

## RECORD OF DECISION MADE UNDER DELEGATED AUTHORITY

### **\*PART 1 – PUBLIC DOCUMENT**

**SERVICE DIRECTORATE:** Regulatory

#### **1. DECISION TAKEN**

To approve a Town Police Clause Act (1847) road closure for the Letchworth Remembrance Day Parade taking place in Letchworth on the 14<sup>th</sup> November 2021. Affecting Bridge Road, Station Road (at Bridge Road junction, Station Road (at Eastcheap), Broadway and Broadway opposite Eastcheap car park, between 10am and 12 noon.

#### **2. DECISION TAKER**

Ian Fullstone Service Director – Regulatory

#### **3. DATE DECISION TAKEN:**

5<sup>th</sup> November 2021

#### **4. REASON FOR DECISION**

- 4.1 To close the roads to traffic for public safety due to thronging (no structures are to be placed on the highway) for the Remembrance Day Parade in Letchworth.

#### **5. ALTERNATIVE OPTIONS CONSIDERED**

- 5.1 None, the roads have been closed for Remembrance Day services and parades previously.

#### **6. CONSULTATION (INCLUDING THE EFFECT ON STAKEHOLDERS, PARTNERS AND THE PUBLIC)**

- 6.1 Ward Councillors were made aware of the proposed closure in advance of the Order to close the roads being processed. NHDC provide road closure notices to the organiser as it is their responsibility to display them within the affected streets and roads 2 weeks prior to the event to advise residents/local businesses etc. of the road closure.

- 6.2 The applicant has confirmed that they have consulted with local residents.

#### **7. FORWARD PLAN**

- 7.1 This decision is not a key Executive decision and has therefore not been referred to in the Forward Plan.

#### **8. BACKGROUND/ RELEVANT CONSIDERATIONS**

- 8.1 The organisers have completed the on-line application form which requires;

- Confirmation of the road space being available and suitable diversion routes with Hertfordshire Highways;
- Liaison with Hertfordshire Police;
- Provision of suitable public liability insurance by the organiser.

8.2 The following factors have been considered in issuing the road closure:

- The Police will supply and instal the road closure signage;
- That volunteers, arranged by Letchworth Heritage Foundation, with suitable Hi-Viz will be present at the closure, however, their role is solely to advise any pedestrian or motorists caught up in the closure what is going on and what the expected timeframes will be;
- Whilst the Police will not be at the closure they will be present at the Service and Parade and can be called upon to enforce any attempt to breach the closure;
- The Letchworth Garden City Heritage Foundation as organiser have provided £10m public liability insurance for the event;
- Should the Police be called away from the Service then a discussion will be held between the Police and the organiser as to the next steps which may mean the removal of the closure.

8.3 The Remembrance Service and Parade is open to all.

## **9. LEGAL IMPLICATIONS**

9.1 Under the Responsibilities for Functions-Summary Paragraph 14.2.1 of the Constitution it states that decisions about non-executive functions may be delegated by the Council to an Officer

9.2 Section 14.6.2 (d) of the Constitution provides that: *“Before taking a decision under delegated powers which may be controversial or politically sensitive the officer shall notify the relevant Cabinet Executive Member. Delegated decisions must be taken, recorded and published in accordance with the Council’s Guidance (or any policy) on the statutory requirements and procedures.”*

9.3 Under terms of reference 14.6.10(b) (x) of the Constitution, the Service Director: Regulatory has delegated authority for traffic management including the street closure orders.

9.4 Under terms of reference 14.6.8 (a) (xvi) of the Constitution, the Service Director: Legal and Community has delegated authority for the attestation of the Council’s common seal on relevant documents

9.5 The Council has the statutory power to issue a temporary Road Closure Order in accordance with Section 21 of the Town Police Clauses Act 1847. The Town Police Clauses Act 1847 is frequently used by local councils to close roads to allow public events such as processions or street parties to take place.

## **10. FINANCIAL IMPLICATIONS**

The appropriate application fee has been paid.

## **11. RISK IMPLICATIONS**

11.1 The applicant has the appropriate level of insurance cover, Hertfordshire Highways and the Police are aware of the proposed closure.

**12. EQUALITIES IMPLICATIONS**

12.1 In line with the Public Sector Equality Duty, public bodies must, in the exercise of their functions, give due regard to the need to eliminate discrimination, harassment, victimisation, to advance equality of opportunity and foster good relations between those who share a protected characteristic and those who do not.

12.2 A disproportionate impact may be felt by some vulnerable groups; - those with mobility issues, sensory or other disabilities from road closures. However as alternative routes have been identified (as per 7.1) then these impacts will be minimised as far as is practical. The public events are an opportunity to ‘ foster good relations between those who share a protected characteristic and those who do not.

**13. SOCIAL VALUE IMPLICATIONS**

13.1 *The Social Value Act and “go local” policy do not apply to this decision.*

**14. ENVIRONMENTAL IMPLICATIONS**

14.1. There are no known Environmental impacts or requirements that apply

**15. HUMAN RESOURCE IMPLICATIONS**

15.1 None.

**16. BACKGROUND PAPERS**

16.1 Application Form and supporting documentation available on request.

**17. APPENDICES**

17.1 None

**NOTIFICATION DATE**

12<sup>th</sup> November 2021

Signature of Executive Member Consulted .....  .....

Date .....8<sup>th</sup> November 2021.....

Signature of Decision Taker .....  .....

**Please Note: that *unless urgency provisions apply* EXECUTIVE decisions cannot be implemented until 5 clear working days have elapsed after the decision has been taken to allow for scrutiny call-in.**

**Call-in does not apply to NON-EXECUTIVE DECISIONS**