

Report to COUNCIL Highway Regulation Committee

Proposal to amend the Traffic Regulation Order for Southgate Street Car Park

Portfolio Holder:

Councillor C Goodwin, Cabinet Member for Transport and Highways

Officer Contact: Nasir Dad, Director of Environment

Report Author: Angela Lees Parking Client Manager

Email: angela.lees@oldham.gov.uk

9 January 2026

Reason for Decision

The purpose of this report is to consider an amendment to the proposed Traffic Regulation Order for Southgate Street car park.

Recommendations

It is recommended that the Deputy Chief Executive be recommended by the Committee to approve Option 2 and it be implemented on site.

The relaxed proposal (Option 2) will continue to meet the needs of colleagues based in the JR Clynes Building and it will be more beneficial to members of the public attending Council meetings at the location.

Proposal to amend the Traffic Regulation Order for Southgate Street Car Park

1 Background

- 1.1 A report recommending a change to the terms of conditions of Southgate Street car park was approved on 15 August 2025 to amend the northern section of the car park to permit holder A only between the hours of 8am and 6pm Monday to Friday. For the remainder of the operational hours the car park would remain as pay and display for public use.
- A copy of the approved report is attached in Appendix A
- 1.2 Permit zone A passes have been issued to colleagues currently paying for permits who are based at the JR Clynes Building, access is also available to Members who are in receipt of a monthly permit. Visitors will be issued temporary permits managed internally by colleagues.
- 1.3 One objection was received to the initial proposal citing lack of consultation, negative impact on library staff who work evenings, as well as unfair prioritization of staff. A copy of the objection is attached at Appendix B and the Council's response to the objection is attached at Appendix C.
- 1.4 The objector was asked to confirm by 22nd October if they wished to continue with the objections to the proposals. No response was received.
- 1.5 As occupation of the JR Clynes Building commenced it became apparent that the timings of the proposed restrictions on the car park were in conflict with the start times of public meetings and therefore this report proposes to amend the timing of the pay and display restrictions from 6pm to 5pm
- 1.6 The amendment is less restrictive than the initial proposal advertised and as such the hours can be amended by the Highway Regulation Committee by a formal decision, without the need for further public consultation.

2 Current Position

- 2.1 The purpose of this report is to formally approve the request to reduce the permit holder period, and increase the pay and display period, on the northern section of Southgate Street car park for the benefit of attendees of public meetings at The JR Clynes Building.
- 2.2 If approved this will make the car park available to the general public and other permit holders who work in the vicinity of Southgate Street car park, one hour earlier than initially proposed.

3 **Options/Alternatives**

3.1 Following the objection received, the following options have been considered:

Option 1: Continue with the current permit holders only times of 8am – 6pm.

Option 2: Amend the permit holders only times to 8am – 5pm

4 **Preferred Option**

4.1 It is recommended that the Committee be requested to recommend that the Deputy Chief Executive approve Option 2 and it be implemented on site. Officers believe this proposal will still meet the objectives of the initial proposal as well as being more beneficial to the public and other users of the car park.

5 **Consultation**

5.1 Ward members were consulted, no responses received.

6 **Financial Implications**

6.1 These were dealt with in the previous report (refer to Appendix A).

7 **Legal Implications**

7.1 These were dealt with in the previous report (refer to Appendix A).

8. **Procurement Implications**

8.1 Not applicable

9 **Equality Impact, including implications for Children and Young People**

9.1 Not applicable

10 **Key Decision**

10.1 No

11 **Key Decision Reference**



11.1 Not Applicable

12 **Appendices**

Appendix A - Approved Mod Gov Report

Appendix B – Objection received

Appendix C – Response to the objection

<p>Signed </p> <p>Cllr Chris Goodwin, Cabinet Member for Transport and Highways</p>	<p>Dated 16.01.26</p>
<p></p> <p>Emma Barton, Deputy Chief Executive</p>	<p>Dated: 16.01.26</p>

APPENDIX A

APPROVED MOD GOV REPORT

Delegated Decision Report

Decision below £250k

Subject:	Amendment to Traffic Regulation Order for Southgate Street Car Park
Decision maker: Senior Officer	Emma Barton, Deputy Chief Executive, Place
Decision maker: Cabinet Member	Transport and Highways, Councillor C Goodwin
Decision date:	15.08.25
Report author:	Angela Lees
Ward (s):	Coldhurst

Reason for decision

Following the redevelopment of the Old Library building as the new Civic Building, Elected Members, Senior Leadership Team (SLT) and Executive and Political Support will relocate. Therefore an amendment to the Traffic Regulation Order for Southgate Street car park is required to ensure adequate parking is available.

Recommendation(s)

It is recommended that the current traffic regulation order is amended to limit parking Monday – Friday 8am – 6pm to Permit Holders only, with pay and display from 6pm onwards and all-day Saturday and Sunday, on the northern section of the car park to ensure the maximum use of the car park.

Background

Southgate Street car park is split into two sections, separated by Mowbray Street, and has a pay and display machine in both parts. The top section, closest to Union Street can accommodate approximately 78 spaces. The lower section has 32 spaces plus 3 disabled spaces.

A compound to enable the development works has been on site since January 2022 and should be removed by July/August 2025 to enable the surface to be inspected, remedial works carried out if necessary and the spaces remarked. The compound will temporarily be relocated to the southern section of the car park, leaving the disabled spaces accessible. (see appendix 1)
Following the advertising of the amendment to the Traffic order, signage would need to be replaced, with new clear signage on the entrance to the car park, to allow effective enforcement to take place.

The Gallery, Library and Lifelong learning Centre's staff are also entitled to permits. There are currently approximately 50, however these would not be expected to all be in work at the same time, therefore it is expected that the permit holders' areas would be adequate for Members, SLT and staff. Permits are also valid on the nearby Waterloo Street and Roscoe Street car parks, and the bottom section of Southgate Street would remain available for general use

Alternative option(s) to be considered *(please give the reason(s) for recommendation(s))*

- 1) To approve the recommendation to amend the traffic regulation order on Southgate Street car park to restrict certain times to permit holders only
- 2) Not to approve the amendments and the whole of Southgate Street car park would remain open to the public 24 hours daily

Consultation *(include any conflict of interest declared by relevant Cabinet Member consulted)*
The Ward Members have been consulted and no comments have been received.

Risks

There has been a compound on Southgate Street since the start of January 2022, so any perceived loss of spaces for the public will be minimal. The number of disabled bays on the southern section of the car park will be increased, once the compound is demobilised, to mitigate the weekday loss of bays in the northern section

Implications

Financial	<p>The cost of amending the Traffic Regulation Order is shown below: -</p> <table border="1" data-bbox="641 1615 1350 1756"> <tr> <td></td><td>£</td></tr> <tr> <td>Advertisement of Order</td><td>1,200</td></tr> <tr> <td>Supply and installation of signage</td><td>1,000</td></tr> <tr> <td>TOTAL</td><td>2,200</td></tr> </table> <p>The advertising & signage expenditure of £2,200 will be funded from the TRO budget within the Highways Service.</p> <p>(John Edisbury)</p>		£	Advertisement of Order	1,200	Supply and installation of signage	1,000	TOTAL	2,200
	£								
Advertisement of Order	1,200								
Supply and installation of signage	1,000								
TOTAL	2,200								
Legal	Where for the purpose of relieving or preventing congestion of								

	<p>traffic it appears to the Council necessary to provide suitable parking places for vehicles, under section 32 of the Road Traffic Regulation Act 1984, the Council has the power to provide off street parking places together with means of entrance to and egress from them. Under section 35 of the Act, the Council may impose conditions on which an off street parking place may be used. Before making an off street parking order, the Council must consult the local Police.</p> <p>In addition to the above, under section 122 of the Act, it shall be the duty of the Council so to exercise the functions conferred on them by the Act 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. Regard must also be had to the desirability of securing and maintaining reasonable access to premises, the effect on the amenities of any locality affected and the importance of regulating and restricting the use of roads by heavy commercial vehicles so as to preserve or improve the amenities of the areas through which the roads run, the strategy produced under section 80 Environmental Protection Act 1990 (the national air quality strategy), the importance of facilitating the passage of public service vehicles and of securing the safety and convenience of persons using or desiring to use such vehicles and any other matters appearing to the Council to be relevant. (A Evans)</p>
Equality impact including implications for Children and Young People	None

Has the relevant Legal Officer confirmed that the recommendations within this report are lawful and comply with the Council's Constitution?	Yes
Has the relevant Finance Officer confirmed that any expenditure referred to within this report is consistent with the Council's budget?	Yes
Are any of the recommendations within this report contrary to the Policy Framework of the Council?	No

Schedule 5ba

Items to be deleted

Parking Places Off Street

Amendment 126

Column 1 Item No	Column 2 Location of Parking Place	Column 3 Vehicles	Column 4 Days and Hours of Operation	Column 5 Maximum Period of waiting	Column 6 Controlled hours	Column 7 Rate of Charge	Column 8 Time to elapse from time of leaving before vehicle can return to parking place
	Southgate Street	Vehicles	24 hours daily	18 hours	8am – 12midnight daily	Southgate Street weekday Southgate Street Weekend Disabled controlled hours	1 hour

Parking Place Scales (Off Street)
to be deleted from Part II Schedule 5ba

Column 1 Item No	Column 2 Scale	Column 3 Initial Period of waiting during controlled hours	Column 4 Charge	Column 5 Hours and Days when Scales Apply	Column 6 Prohibition of Return
	Southgate Street weekday	Up to and including 1 hour Over 1 hour and up to and including 2 hours Over 2 hours and up to and including 3 hours Over 3 hours and up to and including 5 hours Over 5 hours	£1.20 £1.70 £2.10 £2.90 £4.40	8am – midnight Monday to Friday	1 hour

Items to be Included

Parking Places Off Street

Column 1 Item No	Column 2 Location of Parking Place	Column 3 Vehicles	Column 4 Days and Hours of Operation	Column 5 Maximum Period of waiting	Column 6 Controlled hours	Column 7 Rate of Charge	Column 8 Time to elapse from time of leaving before vehicle can return to parking place
	Southgate Street	Permit Holders only	8am – 6pm Mon - Fri	18 hours	8am – 12midnight daily		
	Southgate Street	Vehicles	6pm – Midnight Mon - Fri	18 hours	8am – 12midnight daily	Southgate Street weekday	1 hour
	Southgate Street	Vehicles	6pm – Midnight	18 hours	8am – 12midnight daily	Southgate Street weekend	1 hour

Parking Place Scales (Off Street)
Add to Schedule II 5a

Column 1 Item No	Column 2 Location of Parkin Place	Column 3 Class of Motor Vehicle	Column 4 Days and hours of operation	Column 5 Maximum Period of waiting	Column 6 Controlled hours	Column 7 Rate of Charge
	Permit Holders Only	Vehicles	24 hours daily	18 hours	8 – Midnight Monday - Friday	Contract Charges

to be added to Part II Schedule 5ba

Column 1 Item No	Column 2 Scale	Column 3 Initial Period of waiting during controlled hours	Column 4 Charge	Column 5 Hours and Days when Scales Apply	Column 6 Prohibition of Return
	Southgate Street weekday		Permit Holders only	All day	

	Southgate Street weekday	Up to and including 1 hour	£1.20	6pm to midnight Monday to Friday	1 hour
		Over 1 hour and up to and including 2 hours	£1.70		
		Over 2 hours and up to and including 3 hours	£2.10		
		Over 3 hours and up to and including 5 hours	£2.90		
		Over 5 hours	£4.40		

Appendix 1



Background Papers under Section 100D of the Local Government Act 1972

Report author sign-off	Angela Lees
Role	Parking Client Manager
Date of sign-off	9 th January 2026

Approval	
Officer approval sign-off	 Emma Barton
Role	Deputy Chief Executive, Place

APPENDIX B
COPY OF OBJECTION

The Environment Group Solicitor
Oldham Borough Council
Civic Centre
West Street
Oldham
OL1 1UL

Re: The Oldham Southgate Street Car Park Amendment Order 2025

Dear Sir/Madam,

I am writing to object to the proposed Traffic Regulation Order titled *"The Oldham Southgate Street Car Park Amendment Order 2025."*

My objections are as follows:

1. Lack of Communication

Permit holders were not informed of any proposed changes in advance. The first notice we received was a document placed on car windscreens, resembling a penalty charge notice. This method of communication was both misleading and unnecessarily intimidating. Proper consultation and transparent communication should have taken place before implementing a change that directly impacts existing permit holders.

2. Impact on Library Staff Safety

The majority of frontline library staff are required to work until after 8pm at least once a week. Denying staff access to the closer, well-lit Southgate Street Car Park during dark winter evenings poses a serious safety concern. Staff regularly engage with challenging and sometimes confrontational customers and there have been historic incidents of staff being followed to their vehicles. Forcing staff to park further away increases their vulnerability. The Council has a duty of care to ensure its employees can access safe and reasonable parking when required to work late into the evening.

3. Unfair Prioritisation of Other Teams

Library, Gallery and Lifelong Learning staff have already experienced significant disruption to their parking arrangements in recent years. To now be deprioritised in favour of newly relocated staff — without consultation or warning — feels dismissive

and inconsiderate. In contrast, Councillors retain the flexibility to work from home, set their own hours, and, in the rare cases they are required to be on site working late, are unlikely to face the same regular safety risks that library staff encounter.

4. Failure to Balance Staff Needs

This proposal does not adequately balance the needs of all staff who require parking.

In particular, it disregards the operational requirements and safety of frontline staff who have no option to adjust their working hours or location.

5. Permit Pricing Structure

If the Council intends to proceed with this proposal, I would ask whether a differentiated permit pricing structure will be introduced. It would be both fair and respectful to reflect the higher wages of Councillors in the permit cost for this more desirable, centrally located car park. Such an approach could also help generate increased income for the Council while acknowledging the cost-of-living pressures faced by lower-paid colleagues, who would be forced to park further away under this scheme.

For these reasons, I strongly object to the proposed Order and urge the Council to reconsider its approach. At the very least, I would request that library staff working late are granted access to the Southgate Street Car Park during evenings, to ensure their safety and wellbeing are not compromised.

Yours sincerely,

Jennifer Roderick

Senior Customer Experience Assistant

APPENDIX C
RESPONSE TO REPRESENTATION

Jennifer Roderick

By email
Jennifer.roderick@oldham.gov.uk

Economy & Place
Parking Management

Re: Objection to Southgate Street TRO proposal

Thank you for your letter in relation to the proposed Traffic Order "The Oldham Southgate Street Car Park Amendment Order 2025"

I acknowledge the objections you have put forward and respond as follows.

Point 1 – Lack of Communication

The Council has complied with all the statutory requirements for the introduction of a Traffic Regulation Order, which includes the requirement for site notices, alongside a public notice in a locally circulated newspaper. It is not a requirement to notify every permit holder of any changes to the car parks, however the Council has opted to take extra measures and issue warning notices to the windscreens of vehicles.

Points 2, 3 and 4
Impact on Library Staff Safety
Unfair Prioritisation of Other Teams
Failure to Balance Staff Needs

The proposed amendments are to establish a multi-use car park. Between the hours of 8am and 6pm Monday to Friday, its use will be restricted to specified permit holders only. After 6pm and all-day Saturday and Sunday, the space is available to all permit holders and for pay and display. Staff working in the library will therefore be able to park on the top section of Southgate Street car park from 6 pm onwards

The bottom section of Southgate Street car park, is currently being used as a compound and has a limited number of spaces available. Once the works are completed, this will revert to a general use car park, available to all. Staff working in the library will therefore be able to park on the bottom section of Southgate Street car park at any time (subject to spaces being available).

The purchase of a council car parking permit, as detailed in the terms and conditions, does not guarantee a space, or use of a specific car park. The flexible permit can be used on Waterloo

Street (which is adjacent to the Southgate Street car park), Bradshaw Street, Bow Street, Roscoe Street, the Spindles and Southgate Street as detailed above.

Point 5
Permit Pricing Structure

The permit prices are reviewed periodically by the Council; however, this proposal does not deal with the pricing structure. The Council would not consider an amendment to the charges on the basis a permit holder cannot park on their preferred car park.

In light of the above please can you confirm by 22nd October 2025, whether you still wish to object to the proposals.

Yours sincerely

Angela Lees

Parking Client Manager

Direct line: 0161 770 3638
