

CORPORATE SERVICES DEPARTMENT
Interim Director – Louise Round



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

**Direct Line: 0208 545 3616
Email: democratic.services@merton.gov.uk**

Date: 18 November 22

Dear Councillor

Notification of a Decision taken by the Cabinet Member for Transport

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

Proposed FG2 CPZ – Rialto Road – Informal consultation

and will be implemented at **noon on Wednesday 23 November 2022** 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

Democracy Services

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

1. Title of report

Proposed FG2 CPZ Rialto Road area - informal consultation

2. Reason for exemption (if any)

3. Decision maker

Councillor Stephen Alambritis, Cabinet Member for Transport

4. Date of Decision

18 - 11 - 22

5. Date report made available to decision maker

07 November 2022

6. Decision

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

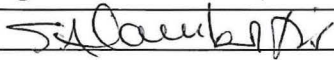
- A) Notes the results of the informal consultation carried out between 5 and 30 September 2022 on the proposals to introduce Controlled Parking Zone (CPZ) FG1 to include Rialto Road, Fowler Road, Guyatt Road, Ormerod Road, Roper Road, and Sandy Lane (between properties No. 28 and 52).
- B) Agrees to proceed with a statutory consultation to introduce the proposed FG2 CPZ to include Rialto Road, Fowler Road Guyatt Road, Ormerod Road, Roper Road, and Sandy Lane operational Monday to Sunday between 8.30am and 6.30pm as shown in Drawing No. Z78-373-01 and attached in Appendix 1.
- C) Agrees to proceed with a statutory consultation of the relevant Traffic Management Orders (TMOs) and the implementation of the 'At any time' waiting restrictions within the proposed zone as shown in Drawing No. Z78-373-01 attached in Appendix 1.
- D) Agrees to exercise his discretion not to hold a public inquiry on the consultation process.

7. Alternative options considered and why rejected

- 7.1 Do nothing. This would not address the current parking needs of the residents and would be contrary to the level of support expressed during the informal consultation. Also it would not address the Council's duty to provide a safe environment for all road users.
- 7.2 Not to introduce the proposed double yellow lines. In the event of an incident, however, this would put the residents and other road users at risk in terms of safety and the Council could be considered as failing in its duties by not giving safety and access priority.

8. Declarations of Interest

9. Signature

Signature  Date 18/11/22

Committee: Cabinet Member Report

Date: 7 November 2022

Agenda item: N/A

Wards: Figge's Marsh

Subject: Proposed FG2 CPZ – Rialto Road – Informal consultation.

Lead officer: Adrian Ash, Director of Environment & Regeneration.

Lead member: Councillor Stephen Alambritis, Cabinet Member for Transport.

Forward Plan reference number: N/A

Contact Officer: Paul Atie, Tel: 020 8545 3337

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

Recommendations:

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

- A) Notes the results of the informal consultation carried out between 5 and 30 September 2022 on the proposals to introduce Controlled Parking Zone (CPZ) FG1 to include Rialto Road, Fowler Road, Guyatt Road, Ormerod Road, Roper Road, and Sandy Lane (between properties No. 28 and 52).
- B) Agrees to proceed with a statutory consultation to introduce the proposed FG2 CPZ to include Rialto Road, Fowler Road Guyatt Road, Ormerod Road, Roper Road, and Sandy Lane operational Monday to Sunday between 8.30am and 6.30pm as shown in Drawing No. Z78-373-01 and attached in Appendix 1.
- C) Agrees to proceed with a statutory consultation of the relevant Traffic Management Orders (TMOs) and the implementation of the 'At any time' waiting restrictions within the proposed zone as shown in Drawing No. Z78-373-01 attached in Appendix 1.
- D) Agrees to exercise his discretion not to hold a public inquiry on the consultation process.

1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY

1.1 This report presents the results of the informal consultation carried on the Council's proposals to introduce a CPZ (FG2) to include Rialto Road, Fowler Road Guyatt Road, Ormerod Road, Roper Road, and Sandy Lane (between properties No. 28 and 52).

1.2 It seeks approval to progress the above recommendations.

2. DETAILS

2.1 The key objectives of parking management include:

- Tackling 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.
- Encourage 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.

Pay and display shared use/permit holder bays: - For use by pay and display customers and permit holders.

- 2.3 A CPZ includes double yellow lines (no waiting 'At Any Time') restrictions at key locations such as at junctions, bends and along certain lengths of roads (passing gaps) where parking impedes the flow of traffic or would create an unacceptable safety risk e.g. obstructive sightlines or unsafe areas where pedestrians cross. These restrictions will improve access for emergency services; refuse vehicles and the overall safety for all road users, especially those pedestrians with disabilities and parents with prams. Any existing double will remain unchanged.
- 2.4 The CPZ design comprises of permit holder bays to be used by residents, their visitors or business permit holders. The layout of the parking bays are arranged in a manner that provides the maximum number of suitable parking spaces without jeopardising road safety and the free movement of traffic.
- 2.5 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 In November 2020 some residents of Rialto Road petitioned the Council requesting the introduction of a Controlled Parking Zone (CPZ) in their roads. This instigated the start of the consultation process.

3. INFORMAL CONSULTATION

- 3.1 The informal consultation on the proposals to introduce Controlled Parking Zone (CPZ) FG2 to include Rialto Road area commenced on 5 September and concluded on 30 September 2022. 177 premises were consulted via documents containing a newsletter explaining the proposals; an associated plan showing the proposed parking layout. Residents were directed to the Council's website to fill in the online questionnaire. A copy of the consultation document is attached as Appendix 2. The consultation document was posted to all households and businesses within the catchment area.
- 3.2 Notification of the proposals along with the web link to the online questionnaire (e-form) was also available on the Council's website showing the parking controls within the zone including the following:
- 'At any time' double yellow lines at key locations such as at junctions, bends, and communal entrances;
 - Single yellow lines (mainly between parking bays and across dropped kerbs);
 - Permit holder bays for use by residents, businesses and their visitors.
- 3.3 The consultation resulted in 25 online responses. After removing duplicate/multiple returns, the overall response rate is 14%. See table 1 below.

Table 1 – summary of results to question

Road Name	No. of Properties	No. of Responses	Response rate %
Eastfield Road (3)	3	1	33%
Fowler Road	27	1	3.7%
Guyatt Gardens	14	0	0%
Ormrod Gardens	32	1	3%
Priestley Road	36	4	11%
Rialto Road	42	14	33%
Roper Way	10	1	10%
Sandy Lane (part)	13	3	23%
Total	177	25	14%

- 3.4 Do you support a CPZ in your road. As shown in table 2 below, of the 25 who responded, 88% support a CPZ, compared to 12% who do not.

Table 2 summary of results to question: Do you support a CPZ?

ROAD	DO YOU SUPPORT A CPZ						
	No. of Responses	YES	NO	Unsure/ no reply	% YES	% NO	%Unsure or no reply
Eastfield Road	1	1	0	0	100%		0%
Fowler Road	1	0	1	0	0%	100%	0%
Guyatt Gardens	0	0	0	0	0%	0%	0%
Ormrod Gardens	1	0	1	0	0%	100%	0%
Priestley Road	4	4	0	0	100%	0%	0%
Rialto Road	14	13	1	0	93%	7%	0%
Roper Way	1	1	0	0	100%	0%	0%
Sandy Lane (part)	3	3	0	0	100%	0%	0%
Total	25	22	3	0	88%	12%	0%

3.5 Would you be in favour of a CPZ in your Road if the neighbouring road(s) or part of your road were included in a CPZ? As shown in table 2 below, of the 25 who responded, 92% would support a CPZ in their road if the neighbouring road(s) or part of your road were included in a CPZ compared to 8% who do not.

ROAD	Would you want support parking controls if neighbouring roads did?						
	No. of Responses	YES	NO	Unsure or No reply	% YES	% NO	% Unsure or No reply
Eastfield Road	1	1	0	0	100%	0%	0%
Fowler Road	1	1	0	0	100%	0%	0%
Guyatt Gardens	0	0	0	0	0%	0%	0%
Ormrod Gardens	1	0	1	0	0%	100%	0%
Priestley Road	4	4	0	0	100%	0%	0%
Rialto Road	14	13	1	0	93%	7%	0%
Roper Way	1	1	0	0	100%	0%	0%
Sandy Lane (part)	3	3	0	0	100%	0%	0%
Total	25	23	2	0	92%	8%	0%

3.6 Residents were also asked which days of operation they would prefer should the CPZ be introduced in their road. As shown in table 3 below, of the 25 who responded, 44% prefer Monday – Sunday, 40% prefer Mon - Friday, 4% prefer Monday – Saturday.

Table 3. summary of results to question: Preferred days of operation

ROAD	Preferred days of operation								
	No. of Responses	MON-FRI	MON-SAT	Mon-Sun	Unsure	% MON - FRI	%MON - SAT	%Mon - Sun	% Unsure
Eastfield Road	1	0	0	1	0	0%	0%	100%	0%
Fowler Road	1	1		0	0	100%	0%	0%	0%
Guyatt Gardens	0	0	0	0	0	0%	0%	0%	0%
Ormrod Gardens	1	0	0	0	1	0%	0%	0%	100%
Priestley Road	4	3	0	1	0	75%	0%	25%	0%
Rialto Road	14	5	3	6	0	36%	21%	43%	0%

Roper Way	1	0	0	1	0	0%	0%	100%	0%
Sandy Lane (part)	3	1	0	2	0	33%	0%	67%	0%
Total	25	10	3	11	1	40%	12%	44%	4%

3.7 Residents were also asked which hours of operation they would prefer should the CPZ be introduced in their road. As shown in table 4 below of the 25 who responded 70.8 of respondents prefer 8.30am to 6.30pm, while 20.8% prefer 11am to 3pm and 8% prefer 10am to 4pm.

Table 4 summary of results to question: Preferred hours of operation

ROAD	Preferred hours of operation								
	No. of Responses	8.30am-6.30pm	10am-4pm	11am-3pm	Unsure/no reply	% 8.30am-6.30pm	% 10am-4pm	% 11am-3pm	%Unsure/No reply
Eastfield Road	1	1	0	0	0	100%	0%	0%	0%
Fowler Road	1	0	0	1	0	0%	0%	100%	0%
Guyatt Gardens	0	0	0	0	0	0%	0%	0%	0%
Ormrod Gardens	1	0	0	0	1	0%	0%	0%	100%
Priestley Road	4	2	2	0	0	50%	50%	0%	0%
Rialto Road	14	11	0	3	0	79%	0%	21%	0%
Roper Way	1	1	0	0	0	100%	0%	0%	0%
Sandy Lane (part)	3	2	0	1	0	67%	0%	33%	0%
Total	25	17	2	5	1	68%	8%	20%	4%

3.7 Ward Councillor Comments

The local Ward Councillors have been fully engaged during the consultation process. The Ward Members have been advised of the outcome of the consultation and officer's recommendations.

4. PROPOSED MEASURES

- 4.1 Based on the results of the informal consultation, it is recommended that a statutory consultation is carried out to introduce FG2 CPZ to include Rialto Road, Fowler Road, Guyatt Road, Ormerod Road, Roper Road, and Sandy Lane (between properties No. 28 and 52) operational Monday to Sunday between 8.30am and 6.30pm as shown in Drawing No. Z78-373-01 and attached in Appendix 1.
- 4.2 It is recommended that a statutory consultation is carried out to introduce the relevant Traffic Management Orders (TMOs) and the implementation of the 'At any time' waiting restrictions in the Rialto Road area as shown in Drawing No. Z78-373-01 and attached in Appendix 1.
- 4.3 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 £90 per annum; the second permit is £140 and the third permit cost is £190 subsequent car in a household plus an additional charge of £150 for a diesel vehicle. An annual Visitor permit cost is £340. Those residents with all-electric vehicles will only have to pay a reduced rate of £20.
- 4.4 Visitors' permits
All-day Visitor permits are £3 and half-day permits at £2. Half-day permits can be used between 8.30am & 2pm or 12pm & 6.30pm. The allowance of visitor permits per adult in a household shall be 50 full-day permits, 100 half-day permits or a combination of the two.
- 4.5 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.

5. ALTERNATIVE OPTIONS

- 5.1 Do nothing. This would not address the current parking needs of the residents and would be contrary to the level of support expressed during the informal consultation. Also it would not address the Council's duty to provide a safe environment for all road users.
- 5.2 Not to introduce the proposed double yellow lines. In the event of an incident, however, this would put the residents and other road users at risk in terms of safety and the Council could be considered as failing in its duties by not giving safety and access priority.

6. TIMETABLE

- 6.1 If a decision is made to proceed, the statutory consultation will be carried out in November/December 2022. This will include the erection of the Notices on lamp columns in the area, the publication of the Notice in the Local Wimbledon and Wandsworth Times and the London Gazette. The documents will be made available at the Link, Civic Centre and published on the Council's website. A newsletter will be distributed to all the premises within the consulted area informing them of the decision and the statutory consultation. All representations will be reported back to the Cabinet Member for a final decision.

7 FINANCIAL RESOURCE AND PROPERTY IMPLICATIONS

- 7.1 The cost of implementing the proposed measures is estimated at £25k. This includes consultations, the publication of the Made Traffic Management Orders, the road markings and the signs.

- 7.2 The Environment and Regeneration revenue budget for 2022/23 currently contains a provisional budget for Parking Management schemes. The cost of this proposal can be met from this budget.

8. LEGAL AND STATUTORY IMPLICATIONS

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

9. HUMAN RIGHTS & EQUALITIES & COMMUNITY COHENSION IMPLICATIONS

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

10. CRIME AND DISORDE IMPLICATIONS

- 10.1 N/A

11. RISK MANAGEMENT IMPLICATIONS

- 11.1 The risk of not progressing the proposed measures to the statutory consultation stage will be against the wishes of the majority of the residents who have responded favorably to the informal consultation. Also, it will do nothing to address existing parking and access difficulties.
- 11.2 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. The statutory consultation will provide a further opportunity for residents to air their views.

12. ENVIRONMENTAL IMPLICATIONS

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

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.

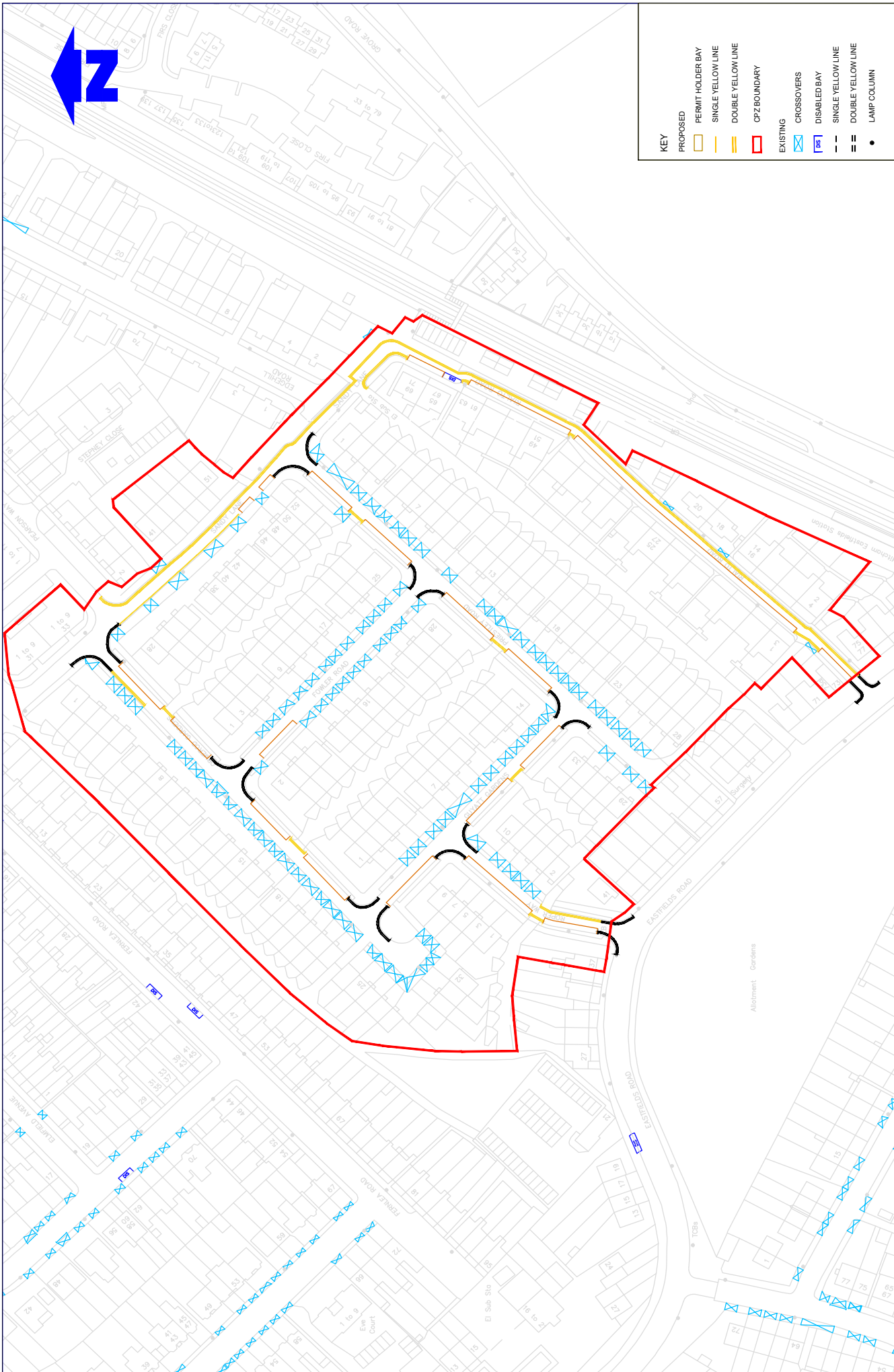
13. APPENDICES

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

Appendix 1 Drawing No. Z78-373-01
Appendix 2 informal Consultation document

14. BACKGROUND PAPERS

None.



KEY

- PROPOSED
- PERMIT HOLDER BAY
- SINGLE YELLOW LINE
- DOUBLE YELLOW LINE
- CPZ BOUNDARY
- EXISTING
- CROSSOVERS
- DISABLED BAY
- SINGLE YELLOW LINE
- DOUBLE YELLOW LINE
- LAMP COLUMN

<p>Merton Council London Road Morden, Surrey S14 3DX www.merton.gov.uk</p>		<p>Drawing No. Z78-372-01</p> <p>Revision</p> <p>Consultation</p> <p>Date</p> <p>N.T.S</p>	
<p>PROJECT</p> <p>Controlled Parking Zones (CPZ)</p>		<p>TITLE</p> <p>Rialto Road Area</p>	
<p>Approved by / Date: [Signature] / 07.07.22</p> <p>Checked by / Date: [Signature] / 07.07.22</p> <p>Drawn by / Date: [Signature] / 07.07.22</p>		<p>07.07.22</p> <p>07.07.22</p> <p>07.07.22</p>	
<p>SC</p>		<p>PA</p>	
<p>PA</p>		<p>PA</p>	
<p>Notes</p> <p>Do not scale from this drawing</p>		<p>Not Revisions</p>	
<p>Sustainable Communities environment & regeneration</p>		<p>FUTURE MERTON</p>	

AS

PROPOSED CONTROLLED PARKING ZONE (CPZ)

proposed FG2 zone - Rialto Road



ISSUE DATE : 3 SEPTEMBER 2022

Dear Resident / Business

The purpose of this leaflet is to seek your views on proposals to introduce a Controlled Parking Zone (CPZ) in Rialto Road. This proposal is in response to a petition received from some residents of Rialto Road who are experiencing parking difficulties in their road.

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

This is currently being proposed as a new zone thereby allowing residents to choose the days and hours of operation. Options for hours and days of operation are set out below.

HOW WILL IT WORK?

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

PROPOSAL

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

Operational Hours - The choice of operational

hours are explained below:

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

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

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

The proposed operational days include:

Monday to Friday - This will offer more flexibility to residents and visitors at weekends. However, it allows non-residents to park on Saturdays and

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Sundays, therefore reducing available parking.

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

Monday to Sunday - Provides maximum protection to the residents. However, it will be most restrictive on visitors who would require a visitor's permit to park during the controlled times.

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

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

LET US KNOW YOUR VIEWS

The decision on whether or not to proceed with the next step, which would involve a statutory consultation on the proposals, will be subject to the responses received during this consultation. We would ask that you submit your questionnaire online using this link www.merton.gov.uk/cpzfg2

The online system has been created to keep costs down and allow the Council to process your views more efficiently. **The e-questionnaire starts 5 and finishes 30 September.** If, however, you require a hard copy, please contact Paul Atie, paul.atie@merton.gov.uk and one will be posted to you. Please let us have any comments or suggestions you may have by **30th September 2022**. It is only one vote per address.

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

WHAT HAPPENS NEXT

The results of the consultation along with officer recommendations will be presented in a report to the Cabinet Member for Transport. Once a decision is made you will be informed accordingly.

Please ensure you appraise yourself with permit prices.

Further information on how CPZs work & details permit costs can be found in our Frequently Asked Questions (FAQ's) at www.merton.gov.uk/cpzfg2

FIGGE'S MARSH WARD COUNCILLORS

Cllr Agatha Mary Akyigyina OBE
Phone - 020 8545 3424
Email: agatha.akyigyina@merton.gov.uk

Cllr **Dan Johnston**
Phone - 020 8545 3424
Email: dan.johnston@merton.gov.uk

Cllr Natasha Irons
Phone - 020 8545 3424
Email: natasha.irons@merton.gov.uk

Cabinet Member for Transport

Cllr Stephen Alambritis
Phone: 020 8545 3424
Email: stephen.alambritis@merton.gov.uk

Merton Council - call-in request form

1. Decision to be called in: (required)

--

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

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

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

3. Desired outcome

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

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

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

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

5. Documents requested

6. Witnesses requested

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

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

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

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

The form and/or supporting requests must be sent:

- **EITHER** by email from a Councillor’s email account (no signature required) to democratic.services@merton.gov.uk
- **OR** as a signed paper copy to the Head of Democracy and Electoral Services, 1st floor, Civic Centre, London Road, Morden SM4 5DX.

For further information or advice contact the Head of Democracy and Electoral Services on

020 8545 3409