

**AGENDA MANAGEMENT SHEET**

**Name of Committee** Warwick Area Committee  
**Date of Committee** 22nd November 2005  
**Report Title** Warwick Town Centre Traffic Management

**Summary**

This report outlines:-

1. The actions taken to establish a Forum of stakeholders in Warwick.
2. The progress towards delivering the interim traffic management measures.
3. A proposed approach to future Committee reporting on the actions of the Forum.

The report recommends:-

1. That the Committee endorses the establishment of a Forum of stakeholder organisations for the purpose of considering traffic and related issues in Warwick town centre.
2. That the Committee endorses the outline structure presented in this report for the future reporting of the Forum's progress and recommendations to it, namely:-
  - (i) That regular progress updates are provided via the Warwick Member Briefing as produced by the County Council's Members Services team.
  - (ii) That further formal reports are bought before the Committee for its consideration as key stages in the Forum's work are completed.

**For further information please contact**

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**Would the recommended decision be contrary to the Budget and Policy Framework?**

Yes/No

**Background Papers**

None.

**CONSULTATION ALREADY UNDERTAKEN:-**

*Details to be specified*

- Other Committees  Warwick Area Committee – 8th November 2004
- Local Member(s)  Councillor Mrs M B Haywood  
(With brief comments, if appropriate) Councillor C K N Browne  
Councillor R N Randev
- Other Elected Members  .....
- Cabinet Member  .....  
(Reports to The Cabinet, to be cleared with  
appropriate Cabinet Member)
- Chief Executive  .....
- Legal  I Marriott – agreed
- Finance  .....
- Other Chief Officers  .....
- District Councils  .....
- Health Authority  .....
- Police  .....
- Other Bodies/Individuals  .....

**FINAL DECISION**

**YES/NO**

**SUGGESTED NEXT STEPS :**

*Details to be specified*

- Further consideration by  .....  
this Committee
- To Council  .....
- To Cabinet  For approval of schemes to be added to the  
capital programme when they are known

To an O & S Committee

.....

To an Area Committee

.....

Further Consultation

Via a Warwick stakeholders Forum

## Warwick Area Committee – 22nd November 2005

### Warwick Town Centre Traffic Management

### Report of the Director of Planning, Transport and Economic Strategy

#### Recommendation

That the Committee endorses:-

1. The establishment of a Forum of stakeholder organisations for the purpose of considering traffic and related issues in Warwick town centre.
2. The outline structure presented in this report for the future reporting of the Forum's progress and recommendations to them, namely:-
  - (i) That regular progress updates are provided via the Warwick Member Briefing as produced by the County Council's Members Services team.
  - (ii) That further formal reports are brought before the Committee for their consideration as key stages in the Forum's work are completed.

#### 1. Background

- 1.1 Following the Committee's consideration of the previous traffic management proposals in November 2004 it resolved:- 'That in view of the consultation feedback, the Warwick Area Committee endorses the implementation of the interim traffic management scheme measures as detailed in paragraph 9 of the Director of Planning, Transport and Economic Strategy's report and asks that the issues of the development of a scheme in Warwick be explored through consultation and consensus building exercises with stakeholders; and that in this regard, consultation be carried out with stakeholders to establish the most appropriate consultation arrangements, with a report to a future Area Committee recommending such arrangements; such arrangements also embracing the details implementation of the interim measures agreed in paragraph 9 of the Director's report.'
- 1.2 As a result of this resolution a number of discussions and informal meetings were initiated with key stakeholders in the town. The organisations involved in these meetings are detailed in **Appendix A** and are referred to as the 'pre-Forum group' throughout this report.

- 1.3 The actions resulting from these meetings, an outline of progress towards the interim traffic management measures and a proposed approach to future Committee reporting are provided in the remainder of this report.

## 2. The Forum and Progress to Date

- 2.1 Discussions with the pre-Forum group revealed a clear and unanimous view that the best way to identify and develop traffic management measures for further consideration by the wider public would be via a 'Forum'. This would take the form of an open collective of stakeholder organisations and as such individual Members would represent the views of their organisation, not their individual perspective.
- 2.2 The County Council's Transport Planning Group has agreed to provide the Forum with a budget of £30,000, which the Forum will direct the use of. The most significant use of the Forum budget is anticipated to be on:-
- (i) The employment of an independent facilitator to assist the Forum to reach a consensus.
  - (ii) To pay for any professional input required to help identify a scheme or schemes that cannot be provided free of charge by the Department of Planning, Transport and Economic Strategy.
- 2.3 Developer funding will pay for the detailed development and implementation of a scheme or schemes once they have been established as feasible and have been endorsed by Committee.
- 2.4 A number of potential facilitators were considered by the pre-Forum group, resulting in the appointment of Iain Roxburgh from Warwick Business School. A remit for the facilitator was drawn-up and agreed, as detailed in **Appendix B**.
- 2.5 Following the appointment of the facilitator a working objective for the Forum was established:-  
'To act as a means by which everybody with a major interest in Warwick can work to reach a consensus on how to reduce the impact of traffic on the town centre'
- 2.6 This objective and a set of behavioral guidelines for Forum members were presented, but not debated, at first formal Forum meeting in October 2005. This was a successful meeting which received positive feedback from many of the 41 attendees (out of approximately 70 organisations that were invited).
- 2.7 As well as debating the structure and way of working that the Forum should adopt, the meeting also considered the issues for Warwick town centre that will need to be addressed by any schemes identified. This work was informed by a series of 5 public issues workshop events, which were attended by approximately 150 members of the public and provided valuable information on the views and concerns of the general public.

- 2.8 The next Forum meeting will be asked to formally consider and agree the working objective and behavioral guidelines, as well as confirm the issues that need to be considered and the preferred way of working.
- 2.9 Discussions held by the pre-Forum group and at the first full Forum meeting identified a clear desire to keep the Forum 'Politically neutral' as far as possible. It is proposed that formal interaction between the Forum and this Committee would be via regular reports. This Committee would also be invited to consider the outcome and recommendations of the Forum, as well as the views and recommendations of Officers, before deciding how to proceed with any proposed traffic management scheme or schemes.

### **3. Progress on Interim Traffic Management Measures**

- 3.1 The ability to significantly progress the detailed development of the interim traffic management measures has been limited until the Forum has been established. However, now the first Forum meeting has been held it is anticipated that consultation on the interim measures can start in the near future. This will lead to wider general public consultation on the measures.
- 3.2 An outline of progress towards implementing each of the interim scheme measures is provided in **Appendix C**.

### **4. Future Reporting**

- 4.1 It is proposed that regular briefing or information papers will be prepared by the Forum. Once produced these will then be circulated to Warwick Area Committee members via the Warwick Member Briefing prepared by the County Council's Member Services team.
- 4.2 At key points in the Forum's life a formal report will be prepared by Officers seeking the Committee's views. It is the intention that general public consultation will be undertaken and formal Committee endorsement sought at each key stage before progressing to the next. It is hoped that this will help ensure a robust outcome for the Forum.
- 4.3 It is envisaged that further reports will be linked to, or associated with, the stages below. However, as the Forum's debate progresses further stages may be added as required.
- (i) Identification of the issues to be tackled.
  - (ii) Confirmation of the objectives for any scheme or schemes.
  - (iii) Identification of an acceptable broad approach to resolving the issues and achieving the objectives.
  - (iv) Identification of a specific scheme or schemes.

## **5. Recommendations**

- 5.1 That the Committee endorses the establishment of the Forum of stakeholder organisations for the purpose of considering traffic and related issues in Warwick town centre.
- 5.2 That the Committee endorses the outline structure presented in this report for the future reporting of the Forum's progress and recommendations to it, namely:-
- (i) That regular progress updates are provided via the Warwick Member Briefing as produced by the County Council's Members Services team.
  - (ii) That further formal reports are brought before the Committee for its consideration as key stages in the Forum's work are completed.

JOHN DEEGAN  
Director of Planning, Transport and Economic Strategy  
Shire Hall  
Warwick

8th November 2005

**Warwick Area Committee – 22nd November 2005**

**Warwick Town Centre Traffic Management**

**Organisations involved in the ‘pre-Forum’ group who initiated the Forum:**

1. Action 21.
2. Civic Trust.
3. Coten End and Emscote Residents Association.
4. Coventry and Warwickshire Chamber of Commerce.
5. Cycleways.
6. Lammas and District Residents Association.
7. St Nicholas Church Street Stakeholder Group.
8. The Court Leet of the Worshipful Town Mayor and Chief Burgesses of Warwick.
9. The Smith Street Association.
10. The Townsfolk of Warwick.
11. Warwick Chamber of Trade.
12. Warwick Society.
13. Warwickshire County Council Transport Planning Group.



## Warwick Area Committee – 22nd November 2005

### Warwick Town Centre Traffic Management

#### Warwick Town Centre – Initial Facilitator Remit

#### INTRODUCTION

1. This remit has been drafted following a series of informal discussions with a group of Warwick based stakeholder groups, including:-
  - (i) Action 21.
  - (ii) Civic Trust.
  - (iii) Coten End and Emscote Residents Association.
  - (iv) Cycleways.
  - (v) Lammas and District Residents Association.
  - (vi) St Nicholas Church Street Stakeholder Group.
  - (vii) The Court Leet of the Worshipful Town Mayor and Chief Burgesses of Warwick.
  - (viii) The Smith Street Association.
  - (ix) The Townsfolk of Warwick.
  - (x) Warwick Chamber of Trade.
  - (xi) Warwick Society.
  - (xii) Warwickshire County Council Officers.
2. These discussions have been focused on the role and selection of a facilitator to help set up and guide a 'Forum' through the process of identifying traffic management solutions for Warwick town centre. This remit has been drafted following the appointment of Iain Roxburgh of Warwick University Business School as the facilitator. The format and content of the remit has been informed by initial discussions with him.

#### CONTEXT

3. The decision to form a Forum was prompted by a Warwick Area Committee resolution following a report to them on the proposals for a Warwick town centre traffic management scheme (8th November 2004). This outlined a full detailed scheme which had proved unpopular during consultation and interim measures partly drawn from the more beneficial and publicly acceptable elements of it. The committee resolved:-

'That in view of the consultation feedback, the Warwick Area Committee endorses the implementation of the interim traffic management scheme measures as detailed in paragraph 9 of the Director of Planning, Transport and Economic Strategy's report and asks that the issues of

the development of a scheme in Warwick be explored through consultation and consensus building exercises with stakeholders; and

That in this regard, consultation be carried out with stakeholders to establish the most appropriate consultation arrangements, with a report to a future Area Committee recommending such arrangements; such arrangements also embracing the details implementation of the interim measures agreed in paragraph 9 of the Director's report.'

4. It appears likely that an early task of the Forum would be identify and agree a remit, seeking the endorsement of Warwick Area Committee to it.
5. This paper defines the initial views of the above organisations on what the facilitator's role should be in helping the Forum achieve the above. The remit can be considered to be flexible and may evolve over time as need arises, or following input from the Forum once it has been formed.

## **FACILITATOR'S REMIT**

6. The facilitator's initial purpose is to advise on the setting-up and management of the Forum.
7. The main role of the facilitator is envisaged as:-
  - (i) Enabling a process for the Forum to:-
    - (a) Develop a shared understanding of Warwick's transport issues.
    - (b) Agree objectives for dealing with those issues.
    - (c) Agree the principles of possible solutions.
    - (d) Agree the details of the chosen solutions.
    - (e) To understand and accept any resultant consequences from these solutions, including any iteration and resolution of conflict that may arise within the Forum during this process.
  - (ii) Designing, overseeing and guiding the Forum process to provide confidence for the County Council and other Forum members that the Forum's output is as close as possible to a genuine consensus of all interested parties.
  - (iii) To achieve the above with a declining role and input as the Forum becomes successfully established and starts to self-manage (being conscious of the demands placed upon the Forum's budget).
8. Key areas for input from the facilitator are:-
  - (i) Identifying an appropriate membership of the Forum, ensuring that stakeholders interests are adequately represented and that those groups who wish to be involved can be, and that no substantial area of interest remains unrepresented.

- (ii) Setting up a process for the Forum where there is a clearly understood and agreed approach/structure to tackling and discussing the issues.
- (iii) Identifying an appropriate 'code of conduct' for the Forum membership and helping those involved work within it.
- (iv) Building trust and resolving conflict between members of the Forum.
- (v) Identifying suitable processes for interaction between the Forum and elected representatives (of all authorities).
- (vi) Helping develop successful communication to/from the Forum and the wider public so as to ensure that the Forum's output is realistic, timely and publicly and politically acceptable.
- (vii) Advice on managing press relations in order to achieve a wider positive understanding of the Forum's work.

## **COSTS AND BUDGET**

9. As the initial stages of the Forum progress an early role for the facilitator will be help plan the Forum's budget and the likely demands to be placed on it by them. The total budget for the Forum as provided by the County Council will be £30,000, this will need to cover:-
- (i) The facilitator's costs.
  - (ii) Other professional input outside the functions provided by WCC's Transport Planning Group (in the context of this project predominantly input from the WCC's Project Manager, Mike Waters, and, if necessary, the Traffic Studies and Modelling Team).
  - (iii) Consultation and Forum events and any associated printing costs.
  - (iv) Other costs not identified above and that cannot be charged to an identified capital funded scheme.
10. Once the Forum has identified a scheme or measure that is sufficiently robustly established as feasible, publicly and politically acceptable, and approved by the appropriate County Council Committee it can be funded from capital sources.

## **ADMINISTRATION**

11. The facilitator is only expected to manage their personal administration as administrative support will be provided by WCC for arranging meetings and events, mailing and distribution of information and administration at any main Forum meetings that might be required. This is intended to help reduce unnecessary demands which could otherwise be placed on the Forum's budget by inefficient use of the facilitator's time.

## **TIMESCALE**

12. There is no fixed timescale for input to the Forum by the facilitator, however, every effort should be made for efficient progress of the Forum in order to avoid loss of momentum or stakeholder interest. It is estimated approximately 20 days of facilitators time will be required and that this will be substantially front loaded within the life of the Forum. Approximately 10 of these are likely to be used in 2005 as and when felt to be appropriate by the facilitator in order to achieve the objectives of the Forum. After this it is anticipated that the remaining time would be used on a draw down basis as the Forum requires.

## Warwick Area Committee – 22nd November 2005

### Warwick Town Centre Traffic Management

#### Outline of Progress Towards Delivery of Interim Traffic Management Measures

Progress on all the schemes below will be reported back to Warwick Area Committee for the Committee's views and endorsement before final approval is sought.

- (i) **Bus interchange:** Three alternative layouts for the interchange and car parking are being drawn up, initially for discussion with the bus operators and Warwick District Council in order to fully identify feasibility and land ownership issues. Following this the plans will be revised if required and used as the basis for further consultation with Forum and general public.
- (ii) **Car park management signing:** Progression of these proposals is awaiting initial debate by the forum in order to determine the likelihood of such a system being effected by changed traffic routing. Warwick District Council have indicated that the use of the Westgate car park (which is in their ownership) to enable the bus interchange proposal to be implemented will be linked to provision of car park signing.
- (iii) **Footway widening:** Discussions are being held with Westgate Primary School regarding the use of land on the frontage of their school and regarding noise concerns. Work has been commissioned and completed to establish noise impacts of the proposals. Further discussions are currently ongoing.
- (iv) **Friars St & Hampton St 20mph:** Plans have been drawn up which do not include cycle lanes as included in the previous consultation proposals. These will be used as the starting point for further consultation with the Forum.
- (v) **Pedestrian crossings:** Plans for crossings on Friars Street and West Street have been drawn up for initial consideration by the Forum before undertaking consultation with effected properties.
- (vi) **Cycleway to Warwick Tech Park:** The cycleway is being progressed alongside proposals for a complete cycle link from the Heathcote area to Warwick. Consultation on the detail of the proposals will initially be carried out via Warwick District Cycle Forum and with the businesses it will serve, before being put before the Forum for consideration.
- (vii) **Schools Drop and Ride:** Several meetings have been held with secondary schools in Warwick (both state and private sector), which have been positive and establish interest in principle for the concept. A consultancy has been commissioned to investigate the feasibility of this concept in Warwick, which has resulted in an initial report outlining possible demand levels, site locations and operating costs. It is proposed to carry out a detailed parental survey to establish a clearer picture of the potential demand and price sensitivities relating the provision of such a service.