

**REPORT TO THE HEAD OF HIGHWAY MANAGEMENT
REPRESENTATION TO AN ADVERTISED TRAFFIC REGULATION ORDER**

The Metropolitan Borough of Solihull (Manor Square, Manor Gardens and Un-named Service Road adjacent to Council House, Solihull) (Total Prohibition of Waiting and Loading/Loading Only) Order 2025

LEAD OFFICER: Jane Williams

1. Purpose of Report

- 1.1. To consider representations received to a permanent Traffic Regulation Order (TRO) to introduce new parking and amended parking restrictions on Manor Square, Manor Gardens and the un-named road adjacent to Council House, including all footways within green boundary as shown on plan 9573.

2. Background

- 2.1. The restrictions are proposed in response to concerns from Touchwood Management and colleagues in Solihull Metropolitan Borough Council and aim to regulate on-street parking and help to facilitate the free passage of traffic.
- 2.2. Manor Square, Manor Gardens and the un-named access road are not public highway, therefore it has been necessary to obtain the correct approval from the landowners, which are Solihull Metropolitan Borough Council (Strategic Land Division and Council House Complex) and Touchwood Management, to consult upon on new waiting / loading / un-loading restrictions.

Manor Square is the access road to the Council House and also services a pedestrian entrance and into Touchwood Shopping centre. It is also an access for emergency vehicles for both The Council House and Touchwood.

Weekdays between 6.30am – 5.30pm access to the road belonging to the Council House is permit only via a barrier, effectively making Manor Square a cul-de-sac during this time.

The proposals are to extend the existing waiting restrictions, double yellow lines, which cover the carriageway to encompass all the footway, including Manor Gardens and to include a 'No Loading / un-loading restrictions between 7am – 7pm, Monday to Sunday'. This will also apply to the un-named road adjacent to the Council House.

The proposals also include a change of use of the existing 'No Waiting At Any Time/Hackney Carriage Stand 10pm-6am' to 'A Loading Only' bay as it is no longer used by taxis.

Issues

Vehicles use Manor Square as a drop off and pick up point and blue badge holders park on the double yellow lines, both of these causes an obstruction to anyone wanting to access the Council House. It is often gridlocked due to there not being the appropriate space for vehicles to enter and turn around to exit.

In addition, vehicles, including delivery motorcycles and electric bikes, drive and park on footways, including Manor Gardens which causes an obstruction and a danger to pedestrians.

The restrictions are proposed in response to concerns from Touchwood Shopping centre and colleagues in Solihull Metropolitan Borough Council and aim to regulate on-street parking and help to facilitate the free passage of traffic.

The proposals as advertised are detailed on plan 9573 in Appendix A.

3. Matters for Consideration

- 3.1. The proposals were formally advertised on 7th March 2025 and the closing date for receipt of representations was 28th March 2025.

- 3.2. Three representations to the Order were received during the consultation period. The comments and suggestions received have been fully considered. The tables overleaf summarise these representations.

Representations	Officers Comments/ Response (refer to paragraph)
<p>As this area on Manor Square roundabout was, I believe, originally planned as a drop off and pick up point for Touchwood, I don't see why this use cannot continue.</p> <p>The obstruction problem is caused by vehicle waiting for a period of time. To stop for a few seconds to drop off or pickup is hardly causing an obstruction.</p>	3.3
<p>As I do not have access to the Council House car park although I do work at the Council House each week my mode of transport due to health reasons is either I receive a lift, or I order a taxi to/from work which uses the access you are proposing to restrict.</p> <p>Members of my team also rely on using a taxi or receiving a lift as they travel a considerable distance, one car sharing as their partner works in Solihull.</p> <p>Imposing such restrictions I feel is inconsiderate for Council employees.</p> <p>I can see cars stopping on Church Hill Road to off load which would be very dangerous and cause delays for everyone not just Council workers.</p> <p>I appreciate that this needs to be managed but I do not feel this is the answer as it will inconvenience myself, members of my team and I am in no doubt other Council workers will be affected too.</p>	3.3, 3.4, 3.5 & 3.6
<p>As a team at The Core theatre, we would like to raise our concerns internally about the above changes proposed.</p> <p>While we think the idea is good in principle, we are very concerned that it will lead to a raise the number of people using the Core Car Park unauthorised to collect from Touchwood, something that is already happening later at night, and will cause us issues with both delivering our service and maintaining the emergency access to the core. We have had several instances over last year of people blocking other people in to 'quickly' go collect from touchwood causing us issues.</p> <p>The solution for us would be to install an access-controlled barrier, but we know the cost are high so potentially unlikely to be allowed. In addition, we would suggest signage and clear marking of spaces and yellow hashing on emergency routes within the carpark area, although not always adhered to.</p> <p>Many years ago, Touchwood used to offer a small amount of time to drive into the carpark and drop off/ pick up which meant then you could drive back out without charge. Don't think this is now offered. If this could be considered by Touchwood it could also provide a safe solution as a drop off point, which we would welcome offering to our customers. Some serious thought does need to be given to where drivers can park to collect food orders for the town centre and Touchwood if the proposal goes ahead.</p>	3.3, 3.7 & 3.8

Officer Comments/Responses

- 3.3. Touchwood shopping centre was opened in September 2001 and since this time the volume of traffic using Manor Square has increased. It has now gotten to the point where the inconsiderate entering, egress and parking at this location has become a major safety issue, not just obstruction but also the lack of consideration for other drivers and pedestrians. In addition, damage has been done to features within Manor Gardens which is both costly and dangerous.
- 3.4. There is a myriad of locations around Solihull Town centre which are suitable for drop off and pick up points for the council house. Churchill Car Park being one such location.
- 3.5. If a member of staff needs to be dropped off near to the Council House due to health reasons, they can contact HR and ask for a dispensation to enter through the barrier for this purpose.
- 3.6. Drivers of vehicle dropping off and picking up will still need to observe the rules of the road and do so in an appropriate and safe location.

- 3.7. Whilst we appreciate the concerns of the Core Theatre that the implementation of restrictions on Manor Square could raise the unauthorised use of the Core car park, it remains the responsibility for them to manage their parking area, including lining and signing (we are happy to assist with facilitating any changes but there will be a charge).
- 3.8. Solihull Council provides a 10-minute grace period in all its Town Centre car parks to enable visitors to be dropped off or picked up by car. All the Council's car parks are only a short walk away from any of the main attractions.

Ward Members' Views

The Ward Members for St. Alphege were informed of the proposals. No objections were received.

Officer Recommendation

The representations received in respect of the proposed Traffic Regulation Order have been fully considered and responded to accordingly in section 3 of the report.

It is recommended that the proposed Traffic Regulation Order be implemented as advertised.

Democratic Services

Democratic Services have confirmed that the proposed order was subject to statutory advertisement on the dates reported and that representations were received as noted above.

Risk Implications

The Corporate Risk Management Approach has been complied with to identify and assess the significant risks associated with this decision / project. This includes (but is not limited to) political, legislation and reputation risks.

The Approach is not intended to eliminate all risks and not all the risks identified can be managed all of the time. Also, risks will still exist that have not been identified.

For Decision

The Head of Highway Management is asked to approve that the Traffic Regulation Order as detailed on the plan 9573 in appendix A is implemented.

The recommendation as set out above is hereby approved:

P.S.Tovey

12th May 2025

Signature: **Date:**

Paul Tovey
Head of Highway Management