

# Traffic Regulation Order (TRO) programme



For the first time since 2010 the council has allocated £100k for a dedicated TRO programme. This will include the recruitment of a TRO officer who will coordinate the programme. Members will be able to request funding from the programme for schemes in combination with their Highways Local contribution.

## What is a TRO?

A Traffic Regulation Order is required to legally enforce a new or modified restriction on traffic as part of an improvement scheme, for example:

- speed limits
- on-street parking
- weight limits
- one-way streets

## Member contributions

Members are encouraged to use their Highways Local allocation on carriageway and footway maintenance to maintain the network in good condition. However we understand that some members may wish to assist communities with ambitions for improvement schemes requiring TROs.

These can cost between £10k and £15k to deliver, though schemes including additional traffic calming or physical site changes will cost considerably more.



The most successful schemes are those where local communities are actively involved, and we encourage communities to pursue improvement schemes through the Big Community Offer: 'Highways – Your Way' scheme (match funding option). Members can top up any awarded funds through Highways Local contributions, so that the full aspirations of a scheme can be achieved.

Community and member contributions to TRO schemes will increase the number of TROs we are able to deliver.

The table below summarises the funding streams.

	Funding streams	Typical costs	Notes
<b>Standalone TRO</b>	TRO Budget	10k to 15k	Costs vary depending on level of consultation and physical site changes.
<b>TRO supported with Highways Local funding</b>	TRO Budget Highways Local	10k to 15k	Members have 30k Highways Local allocation of which 10k must be spent on highway maintenance activities. We recommend members allocate 12k to the TRO and any extra costs will be covered by the TRO budget. If the TRO fails, any unspent Highways Local funding will be returned to the member and then must be spent on highway maintenance activities.
<b>TRO supported with 'Highways-Your Way' match funding and Highways Local funding</b>	Community Contribution GCC 'Highways-Your Way' Budget Highways Local	10k to 30k	By combining several funding streams allows us to fully meet the aspirations of the community. For example: 20mph zone with physical traffic calming features: <ul style="list-style-type: none"> <li>• Parish contribution 5k</li> <li>• GCC 'Highways-Your Way' match funding 5k</li> <li>• Highways Local 15k</li> </ul>

## Priority assessment process

The available funding means that only 3 or 4 TROs will be possible to pursue in a year, unless there are contributions from communities and Members. Our Local Highways Managers have provided a list of over 20 TROs that are likely to be requested.

Officers must apply a strict priority assessment process to fairly determine which TROs will be progressed. This assessment is based on a number of factors, including the following:

- National policy / guidance note (e.g. setting speed limits)
- Safety (collision reduction and speeding)
- Benefits to public transport and cycling
- Routes to school and community facilities
- Air quality, congestion and environmental benefits
- Level of community buy in to the scheme including financial contribution
- Level of contribution from Member's Highways Local allocation

Once the priority assessment scoring is complete a recommended draft programme will be passed to the Highway Advisory Group (HAG) for consideration before going to the Lead Cabinet Member for final approval.

## Deadline for requests

Members will understand that not all TROs can be progressed at the same time. We ask Members put forward their TRO scheme requests before the end of May 2016 using the request form available from Local Highways Managers. Requests will undergo an initial assessment and should a scheme comply with national / local guidance and policy, the TRO Officer will discuss the level of Highways Local allocation before the scheme is submitted for priority assessment scoring.

The whole process will be managed by a TRO Project Management Officer who is responsible for coordinating the priority assessments, pulling together the draft programme and eventually commissioning the TROs to be delivered by Amey. We are currently recruiting for an officer to fulfil this role and they will be vital in managing each TRO to delivery.

## Service Level Agreement

Before a TRO is progressed the Member and TRO Officer will sign a Service Level Agreement (SLA) which will set out the Member's role in championing the TRO through consultation, including their presence at any subsequent TRO Committee to defend the TRO. The SLA will also detail the schedule for each phase of the TRO to keep the Member informed and assist with setting community expectations on delivery. It will also confirm the officer commitment both to delivery and for regular progress updates to the Member. The SLA will record the community and Member financial contributions.

## The TRO process

TROs follow a statutory process and are a legal document, and communities are often surprised at the length of time it can take to progress a scheme. It is the authority's responsibility to ensure a fair process is undertaken in determining a TRO, and key to that process is robust consultation.

Gloucestershire follows national best practice by carrying out 'pre consultation' on TROs. This process often involves initial letter drops or community events where the initial thoughts on the impact of the TRO can be discussed. Pre consultations are often good at exposing issues that are likely to lead to objections at the statutory stages of consultation. In this way, issues can be addressed in advance of the statutory process.

TRO consultations take time, and combined with statutory processes can mean a typical and often simple TRO can take between 12 and 18 months to deliver. Complex or contentious TROs can easily take longer. A typical TRO process looks like this:

- Pre consultation / feasibility work
- Amendments and preparation for statutory processes
- Statutory consultation
- Consideration of objections (and attempts to resolve them)
- TRO Committee (if unresolved objections)
- Making of the TRO including sealing
- Implementation of the TRO (making physical changes on site)

Consultation is key to achieve community buy-in and for local input to the design process. It can lead us to modify, redesign or even abandon our proposals. Consultees will normally include, but are not limited to:

- Police, Fire and Ambulance Services
- District, Town and Parish Councils
- Road Haulage Association, Freight Transport Association
- Residents or Resident Groups
- Chambers of Commerce
- Action Groups (Mobility, Cycling, Bus Operators, Taxi, CPRE)

Schemes draw many views from the community. In the case of TROs there is an advertisement period in which representations can be lodged. Objections must be resolved before the TRO can be made operational and the scheme implemented on site.

## Frequently Asked Questions

### Why does it take so long to deliver a TRO?

Significant design work, public consultations and legal work are required, and a timescale of 12 to 18 months is usual when objections are received. This process must be followed diligently and it is not possible to guarantee when a TRO scheme will be implemented.

### How are objections resolved?

Representations received during the advertisement period can be either in support or objection to the proposals. Objections can be overcome through:

- Discussions with the objector so that the objection is withdrawn - may involve design modifications and re-advertising the TRO
- Overruled if deemed as 'minor' via council's Delegated Powers and where scheme is deemed to be in the interests of the wider community
- Public discussion by the TRO Committee of Members who make a recommendation to the Council's Commissioning Director, who makes a final decision to proceed with, modify or abandon the TRO

### Is there a suspension on requesting new parking (waiting restriction) TROs?

The council's Parking Team is preparing a new TRO to collate all of the county's existing waiting restriction TROs. This work is necessary to standardise the use of similar terminology and place under a single TRO. This is scheduled for Nov/Dec 2016. It will not be possible to start legal proceedings for any new parking related TROs before then, but this does not prevent us carrying out the preceding stages of consultation.

### Can a TRO be requested by a community group through 'Highways - Your Way'?

Yes – if the scheme satisfies the priority assessment process and complies with National / Council Policy and guidance notes. For example: a parish council funds £5k, GCC match funds with £5k (from the TRO budget), and members then add in their Highways Local contribution.

### How can I find out about progress?

Progress reports will be sent with individual member's monthly Highways Local emails, and members can speak direct with the TRO officer once appointed.

### Are there alternative ways to address speeding other than a TRO?

Yes – there are lots of options and tried ideas in the Road Safety Partnerships document called '**Community Approaches to Road Safety (CARS)**' which has a useful 'speed limit tool kit'. For more information visit: [www.roadsafety-gloucestershire.org.uk](http://www.roadsafety-gloucestershire.org.uk)