

The results of the consultation along with officers' recommendation were presented in a report to the Cabinet Member for Environment, Regeneration and Housing in early October 2017. The report and the decision sheet can be viewed on the Council's website at

[www.merton.gov.uk/cpzvsw1](http://www.merton.gov.uk/cpzvsw1)

The following recommendations which were made to the Cabinet Member have now been agreed:

- To proceed with a statutory consultation to include Beverley Avenue, Burdett Avenue, Copse Hill (between odd Nos 109 - 159 and even Nos 162 - 212), Cottenham Park Road (odd Nos 177 - 207 and even Nos 166 - 192) and Holland Avenue within the proposed RPW CPZ, to be operational Monday to Friday between 11am and 3pm.

- To proceed with the statutory consultation of the relevant Traffic Management Orders (TMOs) and the implementation of the 'At any time' waiting restrictions within the proposed zone.

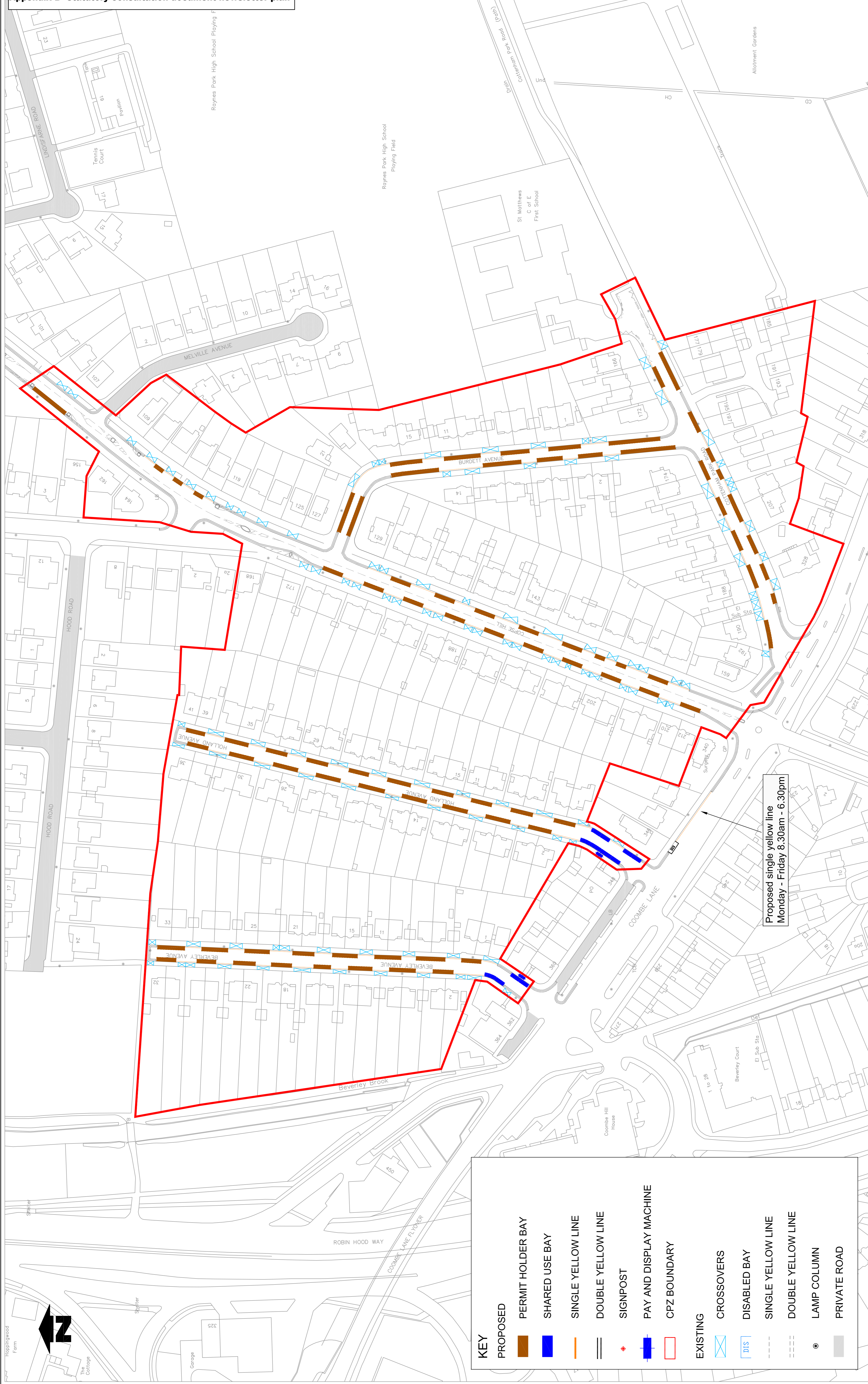
**WHAT HAPPENS NEXT**

A 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 to [trafficandhighways@merton.gov.uk](mailto:trafficandhighways@merton.gov.uk) by no later than 5 January 2018 quoting reference ES/RPW. Objections must relate only to the elements of the scheme that are subject to this statutory consultation.

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. This information is also available on Merton Council's website [www.merton.gov.uk/cpnfdk](http://www.merton.gov.uk/cpnfdk) and at Wimbledon Library.

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





KEY	
<b>PROPOSED</b>	
	PERMIT HOLDER BAY
	SHARED USE BAY
	SINGLE YELLOW LINE
	DOUBLE YELLOW LINE
	SIGNPOST
	PAY AND DISPLAY MACHINE
	CPZ BOUNDARY
<b>EXISTING</b>	
	CROSSOVERS
	DISABLED BAY
	SINGLE YELLOW LINE
	DOUBLE YELLOW LINE
	LAMP COLUMN
	PRIVATE ROAD

Proposed single yellow line  
Monday - Friday 8:30am - 6:30pm

Notes  
Do not scale from this drawing

Rev	Revisions	Drawn	Sig.	Date	Chkd.	Sig.	Date	App.	Sig.	Date

**Sustainable Communities**  
environment & regeneration

TRAFFIC & HIGHWAYS

PROJECT	CONTROLLED PARKING ZONES
TITLE	RPW PROPOSED LAYOUT
Drawn by	SC
Checked by	SC
Approved by	SC
Date	Aug. 2017

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

Classification: CONSULTATION  
Scale: 1:1000  
Drawing No.: Z78-344-01  
Revision: -



## Appendix C - Representations and Officer's Comments from initial statutory consultation

<b>In Support</b>
<b>ES/CPZRPW/008 - Beverley Avenue</b>  My wife and I approve of the Scheme as outlined.
<b>ES/CPZRPW/009 – Copse Hill</b>  I am writing in support of traffic parking control on Copse Hill. We are number 147 and the parking on both sides of the road is causing the narrowing of the road to the point that the flow of traffic is severely affected. It also is making visibility very difficult for resident cars entering the road from driveways.  Some sort of permit parking would help to make great improvements to the flow of traffic and safety along Copse Hill.
<b>ES/CPZRPW/010 – Copse Hill</b>  I am the resident at 145 Copse Hill SW20 0SU. I am IN FAVOUR of the proposed CPZ to be operational Monday to Friday between 11am and 3pm.
<b>ES/CPZRPW/011 – Holland Avenue</b>  With regards to the above proposed parking controls, we are in favour of the parking zone, and the times suggested.
<b>ES/CPZRPW/015 – Copse Hill</b>  I write to confirm that we agree with the proposals set out in your leaflet dated 7.12.2017 for the Holland Avenue Area ES/RPW CPZ to be operational from Monday to Friday between the hours of 11 am and 3 pm, and for the statutory consultation of the relevant Traffic Management Orders (TMOs) and the implementation of the 'At any time' waiting restrictions within the proposed zone.
<b>ES/CPZRPW/018 – Copse Hill</b>  I have concerns regarding the proposed CPZ. People currently park on the street on Copse Hill and use the space quite efficiently as residents can park over the end of their own drives. Looking at the proposed bays there will be less parking available and therefore more congestion.  Please can you also confirm that permits are only given to residents of that particular street? A further concern is that the many new residents on the Atkinson Morley / Woolfson site will apply for permits given that the level of parking on the site is totally inadequate (1 space per £2m flat was never going to work). Indeed these new restrictions are being introduced as a supposed solution to a problem worsened by the council - madness.
<b>ES/CPZRPW/023 – Copse Hill</b>  I wish to support Merton Council with its proposed CPZ for parking controls between 11am and 3 pm, Monday to Friday, as outlined in your leaflet dated 7 <sup>th</sup> December 2017.

### **ES/CPZRPW/027 – Copse Hill**

This is in support of the proposed CPZ for Burdett Avenue, Holland Avenue and Copse Hill.

Please note that the existing overload of parked vehicles, and the heavy traffic flow at peak hours, now creates a dangerous hazard at the bottom end of Copse Hill / Coombe Lane junction.

It would appear that two residences in this part of Copse Hill operate a private chauffeur service with multiple vehicles, which further exacerbates the problem as they do not have sufficient off-road parking for their number of cars/carriers.

At various times throughout the day, a four lane traffic system is in operation!

### **ES/CPZRPW/003 - Westcoombe Avenue**

Upon reading the above application on your website, I am very concerned about the effect this will have on the surrounding roads. As you can see we live in Westcoombe Avenue and have no off street parking. We have one car. We find it very difficult now to re-park our car if we leave our road as on return you can guarantee all near - if not all - spaces will have been occupied.

I would like to apply for CPZ in our road, can you tell me how I can go about this. If the Holland Ave CPZ goes ahead, I think distant car drivers trying to find a daily space will overwhelm the nearby roads.

### **Officer's comments**

***Merton's policy is to introduce parking controls only where there is evidence of support from the community in the area. Therefore should you want a CPZ in your road, we recommend providing evidence of support for parking controls, such as a petition from residents in your road for example, and we will present this evidence to the Cabinet Member for his decision when deciding next year's parking plan. We also recommend contacting your ward councillors to give them the benefit of understanding community feeling towards parking within the area.***

### **Objections**

#### **ES/CPZRPW/012 – Beverley Avenue**

I am not in favour of a controlled parking zone in our area but if it has to go ahead, then it should only apply between 11 , Monday to Friday, definitely NOT at weekends.

#### **ES/CPZRPW/014 – Holland Avenue**

The consequences will be too expensive to me.

### **ES/CPZRPW/019 – Copse Hill**

I have read the proposal to the new parking restrictions and I am firmly against the proposals as I feel in the case of Copse Hill you have blatantly ignored the real concern of residents, namely the implementation of proper speed calming measures rather than controlling parking, which is NOT a problem.

I have heard and seen on numerous occasions all manner of vehicles ranging from performance motorbikes to heavily laden trucks accelerating from both the roundabout below and down the hill through the absurdly designed chicanes to speeds approaching 60 and possibly 70mph rather than 30 if not 20mph as is warranted in a residential street. On occasions there have been near misses and my own sister was victim to a driver who smashed into her parked car due to irresponsible driving at too high a speed. The car was a right off! I am sure that you have your own evidence of the dangers of Copse Hill, so I hope you will not allow yourselves to be driven by the financial benefits of imposing an

unnecessary parking zone scheme when the most prudent first step is to deter excess speeding and irresponsible driving habits on what is actually not even a B road.

I would rather see a sensible traffic calming solution now that we no longer have ANY medical facilities on the former Atkinson Morley site. One obvious solution would be to mirror the sleeping policemen that the council has so prudently positioned above Raynes Park on the B281 (Durham Road), which should always have been designated as the main route up to Wimbledon Village.

It is also plainly obvious that the council should also make further serious amendments to their planning consents for Wimbledon Hill Park to restrain further development until the developers show that they have made adequate provision onsite for the increase in vehicles resulting from the large number of accommodations that have already been built not to mention the ambitious secondary (and absurdly large) flat development that is now under consideration.

If the council will not consider more effective traffic calming then perhaps the best way to control the flow of local and commuter traffic might better be achieved by setting a width limit to the southern end of Copse Hill by the placement of a narrowing gate. No public transport runs to the bottom of Copse Hill (after Wimbledon Hill Park) and there are no vital services, garages, shops or restaurants located between Ridgway and the afore-mentioned roundabout. In my mind this classifies the whole of Copse Hill as PURELY residential; hence its classification of LESS than a "B" road should be honoured. If you wish to earn an income from transport why not place some speed cameras on Copse Hill - you will make a fortune!

I would be grateful if my comments are officially entered into consideration and I would appreciate your confirmation of the receipt of this email. I write to you in good faith as a resident of Wimbledon for over 30 years.

#### **ES/CPZRPW/020 – Copse Hill**

I am writing to object to the proposed plans and specifically the proposal to put a double yellow line outside my property and the house next door at 170.

I am the owner of 172 Copse Hill and have lived in this property for 24 years. I have brought up my family here; my two sons are both at university but are home in the holidays and now have an extended family who are regular visitors and park in the road. Throughout that time I have been able to park outside my house as have my visitors. More recently, my partner parks on the road on a regular basis.

A double yellow line will make life very inconvenient for us all and if we have to park two cars on the drive it will necessitate daily car manoeuvring on and off the drive which is difficult to do when the road is busy and is both dangerous and likely to cause inconvenience to other road users. We will be unable to have visitors parked outside our house or items delivered to our door. This will have a significant impact on our life.

I can see no reason for the proposed yellow lines as parking outside our house does not interfere with other road users and there is no evidence of it causing any danger either. There is already a bollard outside the house so cars have to pull out to pass that and so a car parked either side of the bollard makes no difference to road users. If anything I think the presence of a parked car outside my house adds to the safety of the road as the narrowing of the road helps to reduce the speed of cars on the road and there is ample room to allow access for emergency vehicles. There has never been an issue with access of emergency vehicles travelling up and down Copse Hill.

**ES/CPZRPW/021 – Copse Hill**

I would like to again object strongly to the proposed CPZ outside my house in Copse Hill SW20 0NT (no: 113). I have lived here for 9 years and have NEVER had an issue with parking outside my house. There are NO commuters parking outside, purely drivers from the nearest 3 houses. I see absolutely no sensible reason to restrict the parking in this part of Copse Hill and I presume this is just another Merton Council exercise to take yet more money off residents with regard to parking in the borough.

Whilst I fully understand the need for CPZ in roads off Coombe Lane, near the parades of shops and possibly the lower part of Copse Hill, where parking can cause issues at the junction, I see no reason to take this higher up the road, especially when Barham Road, opposite my house, is not being changed to CPZ. Any random vehicle that might try and park outside my house, to commute from, can just park across the road in Barham Road if this goes ahead. This will just cause issues with the residents in that road too - along with the fact that I will be forced to use Barham Road for my vehicles and friends cars once the CPZ is in place. I refuse to pay out to park outside my house, when there is NO issue at all. This is a selfish move on behalf of the traffic and highways department of the council, without proper research, thought or consideration for the residents on this part of the Copse Hill.

**ES/CPZRPW/025 – Beverley Avenue**

We reside at 8 Beverley Avenue and would like to object to the proposals made by Merton council for parking restrictions on our road.

Every house on our road has a driveway which they can use for parking as well as another car outside their driveway which allows them to park without any restrictions. And this should be sufficient for local residents. We believe that the businesses around us are doing well because people are able to park and support them.

**ES/CPZRPW/028 – Copse Hill**

I am writing in reference to the above scheme. I live at 172 Copse Hill, in the house owned by my partner Ms Veronica Keane. You have provided notice of a proposal for a controlled parking scheme covering our area. As part of the scheme, I note that you intend to introduce double yellow lines in several places, including in front of our house. You say that this is necessary to ensure safety and access for all road users. I am objecting to the introduction of the double yellow lines on the following grounds:

1) The Council's document provides no evidence that access or safety is compromised by the parking arrangements as they are now. My partner has lived in the house for over 20 years and can remember no incident caused or affected by cars parked in front of our house, the house next door or elsewhere within the scheme. I believe that the double yellow lines in the scheme are being proposed to reduce the Council's exposure to a theoretical legal risk, which in reality is negligible, at the expense of residents who live in the road and need to use the road and their cars on a daily basis.

2) The double yellow lines will reduce the total amount of parking available to residents within the zone. The aim of the scheme is to improve parking available to residents by removing parking by those from other areas. If the double yellow lines are added, this will squash up the residents' cars into the designated bays, negating the benefits which the scheme is attempting to create.

3) The zone proposal says that the double yellow lines are being introduced to ensure clear access for all road users. These road users include residents like us who would be living with the double yellow lines outside their homes. This will reduce access for people who use the access most, making it more difficult to unload and load cars with, take deliveries and accommodate people who need to enter the house such as builders, plumbers etc. It will also mean elderly relatives have to park further away, if they can, when visiting, so access is restricted rather than improved. The proposal does not provide any evidence that access or safety is restricted or even affected by the parking as it is now. It is certainly not raised as an issue by us or any of our neighbours.

I would be grateful if you would consider these points and change the recommendation to put in the

double yellow lines as part of the scheme.

On the introduction of restricted bays: the proposal does not say what the money raised from the charges to residents and fines for those parking without permits will be spent on. I think residents have a right to know where their money is going. If it does have to be introduced, I would ask for parking bays to be added in front of our house, 172 Copse Hill and others, so that there is the same amount of parking available as now, otherwise the scheme will not have the desired benefit.

### **Officer's comments**

***During the informal consultation stage the majority of respondents of the local community expressed favour for operational hours of 11am – 3pm, Monday – Friday. After consideration of the informal consultation results and officers' recommendations the Cabinet Member approved the undertaking of the statutory consultation for a RPW CPZ to operate Monday – Friday, between 11am – 3pm.***

***Traffic calming scheme proposals did not form part of the CPZ consultation and therefore cannot be considered at this time.***

***Regarding the proposal for 'at any time' waiting restrictions (double yellow lines) in front of No.170 / 172 Copse Hill, the aim of the proposal is to maintain clear sightlines at the approach to the pedestrian refuge crossing. Giving consideration to points set out in representations and balancing necessary safety with community parking demand the proposal could be amended to introduce a single yellow line across the dropped kerbs outside Nos.172 / 174 Copse Hill. Within the CPZ boundary it is mandatory that all sections of the kerbside are controlled for the scheme to correctly operate and be legally enforceable. All kerbside must either be controlled with yellow line waiting restrictions or designated parking places.***

***Before the Council considers any possible resident parking schemes, it requires a demonstration of support from the residents for the concept of controlled parking. This can be demonstrated by means of an area wide petition that must be instigated and forwarded by the residents. Upon the receipt of such a petition the area will be added to our programme for investigation and consultation.***

***The implementation and administrations costs for the CPZ and subsequently the cost for routinely enforcing the scheme is paid with the revenue generated through the sale of parking permits, effectively the CPZ pays for itself. Any surplus funds generated is legally required to be ring fenced to be invested back into the highway or fund concessionary travel schemes.***

### **Objections from businesses on Coombe Lane**

#### **ES/CPZRPW/001 – Coombe Lane**

I have just received the somewhat devastating news that there are plans to introduce permit parking only in the roads around the Coombe Lane shops. Apparently this is for a 4 hour period in the middle of the day, permit parking only with no alternatives from 11 - 4. This is going to destroy the Coombe Lane parade. There is nowhere else for our customers to park so how on earth are we going to be able to continue to trade? If there has to be controlled parking then perhaps for one hour a day but with the option to pay and display? This 4 hour block seems very extreme and totally insensitive at a time when all shopkeepers are struggling to survive.

We see on the news all the time how important it is to shop local and keep local shops alive but whilst we battle on we are given no consideration whatsoever from local councils. We all pay huge rates to the local council and I'm absolutely distraught to discover that this decision has been taken with no consultation with the shopkeepers. We need help! I urge you to reconsider this decision!



**ES/CPZRPW/002 – Coombe Lane**

It is my understanding that you are considering a mandatory permit parking for the areas noted above. I am the proprietor of Rosie Qs cafe in the Coombe parade of shops and I can assure you point blank that if you prevent the opportunity for people to park in our vicinity, you will kill our business, point blank without question. They will simply go park in Waitrose and hang out in Raynes park. Basically, you would be putting the nails in already struggling businesses. We are not in a foot-traffic location. The bulk of our customers come by car and already we lose people because of the number of cars that park in front of our shop and then take the bus into the station to go to work. I know that we are not the only people who will suffer. All of us will be in the same boat - people will change their habits, change their dentist and their optician and their hairdresser and go somewhere they can get to and park.

It is difficult to know exactly what your objective is by the suggested action. If it is for the aim of generating revenue, why not simply bring in pay and display during your intended restricted hours?

Certainly measures that will discourage commuters from parking all day would be hugely beneficial to us all but not if it is at the expense of any and all availability of parking for our customers, particularly over lunch time!!!! It is the nail in the coffin and I am imploring you to reconsider this action and consider something else that will meet your objectives and have positive rather than destructive consequences for everyone impacted by your decision.

**ES/CPZRPW/004 – Coombe Lane**

I am writing to object to the controlled zone parking being proposed around the Holland Avenue area. We have a shop on the parade in Coombe Lane and feel that our customer's will be affected by the CPZ if it is enforced. At the moment they are able to park along the parade for free. If a CPZ is enforced then the people using the side roads will inevitably come down to the parade and park there for free. This will just make the businesses on Coombe Lane suffer.

I think there should be parking meters in the proposed area so that the overspill of customers can still park locally.

**ES/CPZRPW/005 – Coombe Lane**

I am writing with regard to the proposed parking restrictions for Holland avenue area. I am hoping someone will see sense and realise how ludicrous this proposal is. No parking other than permit holders between 11-3pm!!

I own a hairdressing salon Stephen Young salon at 364 Coombe lanes. We are a team of six who all drive to work. We have clients driving to come to our salon throughout the day between 9-6pm.

This proposed parking restriction is going to put us out of business! There is no other way around it we will have to close our doors and Merton council will have put us out of business. This is an absolute disgrace If this goes ahead! I am hopeful that someone will see sense and show some compassion and humility towards people who are small business owners trying to make a living.

**ES/CPZRPW/006 – Coombe Lane**

I have just learnt of the proposed parking restrictions to come into force in Holland Avenue and the surrounding roads.

I understand that the idea is to deter commuters from parking all day in these roads. Restricting parking for 4 hours during the day seems like an over precaution if most commuters park for the whole day then surely restricting parking to 2 hours between 11am and 3pm would stop this.

I also noticed that the number of replies in favour was just over 50. This seems to me like a low endorsement and perhaps these 50 would also favour the suggested option which would not impact on the trading of the valuable local businesses.

We, as both rate paying businesses and residents of the flats above the shops, urge you to look at the impact this would have on this positive community facility in Merton. Consulting us, the local businesses, to try to come up with a satisfactory outcome for everyone would be the best way forward.

The option for customers to be able to park with ease cannot be underestimated. One only has to look at Wimbledon Village to know how frequently businesses come and go and how negatively that affects the whole community.

I urge you to look again at this and to carry out a much more robust consultation process. This parade of shops services the wider Wimbledon and Merton community and the bigger picture should be looked at.

### **ES/CPZRPW/007 – Coombe Lane**

I am writing to object the proposed Controlled Parking Zone (CPZ) on roads, Beverley Avenue, Burdett Avenue, Copse Hill, Cottenham Park Road and Holland Avenue that was discussed at an informal consultation in September 2017. It would have been polite and considerate for Merton Council to firstly inform us that there was an 'informal consultation' taking place and secondly invite local businesses that will be affected by such parking restrictions.

December 15<sup>th</sup> 2017 was the 1<sup>st</sup> time we heard about the proposed CPZ. I immediately rang Merton Council and I was told that we were not informed of the proposed CPZ because all businesses around the surrounding area would object to it.

As a business owner and I'm sure I speak on behalf of all the businesses on Coombe Lane, we do not fully reject the proposed CPZ. Parking in the surrounding roads can be terrible and quite frustrating for our customers and I'm sure residence alike. It's unfortunate that there is not a car park near our shops for customers to use like there is in Raynes Park at Waitrose where customers pay a nominal fee and can use the surrounding shops.

Proposing a 4hr parking restriction from 11am to 3pm will have a negative and detrimental impact on our business and other small businesses around the area. There are smarter ways of implementing a parking restriction and limiting the impact this will have on small businesses:

Implementing a 1hr parking restriction like there is in the surrounding roads near Raynes Park station

Parking restriction from 8am – 10am excluding business owners. This will stop people who work in the city leaving their cars for long periods of time

Having both mixed and shared parking bays with a 2 hr limit etc.

I hope you will carefully reconsider your proposed CPZ and maybe as residence and shop owners we can all be invited for an 'informal consultation' and agree a best way forward.

### **ES/CPZRPW/013 – Coombe Lane**

I write in relation to the leaflet that you sent in your notice dated 7 December 2017, which referred to the controlled parking zone which is proposed over the Holland Ave and Beverley Ave area, I am writing this letter to make strong representations against the proposals described in your notice for a variety of reasons which are detailed below.

Firstly, if the new parking restrictions come in, that will impact negatively on the parade of shops on COOMBE LANE. Small shops are the absolute backbone of the economy both locally and nationally. It is certainly most true here in this part of the borough, where almost every business is small shop. Should these oppressive parking restrictions come in, these shops will struggle immensely. this is for a number of reasons

Shops like mine depend solely on customers coming in and purchasing items, majority of customers drive in to shop in the parade. if they are no longer able to park nearby in order to visit the shop, my

business will suffer and I will lost a great deal of money, as will all the other small shop owners on the parade,

The parking restrictions would impact on the parades of shops considerably, of customers weren't able to park.

I am not suggesting totally unrestricted parking. For example, we could have meters instead, with a maximum stay of 3 hours, or even perhaps have restricted parking between the hours of 12-1 for example. This would deter commuters who park all day, but would not prevent shoppers coming and parking in order to visit the shops. So there would still be some restriction but it wouldn't be too oppressive for customers.

I strongly believe that the proposed restrictions would cause a huge hit to the local economy and far too oppressive and unfair for the local shop owner. I hope that you will be persuaded by the above arguments, and that you will not let us small business owners to suffer unnecessarily.

#### **ES/CPZRPW/016 – Coombe Lane**

As managing agents for the residential properties at 255a - 267a Coombe Lane, Wimbledon, we are concerned at the prospect of a controlled parking zone being introduced in the residential streets to the North of Coombe Lane. The flats do not provide any residents parking and so the tenants have to find parking in the aforementioned streets. It is of concern to us that our tenants will have to locate suitable parking a greater distance away from the flats, leaving female occupants in particular more vulnerable on dark evenings when returning to their properties.

#### **ES/CPZRPW/017 – Coombe Lane**

We have at Seasons Florists 253 Coombe Lane (part of Coombe Parade) today just seen parking proposals which are being discussed at a meeting on 5 January. These proposals as far as we can see will be absolutely devastating to the shop keepers on Coombe Parade and would request a complete re think on the correct way to manage parking in the area. I presume the proposal is to stop commuter parking but since we were not informed by you or the local councillors this is a guess on our part. We cannot understand how this department would go ahead on the basis suggested without talking to the traders on the parade as it must be obvious it will impact severely on our trade. Natural Justice seems to be missing for us on the parade having not been aware of these proposals.

#### **ES/CPZRPW/022 – Coombe Lane**

I am the owner of Coombe Stationers and Printers Limited at 352 – 354 Coombe Lane. I write in relation to the leaflet that you sent in your notice dated 7 December 2017, which referred to the Controlled Parking Zone which is proposed over the Holland Avenue and Beverley Avenue area. I am writing this letter to make strong representations against the proposals described in your notice for a variety of reasons which are detailed below.

Firstly, if the new parking restrictions come in, that will impact negatively on the parade of shops on Coombe Lane. Small shops are the absolute backbone of the economy, both locally and nationally. It is certainly most true here in this part of the borough, where almost every business is a small shop. Should these oppressive parking restrictions come in, these shops will struggle immensely. This is for a number of reasons:

- 1) Shops like mine depend solely on customers coming in and purchasing items. Our location means that the majority of customers drive in to shop in the parade. If they are no longer able to park nearby in order to visit the shop, my business will suffer and I will lose a great deal of money, as will all the other small shop owners on the parade, which may cause some of them to be forced to shut.
- 2) Staff members who work in these shops often travel from a long distance away and it is not always practical to travel by public transport, meaning they need to drive here. They often use the neighbouring roads to park; but if they cannot do so, they will no longer be able to work. Shops like mine are absolutely dependant on the excellent staff members who work hard every single day to

help the customers, and if they aren't able to turn up to work, it is our businesses that will suffer.

- 3) A new parade of shops opened on the opposite side of the road a few years ago; therefore the surrounding area has become busier and busier with customers. The parking restrictions would impact on both parades of shops considerably, if customers weren't able to park.

I am not suggesting totally unrestricted parking. For example, we could have meters instead, with a maximum stay of 3 hours, or even perhaps have restricted parking between the hours of 12 - 1, for example. This would deter commuters who park all day, but would not prevent shoppers coming and parking in order to visit the shops. So there would still be some restriction but it wouldn't be too oppressive for customers or staff members. I strongly believe that the proposed restrictions would cause a huge hit to the local economy and are far too oppressive and unfair for the local shop owners.

I hope that you will be persuaded by the above arguments, and that you will not let us small business owners to suffer unnecessarily.

### **ES/CPZRPW/024 – Coombe Lane**

We have received notification of a possible CPZ around our parade of shops on Coombe Lane (Holland Avenue area) and we would like to object in the strongest possible terms.

A parking ban would completely decimate our business as many of our patients drive to our practice and one of our greatest advantages is that they are able to park close to us, as many are elderly and have mobility issues.

We are a long-established business of 27 years and have probably been here longer than many of the local residents, many of whom are our patients. The local parking has never been raised as a problem before and I should question as to why it needs to be altered now.

If there has to be any restriction to stop commuters parking in the local roads all day, then surely just one hour a day, over lunchtime (say between 11 and 12pm) would solve this problem without killing off the local businesses.

Most of our patients spend at least an hour with us, with many spending more than two hours. We pride ourselves on offering a personal service and our patients do not feel rushed into making decisions. It would be totally inappropriate to introduce any significant time limit as is currently proposed.

As Stephen Alambritis himself has said, these small parades of shops are the lifeblood of Merton and I think the local residents will be more than upset when we cease to exist, and they no longer have access to the range of shops and services that are currently available on their doorstep, as well as the area becoming run down and uncared for.

We would also like to point out that our business alone employs 12 people and that we pay a considerable amount in rates to the council and yet we have not in any way been consulted regarding the proposed charges and restrictions. As a significant part of our local community we feel that it should have been policy to include the local businesses in the initial consultation which I believe took place last September.

I hope you will take our many objections and thoughts into consideration and that the local businesses are able to continue to thrive and provide the quality of service that they currently are able to do.

### **ES/CPZRPW/025 – Coombe Lane**

We reside at 8 Beverley Avenue and would like to object to the proposals made by Merton council for parking restrictions on our road.

Every house on our road has a driveway which they can use for parking as well as another car outside their driveway which allows them to park without any restrictions. And this should be sufficient for local residents. We believe that the businesses around us are doing well because people are able to park

and support them.

### **ES/CPZRPW/026 – Coombe Lane**

I am writing to state my objections to the proposed introduction of a four hour parking restriction in the Holland Avenue area.

I run a Podiatry practice out of 362 Coombe Lane, which serves the needs of local residents, many elderly who rely on the use of their cars to access not only my service but the other businesses in the local parade. The parade of shops in Coombe Lane is successful and does offer some limited parking for clients in the private access road.

It was an inevitability that once other parking restrictions were implemented in Raynes Park that commuter parking would be pushed onto the streets around Holland Avenue. This is indeed what has happened as with the all-day parking by care staff employed at Coombe Manor Nursing Home.

Having had a business at 362, Coombe Lane for over 18 years, the amount of available parking has greatly reduced over the last few years and I can sympathise with local residents. However a four hour restriction will have a negative impact onto my clients whose average length of visit is 30 minutes. A four hour restriction will also seriously impact onto all the local business and as a thriving business hub; its future continued viability will be in doubt, affecting services to the local and wider community.

I would ask that the council reconsider reducing the length of the parking restriction from 4 hours down to 1 hour which has proved to be successful in other areas of Raynes Park and also to consider increasing the number of bays where limited parking tickets can be purchased.

### **ES/CPZRPW/029 – Coombe Lane**

I am the owner of Haria Pharmacy at 356- 358 Coombe Lane. I write in relation to the leaflet that you sent in your notice dated 7 December 2017, which referred to the Controlled Parking Zone which is proposed over the Holland Avenue and Beverley Avenue area. I am writing this letter to make strong representations against the proposals described in your notice for a variety of reasons which are detailed below.

Firstly, if the new parking restrictions come in, that will impact negatively on the parade of shops on Coombe Lane. Small shops are the absolute backbone of the economy, both locally and nationally. It is certainly most true here in this part of the borough, where almost every business is a small shop. Should these oppressive parking restrictions come in, these shops will struggle immensely. This is for a number of reasons:

1) Shops like mine depend solely on customers coming in and purchasing items. Our location means that the majority of customers drive in to shop in the parade. If they are no longer able to park nearby in order to visit the shop, my business will suffer and I will lose a great deal of money, as will all the other small shop owners on the parade, which may cause some of them to be forced to shut.

2) Staff members who work in these shops often travel from a long distance away and it is not always practical to travel by public transport, meaning they need to drive here.

They often use the neighbouring roads to park; but if they cannot do so, they will no longer be able to work. Shops like mine are absolutely dependant on the excellent staff members who work hard every single day to help the customers, and if they aren't able to turn up to work, it is our businesses that will suffer.

3) A new parade of shops opened on the opposite side of the road a few years ago; therefore the surrounding area has become busier and busier with customers. The parking restrictions would impact on both parades of shops considerably, if customers weren't able to park.

I am not suggesting totally unrestricted parking. For example, we could have meters instead, with a maximum stay of 3 hours, or even perhaps have restricted parking between the hours of 12-1, for example. This would deter commuters who park all day, but would not prevent shoppers coming and



parking in order to visit the shops. So there would still be some restriction but it wouldn't be too oppressive for customers or staff members. I strongly believe that the proposed restrictions would cause a huge hit to the local economy and are far too oppressive and unfair for the local shop owners.

I hope that you will be persuaded by the above arguments, and that you will not let us small business owners to suffer unnecessarily.

#### **ES/CPZRPW/030 – Coombe Lane**

It is beyond me why this is being considered. It will create problems for the traders on Combe Lane.

Almost all the houses in the zone have parking for one or two cars.

Those who park there all day are often parking to use the station in Raynes Park - which they have done since the car park in Raynes park closed and CPZ rules were put in place near the station.

A new CPZ will not stop the cars. It will just move them up copse hill - which is already facing extra cars from the Atkinson Morley development because there are not enough car park spaces in that development. The parking in the proposed area is not good but is not a huge problem. And this will make it no better, just shift it.

#### **ES/CPZRPW/031 – Coombe Lane**

I have just returned to the office yesterday from the Far East to hear that the council are planning to introduce a controlled parking zone in the residential streets to the North of Coombe Lane. We act as managing agents for the commercial & residential properties at 253-271 Coombe Lane, Wimbledon and we are very concerned at the potential damage that this will cause to the retail businesses here.

Many customers visiting the shops on both sides of Coombe Lane are likely to be travelling by car and the parking provision is already inadequate. We are concerned that the effective removal of this additional car parking provision for the shops must badly hit trade here. If shoppers cannot stop and park, then they will ignore this shopping area and go elsewhere. How can it be otherwise? We would urge you to reconsider this action.

### **Representations and Officer's Comments from second statutory consultation**

#### **ES/CPZRPW/001**

I want to oppose the CPZ currently suggested for the Holland Park Avenue area.

There have only been a few minor changes to the proposed plan.

We would like for Holland Park and Beverley Avenue to be shared P&D bays and permits.

A CPZ zone, can benefit us all, If thought out more logically, by someone who has actually researched the area. This is clearly not the case!

There must be a hundred employees and employers, just in this small parade, are we all going to be able to purchase permits? What is the permit criteria?

Are we going to be able to buy visitors permits for customers who cannot park in one of the few P&D bays?

Holland avenue and Beverley avenue are used by staff and customers all day long. We can



have up to eight clients in the salon at any one time. We on average have 20-25 customers a day, (that's just us), there is a heavy footfall here, that is not being considered at all.

There is no way a few shared bays and P&D bays, just on the corners, are going to provide enough customer parking.

Beverley avenue and Holland avenue must be seen differently. These two roads being accessible for customers and staff are imperative to the success of this shopping parade. This proposal as it is will cost people their livelihoods and the loss of taxes paid, by these businesses, into the public purse, I for one will definitely not survive!!

A minimum of 50% of the bays on these roads needs to be P&D; people don't mind paying as long as they can park! Being able to park is the most important thing.

You have to provide a council car park in our local area as an alternative if you want to bring in such an oppressive parking restriction. You cannot suggest people use public transport when you have no idea of people's personal situations and quite honestly it's not realistic.

I do agree that having the council manage a P&D system for us on the private road is a good idea. It would help with the parking issues we currently have, such as people arriving at 8am and leaving their cars there all day who commute to different areas. No member of staff I'm aware of, Park their car here, at the front, it is all agreed that the front is for customers only. However there is a definite problem with commuters, Since the restrictions brought in at Raynes Park.

Why can't these two roads just have an hour? Raynes Park and whoever patrols that hour, can come here, either beforehand or after. 11-3, with permit bays, all the way up, Beverley avenue and Holland avenue is ridiculous! Especially when you have a parade of businesses at the end of the road who need them to survive.

This proposal as it stands will cause more harm than good.

#### **ES/CPZRPW/002**

I have just learnt of the suggested slight alterations to the parking restriction proposal of January 2018 for Holland Avenue and the surrounding roads. I understand that the idea is to deter commuters from parking all day in these roads. The proposal will deter customers from all around Merton who enjoy the convenience of the local businesses which trade in this area and kill the businesses.

We trade on the South side of Coombe Lane and were not sent any of the documents. We are very much part of the local trading community and have been here since 2004 having just re negotiated our lease for another 12 years we hope to be able to provide a service to the community for a good many years yet.

We, as both rate paying businesses and residents of the flats above the shops, urge you to look at the impact this would have on this positive community facility in Merton. Consulting us, the local businesses, to try to come up with a satisfactory outcome for everyone would be the best way forward.

The option for customers to be able to park with ease cannot be underestimated. One only has to look at Wimbledon Village to know how frequently businesses come and go and how negatively that affects the whole community. If you ask the residents how they would feel if the shops went I think they would vote for a more satisfactory outcome for everyone.

I urge you to look again at this and to carry out a much more robust consultation process. This parade of shops services the wider Wimbledon and Merton community and the bigger picture

should be looked at.

I understand the need to deter commuters from parking. To keep all parties happy I would propose the following be considered,

- All businesses on both sides of Coombe Lane can supply their staff with a FREE parking permit so that they can park with ease.
- A "3 hours free parking, no return within one hour" restriction is introduced. This way there would be no cost of installing metre machines and the wardens could patrol either side of patrolling Raynes Park on an ad hoc basis.
- At worst introduce a paid period of one hour in the middle of the day (to link with Raynes Park for ease of enforcement). This is all that is required to stop the all-day commuter parking which is what we are all trying to address but are metres really necessary - it is surely more costly than the previous option?

Like a couple of the other businesses in this parade we have customers with us for several hours sometimes and we do not want them to have to be worried about feeding metres or moving cars part way through a treatment. A three hour option would solve this.

I would also point out that we employ over 20 people. Mostly part time, mothers with children, or consultants who come in for one day. We offer very flexible working hours and would need permits for everyone. Parking easily is a big factor in staff retention and attraction.

I'm sure that the traders would be happy to join forces with the residents to get a sensible solution to this problem and keep this part of Merton thriving. Nearly all the businesses are long term loyal tenants which is quite unique now with the London boroughs.

### **ES/CPZRPW/003**

Further to your letter regarding the proposed CPZ in Holland Avenue and the surrounding area (which I was not sent but which has been passed on to me), I would like to make the following comments as a local business owner and rate payer.

This parade of shops is very successful – we don't have any empty units or charity shops. It's a retail success area in a country that is really struggling on the retail front. But we are all struggling small businesses and we rely very heavily on our customers being able to park easily to visit us. It's our USP! There is nowhere else for our customers to park, no local car park etc. There is NO alternative. A lot of my customers come from outside the local area so no; public transport is not an option.

We all pay rates, quite substantial rates, so we would very much appreciate our interests being strongly considered. We don't want to put people off visiting us.

I also have a business where customers can be with me for anything up to 4 hours at a time (it's a specialised ladies clothes shop) and I know I'm not the only business like this (the hairdressers and beauty salon also have customers in for extended periods).

Parking has become a problem in recent months, largely due to the new care home which was built on the Kingston side of the flyover. They haven't provided enough space for their staff so they are using our parade. This needs to be tackled, obviously, but I implore you not to punish the businesses which have, largely, been here for many years.

The key thing is to stop people from parking all day (if they don't work here) or from parking and riding into Kingston or Wimbledon. This would easily be done with a one or two hour restricted parking time during the day but which also gives people the option to pay to park

during those hours so as not to penalise those who are legitimately using the shops or working there. Please don't just make it a blanket no parking zone at any time during the day or that will destroy our businesses. All staff from the businesses need to have the opportunity to purchase some sort of permit which isn't prohibitively expensive, or a way they can pay for the time they're at work which is during the restricted hours.

Any measures taken would also need to apply to the other slip road on the other side of the road (my side of the road) or everyone will just park over there!

I actually pay my landlords for my staff to park at the back of my shop, but I appreciate that not all the businesses have this option and therefore the staff need to be accommodated... or we will have no businesses to be worried about!

Public transport for most people who work and shop here is not always an alternative. I worked out for example, that if I had to take public transport from Worcester Park, via Motspur Park to drop my dog at day care, the journey would take me, on a good run, about 90 mins and include 3 miles of walking! As I'm waiting for back surgery, this clearly would not be a viable alternative...and I'm not convinced people would enjoy having a large dog on a crowded train with them when it's raining! My staff come from Croydon, Banstead, Worcester Park and Southfields so there's no car sharing possible either!

I appreciate that the residents need to be respected and looked after as well but most of them have driveways so shouldn't have too many problems parking. Can the option of having the number of shared resident/pay and display bays increased? I would have thought that even if this extended all the way up the side roads, this would work. Again, it would stop the park and ride drivers but leave plenty of space for legitimate users.

I urge you to look at this in a reasonable fashion and to realise just what this will mean to all the local businesses here. We don't want a world that is completely on line after all! Please please help to save this very special parade. We've all worked very hard to build our businesses and punitive parking restrictions would pretty much kill us all off!

#### **ES/CPZRPW/004**

I am deeply concerned about the proposed parking restrictions the council intend to impose on the area around our business.

It would appear from the paperwork that business consideration has not been given sufficient weight in the decision to introduce the CPZ as compared with residential consideration.

Despite all of the local businesses expressing their unhappiness at the length of the parking restrictions it would appear that the council are ignoring our concerns and intend to proceed with the proposal. Therefore it would appear that the council although they should be giving weight to the nature and content of the representations do not seem to be listening whatsoever to the concerns of the local businesses

Their refusal to include both sides of the parade of shops who incidentally will be equally affected by the proposed CPZ is unacceptable. The damage to our businesses will be done before the suggested 3 month review.

I have been advised that we may be able to issue a judicial review claim against the council's proposed implementation of the CPZ due to the unacceptable consideration given to the businesses in the parade.

In view of the councils stance on this matter we shall be exploring this option further.

## ES/CPZRPW/005

The object should be to stop people on both sides of the Coombe Parade and side roads – Beverley Avenue, Holland Avenue and West Coombe Avenue from parking all day.

### Solution

We do not need a long payment parking slot a one or two hour maximum slot is all that is required to stop people parking all day. Obviously during this time people would have to pay at the meter or have a permit, other times would be free.

### Other Points

It is vitally important that the council heeds the views of the shopkeepers as many of our customers come quite some way away and want to park free a unique selling point for us shopkeepers.

Seasons Florists is concerned on some of the costs rumoured for staff /shop parking which would appear to out of our price range. The last few years in floristry has been very difficult and each penny has to be counted and one would hope consideration is given to the cost element.

Finally we believe a proper consultation is needed to arrive at a solution that benefits both the residents and the shopkeepers.

### **Officer's comments**

***The key objective of managing parking is to reduce and control non-essential parking and assist residents, short-term visitors and the local businesses. Within any CPZ, only those within the zone are entitled to permits. Businesses are unable to purchase Visitor Parking Permits for use by customers.***

***As part of the CPZ design pay and display (P&D) parking bays have been allocated in Holland Avenue and Beverley Avenue to be facilitated by visitors / short term parking. Additionally there are 'shared use' parking bays that can be utilised by visitors using pay & display and permit holders. An amendment from the initial statutory consultation includes the provision to P&D only with 20 minutes free, an increase in 12 parking spaces for customer and visitor use and additional provision of shared use bays, equating to an additional 8 parking spaces for visitors.***

***CPZ is a tool used with an aim to discourage private car use / long distance commuting to places of work and manage parking priority for residents, particularly in residential streets. However, the Council can give consideration to Pre-Paid Ticket (PPT) business permits to facilitate business within the CPZ. However before consideration can be given the CPZ must be implemented and monitored for 3 - 6 months to assess permit take up and surplus parking capacity. The cost of PPT is calculated by the P&D fee, daily duration of the operational period (4 hours) and number of days per week the zone operates, up to a maximum of 16 weeks. The PPT cannot be transferred to another vehicle.***

***Merton's parking policy is to introduce parking controls only where there is evidence of support from the community in the area. During the informal consultation stage, the consultation resulted in a total of 84 questionnaires returned (after removing duplicates/multiple returns from households, staff and members of businesses), representing a response rate of 48%. The majority of respondents of the local community expressed favour for operational hours of 11am – 3pm, Monday – Friday.***

***After consideration of the informal consultation results and officers' recommendations the Cabinet Member approved the undertaking of the statutory consultation for a RPW CPZ to operate Monday – Friday, between 11am – 3pm.***

***With regards to reducing the operational hours of the zone to one hour, a zone comes as a package and all elements that make up the zone should have the same days and hours of operation except double yellow lines. A legal notice which defines all the regulations that the Council intends to introduce in the form of a Traffic Management Orders (TMOs) was advertised at the statutory consultation stage. Making a road or part of a road to run different restrictions would cause confusion for residents and visitors alike and make the zone difficult to enforce. The Council no longer offers one hour CPZ as defined within the consultation documents. The proposed hours of operation was chosen by the majority of the residents during the informal consultation and as per representations received during the statutory (as detailed in appendix 3.1), majority of residents who made representations, have not requested changes to the hours of operation.***

***An amendment from the initial statutory consultation includes the shopping parade on Coombe Lane adjacent to Holland Ave and enables those businesses and the residential properties above the shopping parade to purchase parking permits.***

***Further information and responses to frequently asked questions regarding CPZs is available at the following web page link, [www.merton.gov.uk/faq-CPZ](http://www.merton.gov.uk/faq-CPZ)***

## Appendix D - Notes from officers meeting on 21.02.18 with business representatives

### RPW CPZ: Meeting with Businesses

Venue: Haria Pharmacy

When: 21st February 2018 @ 10am

Query with single yellow line waiting restriction over dropped kerbs. It was explained that dropped kerbs / crossovers (driveways) are access points and to comply with UK law, accesses are not obstructed and protected with waiting restrictions. It was also explained that crossover parking presents ambiguous situations for The Council's Parking Enforcement Team.

A request for a 1 hour operational period, businesses feel this would deal with commuter parking and not hinder residents and businesses. It was explained that the Council no longer supports a 1 hour operational period due to difficulties in effective enforcement caused by a short operational period.

A business (Salon) requested that 50% of the parking bays in Beverley Ave and Holland Ave be assigned as 'shared use'. It was explained that the CPZ must be implemented and monitored for 3 – 6 months before consideration be given to increase the allocation of 'shared use' parking bays. Also explained that businesses can apply for two Business Parking Permits, at a cost of £350 / per 6 months and that vehicles must be essential to the activities of the business.

Query of who can apply for permits and visitor permits. It was advised that a CPZ FAQ sheet can be downloaded from Council website, web link was provided. It was explained Businesses are unable to purchase Visitor Parking Permits.

The Council can consider PPT business permits to facilitate business in the CPZ. However before consideration can be given the CPZ must be implemented and monitored for 3 - 6 months to assess permit take up and surplus parking capacity. The cost of PPT is calculated by the Pay & Display fee, daily duration of the operational period (4 hours) and number of days per week the zone operates, up to a maximum of 16 weeks. The PPT cannot be transferred to another vehicle.

A request for the Pay & Display parking maximum stay to be reviewed, by a business (Salon) for 3 hours however another business (Haria) raised concern with a lengthy maximum stay period and appreciates the benefit of regular turnover of short term parking.

Businesses concerned that no alternative parking option is available, with a request (Salon) for a car park, for example, to be available and that Beverley Ave and Holland Ave need to be viewed differently from the rest of roads within the scheme and that residents need to understand the needs of the businesses. No businesses oppose the scheme and appreciate the need however they feel the restrictions are too harsh.

Businesses were advised that for a Pay & Display scheme to become operational in the private section on Coombe Lane it would require a petition from the businesses and the agreement of the land owner.

Business (Haria Pharmacy) will confirm with owner (brother) to proceed with petition from businesses.

A development in Beverley Ave (362A Coombe Road) is currently ongoing with a dropped kerb to be implemented, consideration be given for the positioning of the dropped kerb when waiting restriction is being implemented as part of the CPZ.

Business raised concern of 4 abandoned vehicles in Beverley Ave. Officers reported these vehicles to the appropriate team to investigate. 2 of the vehicles had valid tax with other 2 vehicles raised as of concern / issued notice.



## 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