

APPENDIX 2

TEMPORARY GATING ORDERS:-

PROCEDURAL STEPS / RESPONSIBILITIES / TIMESCALES

Ref	Activity	Action by	LCC target time *
1.	Potential gating scheme suggested to LCC	Anyone	-
2.	Enquirer advised of process and criteria	LCC	1 week
3.	Enquirer advised that support of Community Safety Partnership required – refer to District Council	LCC	inc
4.	Check with LCC that path(s) concerned is highway	DC	
5.	Gather evidence of crime and anti-social behaviour	CSP	
6.	Consider whether any action should be taken	CSP	
7.	Consider what measures would be most effective	CSP	
8.	Consider whether a gating scheme might be appropriate	CSP	
9.	Discuss principles, process, requirements, outline design, agree consultee list	DC/LCC	2 weeks
10.	Estimate costs (Investigation, design, implementation, maintenance and un/locking)	DC	
11.	Secure funding	DC	
12.	Undertake and analyse surveys	DC	
13.	Prepare proposals – times and days of closure, location and type of gates	DC	
14.	Assess implications for users including equality impact assessment	DC	
15.	Discuss proposals with LCC	DC	
16.	Undertake consultation	DC	
17.	Consider consultees' views, survey results, impact on users and costs. Decide whether to amend proposals, proceed or drop scheme.	CSP	
18.	Complete and submit application to LCC	DC	
19.	Officers consider application	LCC	
20.	Prepare draft Order, post site notices and advertise Order	LCC	8 weeks (statutory)
21.	If no objections and non-sensitive, make Order (see activity 26/27)	LCC	
22.	Advise LSP of outcome of advertisement	LCC	1 week
23.	If a public inquiry is needed, ask LSP to consider objections and revise proposals	LCC	
24.	Report objections to Development Control and Regulatory Board	LCC	4 weeks

25.	Report to Cabinet – approval to overrule objections and make Order		4 weeks
26.	Make Order and agree review period	LCC	
27.	Add Order to register	LCC	
28.	Agree detailed design and operation with LCC	DC	
29.	Formal agreement between LCC/DC to cover permission to work on highway, costs etc	LCC/DC	
30.	Discuss details of works with affected residents (including easements and accommodation works)	DC	
31.	Order works	DC	
32.	Make arrangements for maintenance repairs and un/locking	DC	
33.	Issue keys and advise emergency services and utility companies of access arrangements	DC	
34.	Install scheme	DC	
35.	Conduct review of scheme and report to LCC	CSP	

These activities are not all sequential – discussion of proposals, design, consultation etc can take place in parallel with other work

* Note that timescales for Member approvals will be affected by the calendar of meeting dates.

LCC – Leicestershire County Council

DC – District or Borough Council

CSP – Community Safety Partnership (Also known as Crime Reduction Partnerships or similar)