

GENERAL PUBLIC SERVICES AND ECONOMIC DEVELOPMENT COMMITTEE

NOTICE AND AGENDA

For a meeting to be held on Tuesday, 19 March 2024 at 7.30 pm in the Penn Chamber, Three Rivers, Northway, Rickmansworth, WD3 1RL.

Members of the General Public Services and Economic Development Committee:-

Councillors:

Oliver Cooper
Andrea Fraser
Stephen Giles-Medhurst (Co-Chair)
Joan King
Kevin Raeburn

Paul Rainbow (Co-Chair)
David Raw
Andrew Scarth (Co-Chair)
Jonathan Solomons
Chris Whately-Smith

*Joanne Wagstaffe, Chief Executive
Monday, 11 March 2024*

The Council welcomes contributions from members of the public on agenda items at the General Public Services and Economic Development Committee meetings. Details of the procedure are provided below:

For those wishing to speak:

Members of the public are entitled to register and identify which item(s) they wish to speak on from the published agenda for the meeting. Those who wish to register to speak are asked to register on the night of the meeting from 7pm. Please note that contributions will be limited to one person speaking for and one against each item for not more than three minutes.

In the event of registering your interest to speak on an agenda item but not taking up that right because the item is deferred, you will be given the right to speak on that item at the next meeting of the Committee.

Those wishing to observe the meeting are requested to arrive from 7pm.

In accordance with The Openness of Local Government Bodies Regulations 2014 any matters considered under Part I business only of the meeting may be filmed, recorded, photographed, broadcast or reported via social media by any person.

Recording and reporting the Council's meetings is subject to the law and it is the responsibility of those doing the recording and reporting to ensure compliance. This will include the Human Rights Act, the Data Protection Legislation and the laws of libel and defamation. The meeting will be broadcast/livestreamed and an audio recording of the meeting will be made.

1. APOLOGIES FOR ABSENCE

2. MINUTES

(Pages 5 - 10)

To confirm the minutes, as a correct record, of the General Public Services & Economic Development Committee meeting, held on 16 January 2024.

3. NOTICE OF OTHER BUSINESS

Items of other business notified under Council Procedure Rule 30 to be announced, together with the special circumstances that justify their consideration as a matter of urgency. The Chair to rule on the admission of such items.

4. DECLARATIONS OF INTEREST

To receive any declarations of interest.

5. BUDGET MANAGEMENT - PERIOD 10

(Pages 11 - 24)

This report covers this Committees financial position over the medium term (2023 – 2027) as at Period 10 (end of January).

Recommendation

That Members note and comment on the contents of the report.

6. CONSERVATION AREA APPRAISAL PROGRAMME AND CONSERVATION SERVICE UPDATE

(Pages 25 - 38)

This report seeks Members' approval for two Conservation Area Appraisals to be completed in the 2024/25 financial year and provides an update on the conservation service currently outsourced to Place Services.

Recommendation

That:

- Members agree to prioritising the preparation of the Rickmansworth Town Centre and Sarratt (Church End) Conservation Area Appraisals in the 2024/25 financial year rather than increasing the number of written conservation comments on planning applications.
- Members note that it is not possible to increase the number of written conservation comments being provided on planning applications without agreeing additional budget to cover this.

7. AMENDMENT TO TRAFFIC REGULATION ORDER (TRO) FOR

(Pages 39 - 58)

HENBURY WAY CAR PARK

This report details the proposed amendment to the existing Traffic Regulation Order (TRO) for Henbury Way Car Park, South Oxhey, in order to facilitate market trader parking for the proposed South Oxhey market. The opportunity to host a new market was created following the redevelopment of the South Oxhey Central scheme, with the market being operated by Watford Rural Parish Council (WRPC).

The organisation of a new market is considered a vital project for the Parish Council and it is initially planned to take place once a week. WRPC have begun to engage with market operators and at the present time, both Sunday and Thursday have been identified as potentially suitable days. Watford Rural Parish Council are responsible for the organisation and management of the market and a decision on the selected market day will be required from WRPC before the TRO amendments are applied for.

WRPC have also indicated that if the market becomes particularly successful, they would like TRDC to consider in future, an additional market day each week. Such a proposal would be subject to demand and a further Committee approval to vary the TRO again.

Recommendation:

It is hereby requested that:

- i) The Committee approve this recommendation to agree to the variation of the existing Henbury Way car park TRO to allow permit parking for market traders in accordance with this report.

AND

- ii) Authority is delegated to the Director of Finance, in consultation with the Lead Member of Public Services together with relevant Ward Councillors, to implement the required variation to the Traffic Regulation Order and for Officers to make any necessary amendments or variations to the proposal as may be required, including as a result of responses to any consultation; as well as to address or set aside any formal objections to any Notice of Proposed Traffic Regulation Orders in connection with approval of the final TRO variation scheme.

8. PROPOSALS FOR OFF-STREET (CAR PARKS) ELECTRIC VEHICLE CHARGING POINTS IMPLEMENTATION

(Pages 59 - 96)

Officers have been exploring opportunities to install Electric Vehicle Charge Points (EVCP) in council owned car parks using external government grants and/or Community Infrastructure Levy (CIL) funding.

This report provides an update on progress made to date and requires a decision on progressing with implementation of EV. It also highlights a point on which is the best method to fund, deliver and operate EVCPs across the District.

Recommendation

That Members agree to:

- i) Pursue the Electric Vehicle Charge Point proposals for Council car parks utilising the Option 3 Hybrid method and action plan (see point 3.7) but with a final decision on scheme implementation and delivery to be delegated to the Director of Finance in conjunction with the Lead Member to ensure timely project delivery.
- ii) Officers to continue to investigate further proposals for Off Street Electric Vehicle Charging in other Council car parks and liaise with Hertfordshire Highways regarding On Street proposals with any funding opportunities identified.
- iii) The production of a comprehensive Electric Vehicle Charging Strategy for Three Rivers District Council.

9. OTHER BUSINESS - if approved under item 3 above

10. EXCLUSION OF PRESS AND PUBLIC

Part II

If the Committee wishes to consider the remaining item in private, it will be appropriate for a resolution to be passed in the following terms:-

“that under Section 100A of the Local Government Act 1972 the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined under paragraph 3 of Part I of Schedule 12A to the Act. It has been decided by the Council that in all the circumstances, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.”

(Note: If other confidential business is approved under item 3, it will also be necessary to specify the class of exempt or confidential information in the additional items.)

General Enquiries: Please contact the Committee Team at
committeeteam@threerivers.gov.uk



General Public Services and Economic Development Committee

MINUTES

Of a meeting held in the Penn Chamber, Three Rivers House, Northway, Rickmansworth, WD3 1RL, on Tuesday, 16 January 2024 from 7.31 pm - 9.45 pm

Present: Councillors

Stephen Giles-Medhurst (Co-Chair)
Paul Rainbow (Co-Chair)
Andrew Scarth (Co-Chair)
Jonathan Solomons
Chris Whately-Smith
Oliver Cooper
Andrea Fraser
David Raw
Kevin Raeburn

Officers in Attendance:

Kimberley Rowley, Head of Regulatory Services
Sally Riley, Finance Business Partner
Jason Hagland, Strategic Housing Manager
Anita Hibbs, Committee Manager

GPS&ED10 APOLOGIES

Apologies for absence were received from Councillor Joan King.

GPS&ED11 MINUTES

The Committee considered the minutes of its meeting held on 10 October 2023.

Referring to Item Service Planning 2024-27 – Planning Policy & Conservation, Councillor Fraser stated that the minutes did not accurately reflect the discussion of the Conservation Area Update in which it had been agreed that there should be a report to this meeting of the Committee on how best to progress the Conservation Area Appraisals.

The Chair proposed that the recording of the meeting held on 10 October 2023 be checked and the minutes be suitably amended if necessary.

Notwithstanding this action, the Officer confirmed Officers were reviewing the budgets available to progress with a review of Conservation Area appraisals and a report would be presented at a future date.

The recording of the Committee's proceedings of 10 October 2023 has been checked; it was confirmed that the Committee had requested a report to the January 2024 meeting of the Committee updating the Committee on how best to progress the Conservation Area Appraisal reports referred to in the Committee's Work Programme.

With that amendment to the minutes, the Committee approved the minutes of its meeting of 10 October 2023 and authorised the Chair to sign them as a correct record.

GPS&ED12 DECLARATIONS OF INTEREST

There were no declarations of interest.

GPS&ED13 NOTICE OF OTHER BUSINESS

There were no items of other business.

GPS&ED14 BUDGET MONITORING (PERIOD 6)

Members of the Committee requested an update on staffing and the number of vacancies; in particular the Senior Transport Planner post.

Kimberley Rowley, Head of Regulatory Services, advised that successive rounds of recruitment were unsuccessful in 2023, therefore, in 2024, the service area have committed to a different way of providing an officer with remit for the services. The roles and responsibilities of the job profile will be reviewed again in the coming weeks, and recruitment is anticipated in February.

Sally Riley, Finance Business Partner, reported that the Senior Planning Officer role, currently filled by an internal post, has recently been filled, the Community Infrastructure Levy Officer post has been filled, the Housing Supplier Officer post has also been filled, and the Associate Director - Economy Infrastructure & Planning post is subject to a report that is going to Policy & Resources Committee on 29 January.

Furthermore; the Grounds Maintenance Trainee Operative post and HGV Driver post have both been filled.

Jason Hagland, Strategic Housing Manager advised that the Housing Enforcement Officer post is currently being covered by an interim officer.

Members also requested an update on Garden Waste income and the kerb side collection. The Officer advised that currently there is no update on the Garden Waste income and kerb side collection as these are not presented in the period 8 budget monitoring. The next comprehensive budget monitoring report will be available in March.

Members pointed out that it is regrettable that the budget monitoring (period 6) report was received only now at this committee meeting. The Officer reminded the committee that the decision to reduce the number of committees was made 18 months ago, therefore this is the first opportunity for this report to be presented to this committee.

Concerns were raised around the cost of waste and recycling vehicles. The Officer clarified that as at 30 September 2023, the Council spent £210,099 out of a £1,070,413 budget. The original budget was approved at Full Council in February 2023. Officers did not know at that time how much needed to be rephased until they did the out turn position in April. Officers were then able to rephase the amount of capital budget that wasn't spent in 2022/23 into 2023/24. This would have been brought to and approved at the July 2023 Full Council meeting. The Officer confirmed that the budget had not been increased because of procurement costs.

Members raised concerns regarding the notable increase of private trade waste companies being used by retailers in Rickmansworth and requested further information for the reasons behind this. The Officer advised that the number of users are not constant throughout the year, and financially, there is no impact.

The Chair proposed that it would be useful to have the figures on the Council's rates and how that compares to comparable commercial sectors, included in the final out turn report for the committee. In addition; the number of traders each month should also be included in the presentation in future. The Officer confirmed that this will be added from period 10 onwards.

Further questions were raised regarding the cost of Electric Vehicle (EV) charging points and car park restoration. The Officer clarified that this was CIL money identified through Policy & Resources Committee and Full Council to utilise for EV charging points. This has not been spent yet.

The car park restoration is on the capital programme. It includes work that improves the car parks across the district. So far, there has been no spend as a lot of the spend previously has been revenue, not capital.

RESOLVED:

That Members note and comment on the contents of the report.

GPS&ED15 WATFORD TO CROXLEY RAIL LINK PRESENTATION

Kimberley Rowley, Head of Regulatory Services introduced the presentation and explained the following key aspects of the project:

- Background and objectives
- Possible transport modes
- Routeing proposal
- Value for money
- Related Hertfordshire Projects

The Officer advised the Committee that this was a very early, high level presentation at this stage.

Members of the Committee raised questions and concerns around:

- How much consideration has been given to the links that could be built beyond Croxley Green if the original proposal had included Croxley tube station, with an existing railway track that could have been used to open up the link to Rickmansworth, Chorleywood and potentially beyond as well.
- Is there any information on the estimated cost of this particular option?
- Clarity around the higher and overall benefits as well as the objectives of the project
- Time scale of the consultation process

Officers started looking beyond Croxley, into Rickmansworth, however, TFL advised that it is not going to be feasible on that line routeing. The other alternative was to keep the route on the road; from Ascot Road, up to Croxley and into Rickmansworth but the roads are not wide enough to provide any priority routing for this type of mass rapid transport system, which will result in significantly extended journey times and therefore will not be a desirable mode of transport to the public.

The studies so far have shown that the benefits are of the disused railway line with the fastest possible journey time; one of the biggest benefits is the reduced journey time into Watford from any of the identified locations. Furthermore, if the plans go ahead Croxley Green will

likely become an interchange in future, and therefore the possible expansion of transport options beyond Croxley Green is considered to be part of the future plan.

The Chair pointed out that the aim of this project is not just to provide a seamless interchange onto the underground network but would also provide sustainable transport to the public that is environmentally friendly.

The Chair advised that estimated cost information is not available at this point in time, and no funding has been committed by Three Rivers at this stage.

In terms of the higher and overall benefits; the Officer explained that these benefits include:

- Modal shift – encouraging people to use public transport instead of cars
- Journey times – reduced journey times

The Officer reiterated that this is very early, high level information and further, more detailed information will become available at a later stage.

It was clarified by the Chair that the main objective of the scheme was outlined in paragraph 1.4 of the report.

In response to the information provided; Members of the Committee requested that the objectives of the scheme and the overall benefits will need to be made clearer for the benefit of the public, and a further update on the scheme to be provided to the Committee at the earliest possible opportunity.

The Officer advised that there is a communication strategy being prepared currently by Hertfordshire County Council and Watford Borough Council, involving all relevant stakeholders but no specific date has been given to Officers yet.

It was proposed that the Committee should be able to scrutinise and discuss the next report on the scheme before agreeing to adopt the communication strategy that is currently being prepared by Hertfordshire County Council and Watford Borough Council.

The Chair acknowledged the request but advised Three Rivers don't control the communications strategy which is led by Hertfordshire County Council and Watford Borough Council.

RESOLVED:

That the presentation be noted.

GPS&ED16 BERYL BIKES UPDATE

The Chair provided an update on Beryl Bikes.

The expansion of the scheme into Three Rivers has been supported for over 3 years, and the scheme is expected to go live soon. Watford Borough Council have confirmed the expansion of their own contract which will be signed off at the end of this month.

The bikes will be self-funding in terms of their revenue cost, and the maintenance of them will be undertaken by Beryl.

5 potential bay locations have been identified for cycle racks and signage. Once those have been mapped out, and consulted on with Hertfordshire County Council, the next steps will be consultation with local Members.

Hertsmere Borough Council also confirmed a similar agreement of the expansion of the scheme into Bushey.

It is intended that the scheme will be live by 1 April 2024.

In response to questions the Members raised, the Chair confirmed that there are no designated routes for the Beryl Bikes in Three Rivers; and the bay locations identified for cycle racks are:

1. All saints Church
2. Baldwins Lane North
3. Baldwins Lane South
4. Croxley Library
5. Croxley Station

Councillor Chris Whately-Smith and Councillor Andrew Scarth thanked the Chair, Councillor Stephen Giles-Medhurst for all his work on this project.

GPS&ED17 ELECTRIC VEHICLE CHARGING INFRASTRUCTURE UPDATE

Kimberley Rowley, Head of Regulatory Services provided an update on EV Charging Infrastructure:

- Officers have been exploring the installation of electric vehicle chargers in council owned car parks, initially looking at the introduction of rapid chargers in 2 pilot sites (Rickmansworth and Abbots Langley) with 4 further sites enabled with use of agreed CIL funding.
- However, the funding environment is evolving, and the Council could consider Government funding for use in our car parks where accessible to residents 24/7.
- LEVI funding was announced last year, and Tier 1 councils are acting as gatekeepers for the national government funding used to install chargers. Hertfordshire County Council have been successfully allocated £6 million pounds – how it is spent is to be determined, but anticipated £6m will be distributed to Herts authorities to fund charger installation. Hertfordshire County Council has also been developing a regional programme to support District and Borough partners to install chargers.
- Given this changing context Officers have been reviewing the Council's approach to ensure best use of Council funds and opportunities to access other funding.
- Officers have created a draft EVCP specification, and they have been working with a potential operator to consider viable car park sites and reviewing installation costs. Currently determining next steps of how to deliver the EV programme making best use of funding available.
- Future Committee report is expected, providing an overview of each delivery method and their respective advantages and disadvantages.

In response to a question the Chair advised that consultation would follow the future Committee report that is expected.

GPS&ED18 WORK PROGRAMME

The following items will be added to the Committee's work programme:

Budget monitoring (period 10) – 19 March 2024

Electric Vehicle (EV) Charging Infrastructure report – 19 March 2024

Update on Watford to Croxley Rail Link – date to be confirmed

GPS&ED19 OTHER BUSINESS - IF APPROVED UNDER ITEM 4 ABOVE

There were no items of other business.

GPS&ED20 HOUSING, HOMELESSNESS AND ROUGH SLEEPING STRATEGY 2023-2028 - FINAL DRAFT

Jason Hagland, Strategic Housing Manager presented the final draft of the strategy.

Members noted the disappointingly low response to the consultation. The Officer informed the Committee that the Communications Department had developed a communication strategy for the consultation which was promoted on the Council's website, and Housing Services did provide a small additional budget to boost the promotion of the consultation on the Council's social media platforms.

Members also stated the importance of best practice when it comes to providing services to the public.

The Committee thanked the Officer for his work on the strategy.

RESOLVED:

That the Committee note the final draft of the strategy and provide any comments.

CHAIR

Agenda Item 5

GENERAL PUBLIC SERVICES AND ECONOMIC DEVELOPMENT COMMITTEE

19 MARCH 2024

PART I - NOT DELEGATED

BUDGET MONITORING – Period 10

(DoF)

1. Summary

1.1 This report covers this Committee's financial position over the medium term (2023 – 2027) as at Period 10 (end of January)

1.2 The Period 10 comprehensive Budget Management report has already been presented to the Policy & Resources Committee at its meeting on 11 March 2024 which sought approval to a change in the Council's 2023 - 2027 medium-term financial plan

2.0 Details

2.1 This Committee's details can be found in Appendix 1 of the full Budget Management Report a copy of which is attached.

3. Options/Reasons for Recommendation

3.1 The Committee is to note the changes concerning their budget.

4. Policy / Budget Reference and Implications

4.1 In accordance with the Council's financial procedure rules, the revenue and capital budgets will be updated accordingly, if the recommendation from the Policy & Resources Committee is agreed by Council.

4.2 There are no substantial changes to Council policy resulting from this report.

5. Legal, Equal Opportunities, Staffing, Environmental, Community Safety, Public Health, Customer Services Centre, Communications & Website, and Health & Safety Implications

5.1 None specific.

6. Financial Implications

6.1 As contained in the report

7. Risk Management and Health and Safety Implications

7.1 None specific.

8. Recommendation

8.1 That Members note & comment on the contents of the report.

Report prepared by: Sally Riley (Finance Business Partner)

Checked by: Alison Scott (Director of Finance)

APPENDICES

General Public Services and Economic Development Detailed Monitoring Report (Appendix 1 of the full Budget Management Report)

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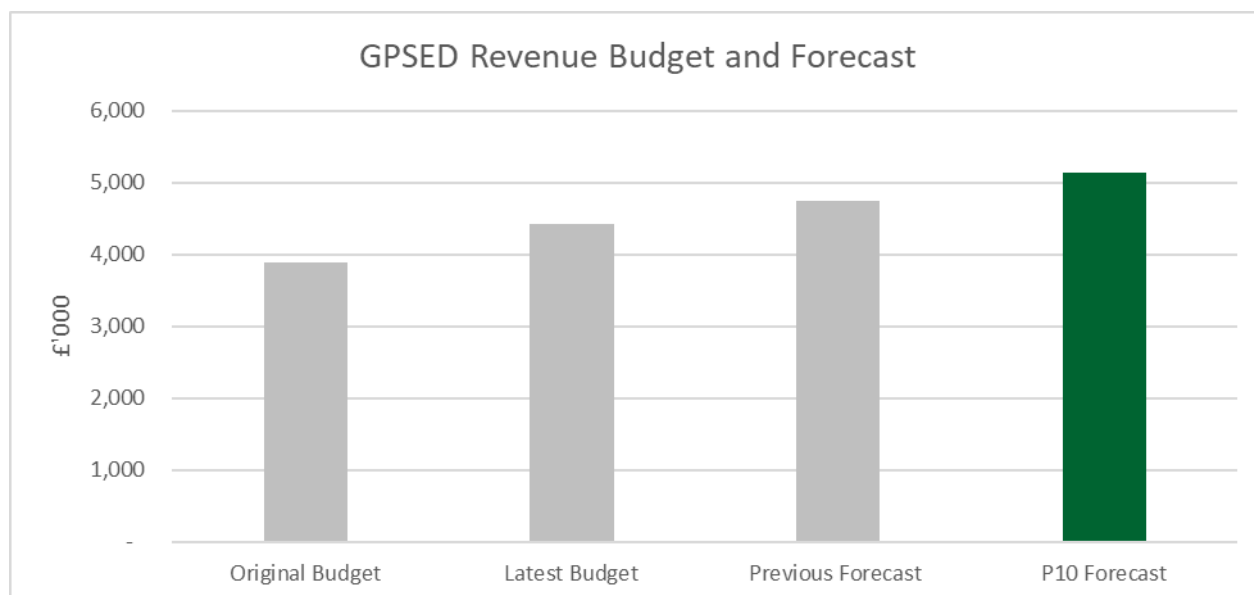
General Public Services and Economic Development Committee Detailed Monitoring Report

Overview

1. This appendix sets out the detailed financial monitoring position for budgets within the scope of the General Public Services and Economic Development (GPSED) Committee. The forecast is based on the position as at Period 10 which covers the period from 1 December 2023 to 31 January 2024.

Revenue

2. The previous forecast reported at Period 8 was net expenditure of £4.739m. This was a variation to budget of £0.311m. The latest forecast position at Period 10 is £5.136m. This is an unfavourable variance of £0.397m. The detailed revenue budgets and MTFP forecast is set out in Annex A.



Service Area	Original Budget £000	Original Budget Plus 2022/23 Carry Forwards		Latest Budget £000	Previous Forecast £000	Latest Forecast £000	Variation to Previous Forecast £000	Variation to Latest Budget £000
		£000	£000					
Housing	395	395		428	364	330	(35)	(99)
Economic Development and Planning Policy	752	792		718	748	1,199	451	481
Public Services	2,740	2,791		3,281	3,626	3,607	(19)	325
Total	3,887	3,978		4,428	4,739	5,136	397	708

3. Annex B sets out the main variations to budget.

4. Income Streams

The key income streams are detailed in Annex E. All are currently on target to achieve budget income levels in 2023/24.

Capital Investment Programme

5. The latest capital investment programme for 2023/24 is £3.027m. A favourable variation of (£0.533m) is reported.
6. Detailed Capital budgets and explanation of key variations are set out in Annex C and Annex D respectively.

Staff Vacancy Monitoring

7. A major risk of non-delivery of service is where key staff leave the Council's employ and there is a delay or difficulty in recruiting suitable candidates to fill the vacant post.

8. The following table sets out the vacancies as at 31 January 2024.

Department	Job Title	Comments	Total
Economic and Sustainable Development	Planning Officer	Currently advertised	1.00
Regulatory Services	Senior Transport Planner	Not currently advertised	1.00
Development Management	Planning Officer	Currently advertised	1.00
Environmental Protection	Grounds Maintenance Trainee Operative	Subject to restructure	1.00
	Loader X2	Recently advertised	2.00
Residential Environmental Health	Housing Enforcement Officer	Not currently advertised	1.00
Total General Public Services & Economic Development			7.00

Annex A
GPSED Committee Medium Term Revenue Budget Service

General Public Services and Economic Development											
Housing, Public Health and Wellbeing	Original Budget 2023/24	Original Budget Plus 2022/23 Carry Forwards	Latest Budget 2023/24	Previous Forecast 2023/24	Spend to Date	Latest Forecast 2023/24	Variance @ P10	Forecast 2024/25	Forecast 2025/26	Forecast 2026/27	Officer Comments
	£		£	£	£	£	£	£	£	£	
Housing Services Needs	501,198	501,198	526,026	526,026	483,505	503,946	(22,080)	523,344	537,286	560,671	Variance includes revised employee estimates which takes into account vacancies and changes in pay elements.
Rent Deposit Guarantee Scheme	5,110	5,110	5,110	2,110	0	2,110	0	5,110	5,110	5,110	Demand led service
Homelessness General Fund	(176,770)	(176,770)	(176,770)	(237,870)	(598,418)	(237,870)	0	(177,620)	(157,620)	(157,620)	Budget will be spent, actuals include grant monies received
Housing Associations	(5,000)	(5,000)	(5,000)	(5,000)	(2,500)	(5,000)	0	(5,000)	(5,000)	(5,000)	Income will be received by year end
Refugees	0	0	0	0	13,260	0	0	0	0	0	Transfer from reserves at year end
Env Health - Residential Team	70,097	70,097	79,097	79,097	55,211	66,647	(12,450)	77,427	77,427	77,427	Variance includes revised employee estimates which takes into account vacancies and changes in pay elements.
Public Health	0	0	0	0	(124,432)	0	0	0	0	0	
Total	394,635	394,635	428,463	364,363	(173,374)	329,833	(34,530)	423,261	457,203	480,588	

Economic Development and Planning Policy	Original Budget 2023/24	Original Budget Plus 2022/23 Carry Forwards	Latest Budget 2023/24	Previous Forecast 2023/24	Spend to Date	Latest Forecast 2023/24	Variance @ P10	Forecast 2024/25	Forecast 2025/26	Forecast 2026/27	Officer Comments
	£	£	£	£	£	£	£	£	£	£	
Land & Property Info Section	6,987	6,987	2,151	34,051	29,424	54,231	20,180	(10,497)	(6,716)	13,986	Reduction in Search income of £24,050 due to current economy, housing market, cost of living. Slightly offset by an increase in income of £3,870 due to increase in applications for Property Naming. Income and expenditure budgets of £24,000 required for ringfenced LLC Transition Grant
Street Naming & Numbering	7,130	7,130	7,130	7,130	7,660	7,820	690	7,130	7,130	7,130	increased budget required due to increased demand for replacement name plates
Development Management	263,664	274,664	267,094	265,594	406,754	598,652	333,058	110,943	118,752	91,665	Variance includes revised employee estimates which takes into account vacancies and changes in pay elements. Increased costs of £34,000 due to consultancy support and £50,000 due to legal fees on appeals and applications, predominantly for the Sarratt housing planning appeal. Reduction in income of £296,420 for Planning Applications fees due to the number and scale of planning applications received, offset by £15,252 of increased income expected on pre application submissions
Director Community & Env Servs	130,211	130,211	0	0	0	0	0	0	0	0	
Development Plans	298,293	326,793	351,357	351,357	365,254	448,512	97,155	324,504	325,925	327,800	Variance includes revised employee estimates which takes into account vacancies and changes in pay elements. Agency Staff employed. Increase of £10,000 required for District Plan budget to cover additional Local Plan evidence. Income budgets of £4,000 for Publications and £1,000 for Training Course Fees will not be achieved this year as these services are no longer requested. Income and expenditure budget of £7,500 to spend money from Neighbourhood Plans earmarked reserves
Hertfordshire Building Control	(4,323)	(4,323)	37,500	37,500	28,482	37,500	0	37,500	37,500	37,500	Budget will be spent
HS2 Planning	0	0	0	0	(2,304)	0	0	0	0	0	Income received from HS2
GIS Officer	50,161	50,161	52,609	52,609	43,525	52,609	0	53,999	53,999	53,999	Budget will be spent
Total	752,123	791,623	717,841	748,241	878,795	1,199,324	451,083	523,579	536,590	532,080	

GPSED Committee Medium Term Revenue Budget Service cont.

Public Services	Original Budget 2023/24	Original Budget Plus 2022/23 Carry Forwards	Latest Budget 2023/24	Previous Forecast 2023/24	Spend to Date	Latest Forecast 2023/24	Variance @ P10	Forecast 2024/25	Forecast 2025/26	Forecast 2026/27	Officer Comments
	£	£	£	£	£	£	£	£	£	£	
Decriminalised Parking Enf	92,369	137,087	236,633	236,633	26,583	196,148	(40,485)	209,165	209,165	169,165	Variance includes revised employee estimates which takes into account vacancies and changes in pay elements. Agency Staff employed
Car Parking-Maintenance	96,690	96,690	110,466	127,466	123,092	127,466	0	110,466	110,466	110,466	Budget will be spent
Dial A Ride	40,000	40,000	40,000	40,000	40,000	40,000	0	40,000	40,000	40,000	Budget will be spent
Sustainable Travel Schemes	1,500	8,000	8,000	8,000	2,826	8,000	0	1,500	1,500	1,500	Budget will be spent
Associate Director Customer & Community	0	0	89,450	89,450	71,153	81,230	(8,220)	92,826	96,205	96,205	Variance includes revised employee estimates which takes into account vacancies and changes in pay elements.
Refuse Domestic	(23,370)	(23,370)	(22,390)	(22,390)	(27,767)	(22,390)	0	(26,220)	(26,220)	(26,220)	Income and Expenditure budgets of £13,425 to purchase new bins for new developments
Refuse Trade	(37,465)	(37,465)	(150,667)	(150,667)	(371,631)	(147,322)	3,345	(231,882)	(231,882)	(231,882)	Variance includes revised employee estimates which takes into account vacancies and changes in pay elements.
Waste Buses Fund	93,359	93,359	101,762	101,762	101,769	101,762	0	101,762	101,762	101,762	Budget will be spent
Recycling General	750	750	750	750	(7,808)	750	0	750	750	750	Budget will be spent
Garden Waste	(595,543)	(595,543)	(536,866)	(536,866)	(945,539)	(536,866)	0	(656,986)	(656,436)	(656,436)	Income is received at the beginning of the financial year and expenditure against the income is made throughout the year. Budget will be spent
Clinical Waste	(31,678)	(31,678)	(28,621)	(28,621)	(65,289)	(28,621)	0	(38,596)	(38,596)	(38,596)	Budget will be spent
Recycling Kerbside	(318,613)	(318,613)	(318,613)	9,930	8,560	9,930	0	(318,613)	(318,613)	(318,613)	Budget will be spent
Abandoned Vehicles	250	250	250	250	290	250	0	250	250	250	Demand led service
Public Conveniences	3,600	3,600	3,600	3,600	2,400	3,600	0	3,600	3,600	3,600	Budget will be spent
Hertfordshire Fly Tipping	0	0	0	0	6,658	0	0	0	0	0	Transfer to be actioned from Fly Tipping earmarked reserves at year end
Environmental Protection	389,553	389,553	374,846	374,846	339,595	378,986	4,140	375,550	376,267	376,267	Variance includes revised employee estimates which takes into account vacancies and changes in pay elements.
Depot-Batchworth	35,380	35,380	35,380	34,380	42,248	45,360	10,980	34,380	34,380	34,380	Increase in Repairs & Maintenance budget of £3,000 for drainage works due to flooding, Electricity budget of £5,500 due to increased supplier costs and Rates budget of £2,480 due to increase in NNDR, although we are awaiting a revaluation.
Waste Management	2,360,909	2,360,909	2,661,870	2,661,870	2,494,562	2,661,870	0	2,560,250	2,560,250	2,560,250	Budget will be spent
Street Cleansing	632,375	632,375	675,540	675,540	530,278	686,535	10,995	676,721	676,721	676,721	Variance includes revised employee estimates which takes into account vacancies and changes in pay elements.
Total	2,740,066	2,791,284	3,281,390	3,625,933	2,371,980	3,606,688	(19,245)	2,934,923	2,939,569	2,899,569	
Total General Public Services and Economic Development	3,886,824	3,977,542	4,427,694	4,738,537	3,077,401	5,135,845	397,308	3,881,763	3,933,362	3,912,237	

Annex B

GPSED Committee Explanations of revenue supplementary estimates, variances to be managed and virements reported this Period

Variances to be managed

General Public Services and Economic Development			
Description	Main Group Heading	Details of Outturn Variances to Latest Approved Budget	2023/24 £
Land & Property Info Section	Income	Reduction in Search income of £24,050 due to current economy, housing market, cost of living. Slightly offset by an Increase in income of £3,870 due to increase in applications for Property Naming	20,180
Development Management	Employees	Variance includes revised employee estimates which takes into account vacancies and changes in pay elements.	(32,110)
	Supplies and Services	Increased costs of £34,000 due to consultancy support and £50,000 due to legal fees on appeals and applications, predominantly for the Sarratt housing planning appeal	84,000
	Income	Reduction in income of £296,420 for Planning Applications fees due to the number and scale of planning applications received, offset by £15,252 of increased income expected on pre application submissions	281,168
Development Plans	Employees	Variance includes revised employee estimates which takes into account vacancies and changes in pay elements. Agency Staff employed	82,155
	Supplies and Services	Increase of £10,000 required for District Plan budget to cover additional Local Plan evidence	10,000
	Income	Income budgets of £4,000 for Publications and £1,000 for Training Course Fees will not be achieved this year as these services are no longer requested	5,000
Street Naming & Numbering	Premises	increased budget required due to increased demand for replacement name plates	690
Total Economic Development & Planning Policy			451,083
Description	Main Group Heading	Details of Outturn Variances to Latest Approved Budget	2023/24 £
Housing Service Needs	Employees	Variance includes revised employee estimates which takes into account vacancies and changes in pay elements.	(22,080)
Env Health - Residential Team	Employees	Variance includes revised employee estimates which takes into account vacancies and changes in pay elements. Agency Staff employed	(12,450)
Total Housing Public Health and Wellbeing			(34,530)

Variations to be managed Cont.

Description	Main Group Heading	Details of Outturn Variances to Latest Approved Budget	2023/24 £
Decriminalised Parking Enf Spa	Employees	Variance includes revised employee estimates which takes into account vacancies and changes in pay elements. Agency Staff employed	(40,485)
Associate Director Customer & Community	Employees	Variance includes revised employee estimates which takes into account vacancies and changes in pay elements.	(8,220)
Trade Refuse	Employees	Variance includes revised employee estimates which takes into account vacancies and changes in pay elements.	3,345
Environmental Protection	Employees	Variance includes revised employee estimates which takes into account vacancies and changes in pay elements.	4,140
Depot-Batchworth	Supplies and Services	Increase in Repairs & Maintenance budget of £3,000 for drainage works due to flooding, Electricity budget of £5,500 due to increased supplier costs and Rates budget of £2,480 due to increase in NNDR, although we are awaiting a revaluation.	10,980
Street Cleansing	Employees	Variance includes revised employee estimates which takes into account vacancies and changes in pay elements.	10,995
Total Public Services			(19,245)
Total General Public Services and Economic Development			397,308

Virements

General Public Services and Economic Development			
Description	Main Group Heading	Details of Outturn Variances to Latest Approved Budget	2023/24 £
Development Plans	Supplies and Services	To spend money transferred from Neighbourhood Plans earmarked reserves	7,500
	Income	Transfer from Neighbourhood Plans earmarked reserves	(7,500)
Land & Property Info Section	Supplies and Services	To spend ringfenced LLC Transition Grant	24,000
	Income	Receipt of ringfenced LLC Transition Grant	(24,000)
Total Economic Development and Planning Policy			0
Description	Main Group Heading	Details of Outturn Variances to Latest Approved Budget	2023/24 £
Refuse Domestic	Supplies and Services	To purchase bins for new developments	13,425
	Income	Income expected due to cost of bins for new developments	(13,425)
Total Public Services			0
Total General Public Services and Economic Development			0

Annex C
GPSED Medium term capital investment programme

General Public Services & Economic Development												
Housing, Public Health & Wellbeing	Original Budget 2023/24 £	Latest Budget 2023/24 £	P10 Spend To Date £	Forecast Outturn 2023/24 £	Variance £	Latest Budget 2024/25 £	Proposed 2024/25 £	Latest Budget 2025/26 £	Proposed 2025/26 £	Latest Budget 2026/27 £	Proposed 2026/27 £	Comments
Disabled Facilities Grant	586,000	780,325	480,470	780,325	0	586,000	586,000	586,000	586,000	586,000	586,000	Budget will be spent
Home Repairs Assistance	2,000	2,000	0	0	(2,000)	2,000	2,000	2,000	2,000	2,000	2,000	Demand Led service, no applications received to date, budget not required this financial year
Sub-total Housing, Public Health & Wellbeing	588,000	782,325	480,470	780,325	(2,000)	588,000	588,000	588,000	588,000	588,000	588,000	
Public Services												
Public Services	Original Budget 2023/24 £	Latest Budget 2023/24 £	P10 Spend To Date £	Forecast Outturn 2023/24 £	Variance £	Latest Budget 2024/25 £	Proposed 2024/25 £	Latest Budget 2025/26 £	Proposed 2025/26 £	Latest Budget 2026/27 £	Proposed 2026/27 £	Comments
Cycle Schemes	20,000	24,564	7,172	24,564	0	0	0	0	0	0	0	Remaining monies committed to the Beryl Bikes pilot project
Disabled Parking Bays	2,500	2,500	2,136	2,500	0	2,500	2,500	2,500	2,500	2,500	2,500	Budget will be spent - Further invoice expected for outstanding work.
Waste Plant & Equipment	25,000	40,610	11,479	40,610	0	25,000	25,000	25,000	25,000	25,000	25,000	Budget will be spent
Waste Services Depot	0	133,541	64,952	133,541	0	0	0	0	0	0	0	Budget will be spent. A bid of £400k is being made to CIL for drainage works
EV Charging Points	460,000	460,000	0	460,000	0	0	0	0	0	0	0	There are ongoing discussions regarding an EV charging scheme in some of the Council's car parks and a potential to secure some external funding towards the costs. Discussions have been lengthened by the high costs of a power supply to the proposed charging infrastructure due to absence of an adequate electrical supply to many of our car parks. A report is going to GPSED committee in March 2024. An update will be provided at year end.
Controlled Parking	50,000	161,234	53,779	161,234	0	0	0	0	0	0	0	Budget will be spent
Parking Bay & Verge Protection	95,000	102,482	0	102,482	0	0	0	0	0	0	0	Remaining monies committed to School Mead parking bay scheme - planning permission currently being sought
Highways Enhancement	30,062	30,062	0	30,062	0	0	0	0	0	0	0	Remaining monies committed to street furniture and cycle project
Replacement Bins	115,000	92,190	100,187	135,000	42,810	115,000	72,190	115,000	115,000	115,000	115,000	£42,810 Rephased from 2024/25 to 2023/24 due to increased cost for bins
Bus Shelters	0	51,594	51,594	51,594	0	0	0	0	0	0	0	Budget fully spent
Waste & Recycling Vehicles	858,000	993,413	226,849	439,398	(554,015)	800,000	1,354,015	800,000	800,000	800,000	800,000	Procurement of vehicles underway. £554,015 rephased to 2024/25 due to delays in lead in times for new vehicles.
Retail Parades	30,000	28,200	0	28,200	0	0	0	0	0	0	0	Remaining monies committed to the Beryl Bike project
Car Park Restoration	35,000	41,001	0	21,001	(20,000)	270,000	290,000	35,000	35,000	35,000	35,000	£20,000 rephased to 2024/25. Identified works to 2 Car parks - may not be completed until early Spring.
Estates, Paths & Roads	20,000	20,000	10,564	20,000	0	20,000	20,000	20,000	20,000	20,000	20,000	Budget will be spent
Energy Performance Certificate	2,300	0	0	0	0	0	0	0	0	0	0	
TRDC Footpaths & Alleyways	25,000	56,335	14,973	56,335	0	25,000	25,000	25,000	25,000	25,000	25,000	Surveys continue across the district which will identify works required.
GIS	0	0	0	0	0	13,500	13,500	0	0	0	0	
Transport and Infrastructure	0	0	0	0	0	199,344	199,344	204,000	204,000	204,000	204,000	
Sub-total Public Services	1,767,862	2,237,726	543,685	1,706,521	(531,205)	1,470,344	2,001,549	1,226,500	1,226,500	1,226,500	1,226,500	
Economic Development & Planning Policy												
Economic Development & Planning Policy	Original Budget 2023/24 £	Latest Budget 2023/24 £	P10 Spend To Date £	Forecast Outturn 2023/24 £	Variance £	Latest Budget 2024/25 £	Proposed 2024/25 £	Latest Budget 2025/26 £	Proposed 2025/26 £	Latest Budget 2026/27 £	Proposed 2026/27 £	Comments
Princes Trust-Business Start-up	10,000	0	0	0	0	0	0	0	0	0	0	
Listed Building Grants	2,500	2,500	0	2,500	0	2,500	2,500	2,500	2,500	2,500	2,500	Demand Led service, no applications received to date
Integration of Firmstep to uniform Licensing applications	0	4,775	4,775	4,775	0	0	0	0	0	0	0	Budget fully spent
Sub-total Economic Development & Planning Policy	12,500	7,275	4,775	7,275	0	2,500	2,500	2,500	2,500	2,500	2,500	
Total General Public Services & Economic Development	2,368,362	3,027,326	1,028,930	2,494,121	(533,205)	2,060,844	2,592,049	1,817,000	1,817,000	1,817,000	1,817,000	

Annex D

GPSED Explanations of capital variances reported this Period

Description	Details of Outturn Variances to Latest Approved Budget	2023/24 £	2024/25 £
General Public Services & Economic development			
Home Repairs Assistance	Budget not required this financial year	(2,000)	0
Replacement Bins	£42,810 Rephased from 2024/25 to 2023/24 due to increased cost for bins	42,810	(42,810)
Waste & Recycling Vehicles	Procurement of vehicles underway. £554,015 rephased to 2024/25 due to delays in lead in times for new vehicles.	(554,015)	554,015
Car Park Restoration	£20,000 rephased to 2024/25. Identified works to 2 Car parks - may not be completed until early Spring.	(20,000)	20,000
Total General Public Services & Economic Development		(533,205)	531,205

Annex E GPSED Key Income Streams

Regulatory Services									
Car Park Enforcement	Month	2020/21		2021/22		2022/23		2023/24	
Penalty Charge Notices (PCNs)		£	Volume	£	Volume	£	Volume	£	Volume
	April	(950)	2	(2,190)	80	(7,700)	176	(5,410)	114
	May	(1,905)	3	(5,008)	133	(7,955)	153	(8,830)	135
	June	(2,155)	10	(5,360)	124	(6,960)	144	(8,180)	152
	July	(2,363)	98	(7,916)	167	(7,386)	113	(10,735)	248
	August	(4,115)	138	(8,878)	233	(6,814)	122	(13,495)	289
	September	(8,839)	238	(12,555)	252	(6,134)	114	(11,650)	236
	October	(12,331)	353	(10,444)	219	(9,526)	249	(13,707)	247
	November	(8,964)	108	(10,585)	230	(9,118)	194	(13,715)	219
	December	(7,416)	93	(9,834)	230	(7,845)	134	(11,725)	212
	January	(3,033)	4	(8,800)	149	(8,913)	154	(12,865)	316
	February	(1,951)	9	(8,614)	231	(9,020)	172		
	March	(2,057)	17	(10,828)	190	(10,329)	135		
	Total	(56,079)	1,073	(101,012)	2,238	(97,700)	1,860	(110,312)	2,168

Comments: The Original budget for 2023/24 is £115,000. The charging structure is based on the severity of the contravention. The charge relating to a serious contravention is £70 and payable within 28-days (reduced to £35 if paid within 14 days). The charge relating to a less serious contravention is £50 payable within 28 days (reduced to £25 if paid within 14-days). Residents are charged on a zonal basis. The no of PCN's issued can reduce due to greater parking compliance.

Car Park Enforcement	Month	2020/21		2021/22		2022/23		2023/24	
Pay & Display Tickets		£	Volume	£	Volume	£	Volume	£	Volume
	April	(23)	5	(9,551)	5,128	(11,910)	7,037	(15,346)	8,197
	May	(20)	8	(10,442)	5,577	(12,841)	7,097	(17,473)	8,412
	June	(1,967)	1279	(12,675)	6,513	(15,058)	7,062	(17,912)	9,036
	July	(8,069)	4523	(11,677)	6,653	(13,121)	7,362	(17,937)	9,271
	August	(10,408)	6,149	(11,136)	6,198	(13,742)	7,326	(16,564)	8,531
	September	(12,002)	6,653	(12,418)	6,789	(14,086)	7,387	(17,540)	9,075
	October	(13,292)	6,925	(13,466)	7,308	(14,702)	7,878	(18,978)	9,450
	November	(7,433)	10,031	(14,253)	7,582	(14,587)	7,411	(19,091)	9,633
	December	(8,184)	4,033	(14,857)	7,638	(17,110)	8,354	(20,515)	10,337
	January	(12)	1	(10,425)	6,486	(16,778)	7,573	(20,475)	9,612
	February	(131)	40	(12,966)	7,309	(14,471)	7,823		
	March	(273)	385	(17,041)	7,813	(19,225)	9,882		
	Total	(61,814)	40,032	(150,907)	80,994	(177,631)	92,192	(181,831)	91,554

Comments: The Original budget for 2023/24 is £220,000. There are different charging regimes for different car parks within the district. However most pay & display car parks in Rickmansworth operate the following regulations - Monday - Friday, 8.30am - 6.30pm max stay up to 24 Hours - charge £4 with the first hour being free.

Development Management	Month	2020/21		2021/22		2022/23		2023/24	
Application Fees		£	Volume	£	Volume	£	Volume	£	Volume
	April	(38,159)	132	(37,925)	202	(389,072)	121	(31,355)	111
	May	(81,876)	109	(44,506)	200	(59,995)	162	(57,426)	138
	June	(41,283)	143	(40,347)	177	(41,122)	123	(73,723)	122
	July	(32,903)	138	(35,900)	152	(56,630)	129	(23,579)	125
	August	(35,997)	142	(58,240)	153	(27,451)	144	(42,914)	137
	September	(90,374)	160	(24,763)	145	(53,870)	111	(28,687)	133
	October	(29,374)	155	(26,477)	135	(141,962)	125	(32,577)	137
	November	(30,543)	170	(34,623)	133	(51,317)	136	(32,047)	120
	December	(67,640)	149	(53,134)	136	(65,353)	119	(21,107)	96
	January	(30,515)	158	(39,467)	106	(21,090)	131	(17,242)	104
	February	(32,295)	155	(39,530)	108	(56,956)	116		
	March	(55,165)	221	(91,250)	172	(34,930)	163		
	Total	(566,124)	1,832	(526,162)	1,819	(999,748)	1,580	(360,657)	1,223

Comments: The Original budget for 2023/24 is £696,420. There are a number of different charging levels dependent on the type & size of the proposed area. The table of current fees for each type can be found on the Councils website.

GPSED Key Income Streams Cont.

Waste Management									
Trade Refuse	Month	2020/21		2021/22		2022/23		2023/24	
Contract fees		£	Volume	£	Volume	£	Volume	£	Volume
	April	(280,745)	866	(342,837)	989	(374,524)	925	(408,151)	900
	May	417		(23,082)		(2,105)	929	2,040	897
	June	(20,476)		(3,124)		(297)	930	200	879
	July	(10,195)		(2,934)		(328)	930	1,007	882
	August	(2,013)		(235)		(1,417)	920	(3,049)	871
	September	(1,827)		(869)		(1,221)	925	(1,635)	872
	October	(347,427)		(362,664)		(376,644)	926	(402,130)	873
	November	6,383		2,382		(7,399)	920	464	867
	December	(751)		(6,135)		(738)	908	337	860
	January	5,463		(1,064)		(2,476)	916	(940)	867
	February	(2,020)		(1,213)		(1,298)	917		
	March	(8,782)		(8,966)		(5,356)	913		
	Total	(661,973)		622		(750,741)	989	(773,803)	913

Comments: The original 2023/24 budget is £826,650. Customers are invoiced twice a year in April and October. Income can fluctuate depending on the size of the bin collected and customers reducing their bin size and using the recycling service.

Garden Waste									
Bin Charges	Month	2020/21		2021/22		2022/23		2023/24	
		£	Volume	£	Volume	£	Volume	£	Volume
	April	(875,957)	20,314	(1,047,033)	21,524	(1,173,068)	21,649	(1,392,490)	21,254
	May	(66,976)	1,435	(19,620)	529	(18,910)	405	(31,450)	516
	June	(23,477)	469	(19,239)	331	(17,232)	237	(17,754)	273
	July	(10,812)	243	(13,244)	256	(8,724)	163	(6,786)	107
	August	(6,029)	131	(7,939)	190	(5,778)	96	(7,494)	111
	September	(4,295)	105	(4,834)	93	(3,129)	49	(4,346)	56
	October	(2,456)	85	(2,291)	75	(2,480)	80	(3,254)	89
	November	(2,186)	65	(1,341)	51	(1,589)	51	(1,781)	50
	December	(925)	28	(539)	20	(324)	14	(645)	16
	January	(830)	28	(743)	31	(956)	26	(204)	15
	February	0	0	0	0	0	0		
	March	0	0	0	0	0	10		
	Total	(993,943)	22,903	(1,116,822)	23,100	(1,232,190)	22,780	(1,466,204)	22,487

Comments: The original 2023/24 budget is £1,463,200. The standard charges for 2023/24 are £60 for the first bin and £105 each for a second or third bin. Customers in receipt of certain benefits pay a concession fee of £50 for the first bin.

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Three Rivers District Council

Committee Report

Date: 19 March 2024

PART I

CONSERVATION AREA APPRAISAL PROGRAMME AND CONSERVATION SERVICE UPDATE (EID)

1 Summary

1.1 This report seeks Members' approval for two Conservation Area Appraisals to be completed in the 2024/25 financial year and provides an update on the conservation service currently outsourced to Place Services.

2 Details

2.1 Three Rivers District Council has a duty under the Planning (Listed Building and Conservation Areas) Act 1990 (The Act) to designate as conservation areas any "areas of special architectural or historic interest, the character or appearance of which it is desirable to preserve or enhance." The Act also requires the Council to keep conservation areas under review and to formulate and publish from time to time proposals for their preservation and enhancement.

2.2 There are 22 conservation areas in Three Rivers, which were designated due to having been deemed to have a special architectural or historic interest, the character or appearance of which it is desirable to preserve or enhance.

2.3 Best practice guidance from Historic England suggests that the Council reassesses the boundaries of conservation areas every five years. This should form part of the process of updating the relevant conservation area character appraisal.

2.4 The aims of a conservation area appraisal are to:

- set out the special architectural and historic interest of the conservation area and to describe the special character and appearance that it is desirable to preserve or enhance;
- examine the existing boundaries of the conservation area and consider the potential for other areas to be included and, if appropriate, where existing areas should be excluded; and
- identify areas subject to pressure for change that would be adverse to the character and appearance of the conservation area as a result of permitted development and identify any areas where the removal of permitted development rights would safeguard the essential character and appearance of the area.

2.5 All of the Conservation Areas in Three Rivers have been appraised with the last appraisal, Coppermill Lock, being completed in 2016. Although some of these appraisals date back to the 1990s, there are many Conservation Areas across the country that have never been appraised and are merely protected through Local Plan policies.

- 2.6 The process for undertaking a conservation area appraisal involves several stages. Initially the existing document needs to be reviewed, followed by a survey of the conservation area involving looking at recent planning applications, what has changed in terms of development, what are the pressures for change, whether the boundaries of the conservation area need to be renewed, and whether an Article 4 Direction is required. There would then be a consultation period for the appraisal document. The final document then needs to be approved by Members.
- 2.7 Work on updating the Rickmansworth Town Centre conservation area appraisal was started in 2014, and still needs to be completed. Sarratt (The Green), Sarratt (Church End) and Croxley Green conservation areas are the three remaining conservation areas that have not had an appraisal since the mid-1990s, and are therefore highest priority for new appraisals.
- 2.8 The appraisals proposed to be updated in the 2025/26 financial year are the Sarratt (The Green) and Croxley Green Conservation Area Appraisals.
- 2.9 The table below sets out the current status of the Conservation Area Appraisals in Three Rivers and when the last appraisal was undertaken for each area.

Table 1 Conservation Area Appraisal Status

Conservation Area	Designated	Conservation Area Appraisal
Rickmansworth Town Centre	1996	1993
Sarratt (The Green)	Pre 1974	1994
Sarratt (Church End)	1980	1994
Croxley Green	1980	1996
Chorleywood Station Estate	1990	2005
Moor Park	1995	2006
Cedars Ave/Nightingale Rd/Upper Nightingale Rd	2006	2007
Outer Loudwater Estate	2006	2007
Oxhey Hall	2006	2007
Hunton Bridge	1984	2008
Frith Wood	2007	2008
Chorleywood Common	1976	2010
Grove Mill Lane	1973	2012
Heronsgate	1993	2012
Batchworth Heath	1994	2013
Loudwater Estate	1998	2013
Stockers Lock and Farm	1993	2013
Abbots Langley	1969	2014
Dickinson Square	1994	2014
Coppermill Lock	1980	2016

- 2.10 As the conservation service is outsourced to Place Services, it would be Place Services that prepare any new Conservation Area Appraisals. This work would be in addition to the conservation comments provided on planning applications and would therefore come at an extra cost.
- 2.11 In terms of costings Place Services have provided the following guide for preparing Conservation Area Appraisals.
- Small Conservation Areas: £5,000 - £7,000 (e.g. Hunton Bridge)

- Medium Conservation Areas: £7,000 - £9,000 (e.g. Croxley Green, Heronsgate)
 - Large Conservation Areas: £9,000+ (e.g. Moor Park, Loudwater)
- 2.12 All Conservation Area Appraisals need a period of formal public consultation including an event/exhibition. Depending on the level of engagement this can add up to £2,000 per appraisal.
- 2.13 Officers propose that The Rickmansworth Town Centre Conservation Area Appraisal be prepared first as it is the oldest appraisal in the District. As the Rickmansworth Town Centre is a large appraisal Officers then recommend preparing the Sarratt (Church End) appraisal next as this is a smaller appraisal and will reduce the costs for this financial year.
- 2.14 The conservation function in terms of comments on planning applications is currently outsourced to external consultants Place Services. The work is funded through the vacant Senior Conservation Officer (part time) post salary. The scope of work is defined through an SLA and covers conservation comments on planning applications that impact heritage assets.
- 2.15 The Senior Conservation post has been very difficult to fill in the past and the use of external consultants adds resilience as we are not reliant on one officer covering all the conservation work. Officers are happy with the quality of conservation comments received from Place Services.
- 2.16 As the Senior Conservation Officer post is only part time its salary can only cover a limited amount of work by Place Services. This means that not every planning application that may impact on heritage assets can receive detailed conservation comments.
- 2.17 We therefore need to review the scale and nature of an application at validation stage to determine those where a formal written response is considered necessary. We have a weekly conservation surgery where officers discuss applications with the Conservation Officer and obtain a verbal response for those applications that will not receive a written response. Written comments are required for all applications going to committee.
- 2.18 A request has been received that applications in the Moor Park Conservation Area which attract objections should require written comments from the Conservation Officer prior to determination. This would need to be applied to all the conservation areas across the District and would result in an increase in work for the consultants providing these comments. Any increase in workload would result in an increased cost to the Council.
- 2.19 Following the budget being agreed at Full Council on the 20th February 2024 some additional budget has been agreed to support the conservation service. Officers consider the priority is to use this to help deliver updated Conservation Area Appraisals. Therefore to increase the number of written conservation comments on planning applications to include all applications with objections would either require further money being released to support this or only producing one (or none) conservation area appraisal in the year.
- 2.20 Officers propose to undertake two Conservation Area Appraisals a year. Budget for future years will form part of the 2025/26 budget setting process.

3 Options and Reasons for Recommendations

- 3.1 As stated above an alternative option to the recommendation would be to use the additional funding for the conservation service on providing more written comments from the Place Services conservation officer on planning applications with objections. This would mean that we would only be able to cover the costs of one (or possibly none) Conservation Area Appraisal in the year.
- 3.2 Officers are recommending Rickmansworth Town Centre and Sarratt (Church End) to be the first two conservation area appraisals to be completed. This is due to them being two of the oldest existing appraisals with one being larger in scale and one smaller. Alternatively other appraisals could be prioritised.

4 Policy/Budget Reference and Implications

- 4.1 The recommendations in this report are within the Council's agreed policy and budgets.

Financial, Legal, Staffing, Equal Opportunities, Environmental, Community Safety, Public Health, Customer Services Centre, Communications & Website, Risk Management and Health & Safety Implications

None specific.

5 Financial Implications

- 5.1 The costs of producing the Rickmansworth Town Centre and Sarratt (Church End) Conservation Area Appraisals would be £16,000 to £20,000. Additional budget has been agreed to cover this.
- 5.2 The cost for conservation comments on planning applications is offset against the vacant Senior Conservation Officer (part time) post which has a salary of £30,222. All of this is used each year so there is no additional budget for more comments to be provided by Place Services.

6 Legal Implications

- 6.1 Conservation Areas were introduced by the Civic Amenities Act 1967. The power to designate is now included in the Planning (Listed Buildings and Conservation Areas) Act 1990. It is the duty of the Local Planning Authority to decide which parts of the area they administer are areas of special architectural or historic interest, the character and appearance of which is desirable to enhance through formal designation. The Act also requires the Council to keep conservation areas under review and to formulate and publish from time to time proposals for their preservation and enhancement.

7 Staffing Implications

- 7.1 The conservation area appraisals will be produced by external consultants whose work will be managed by the Head of Planning Policy & Conservation.

8 Climate Change and Sustainability Implications

- 8.1 None specific

9 A sustainability impact assessment has been undertaken resulting in a score of:

Climate and Sustainability Impact Assessment Summary	
Homes, buildings, infrastructure, equipment and energy	
Travel	
Goods and Consumption	
Ecology	
Adaptation	
Engagement and Influence	
Total Overall Average Score	

10 Community Safety Implications

10.1 None specific.

11 Public Health implications

11.1 None Specific.

12 Customer Services Centre Implications

12.1 The CSC will be briefed to advise on whom to contact regarding policy applying to heritage assets.

13 Communications and Website Implications

13.1 Information about policies affecting Conservation Areas will be available on the web site.

14 Risk and Health & Safety Implications

14.1 The Council has agreed its risk management strategy which can be found on the website at <http://www.threerivers.gov.uk>. In addition, the risks of the proposals in the report have also been assessed against the Council's duties under Health and Safety legislation relating to employees, visitors and persons affected by our operations. The risk management implications of this report are detailed below.

14.2 The subject of this report is covered by the (Planning Policy & Conservation) service plan. Any risks resulting from this report will be included in the risk register and, if necessary, managed within this plan.

Nature of Risk	Consequence	Suggested Control Measures	Response (tolerate, treat, terminate, transfer)	Risk Rating (combination of likelihood)

				<i>d and impact)</i>
The area of special architectural and historic interest would be under threat from unsympathetic development proposals	Deterioration and loss of the district's historic environment	Keep conservation area appraisals as up-to-date as possible	Tolerate	3

14.3 The above risks are scored using the matrix below. The Council has determined its aversion to risk and is prepared to tolerate risks where the combination of impact and likelihood scores 6 or less.

Very Likely	Low	High	Very High	Very High
	4	8	12	16
	Low	Medium	High	Very High
	3	6	9	12
Likelihood	Low	Low	Medium	High
	2	4	6	8
Remote	Low	Low	Low	Low
	1	2	3	4
		Impact		
		Low	▶ Unacceptable	

Impact Score

- 4 (Catastrophic)
- 3 (Critical)
- 2 (Significant)
- 1 (Marginal)

Likelihood Score

- 4 (Very Likely (≥80%))
- 3 (Likely (21-79%))
- 2 (Unlikely (6-20%))
- 1 (Remote (≤5%))

14.4 In the officers' opinion none of the new risks above, were they to come about, would seriously prejudice the achievement of the Strategic Plan and are therefore operational risks. The effectiveness of the management of operational risks is reviewed by the Audit Committee annually.

15 Recommendation

15.1 That:

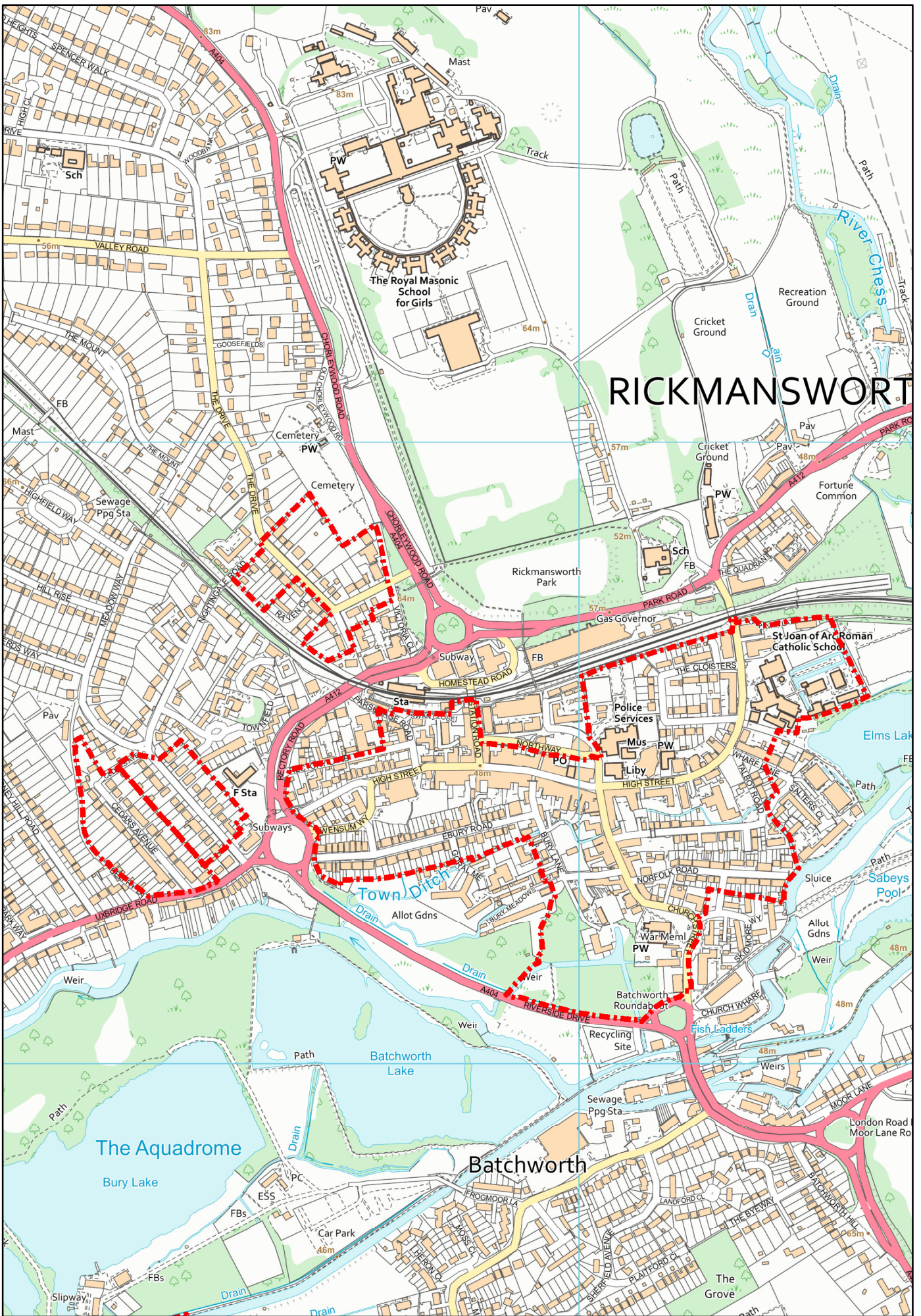
- Members agree to prioritising the preparation of the Rickmansworth Town Centre and Sarratt (Church End) Conservation Area Appraisals in

the 2024/25 financial year rather than increasing the number of written conservation comments on planning applications.

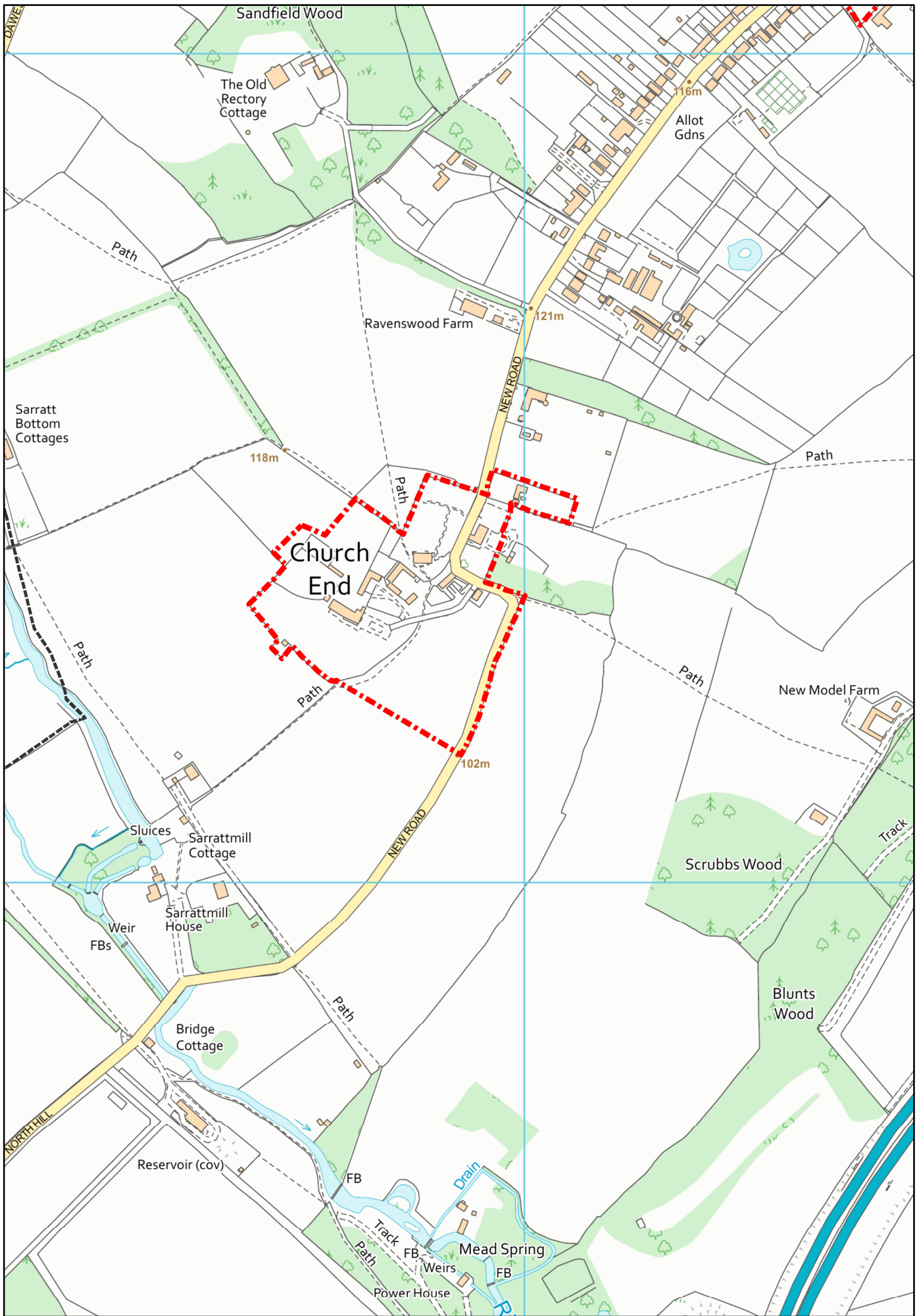
- Members note that it is not possible to increase the number of written conservation comments being provided on planning applications without agreeing additional budget to cover this.

Report prepared by: Marko Kalik, Head of Planning Policy & Conservation

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Three Rivers District Council

General Public Services & Economic Development Committee -:- Henbury Way TRO Report

19 March 2024

Report Originator	Head of Service sponsor		Date Originated
Chris Glover	Kimberley Rowley/Justin Wingfield		1 March 2024
Lead Member Name:	Area of Responsibility:		
Councillor Paul Rainbow	Member for Public Services		
CMT Date:	N/A		
JLT Date (if applicable):	11 March 2024		
REASON FOR REPORT			
Reason	JLT/CMT Feedback for Officer and further instructions		Recommendation to JLT/CMT:
Consultees consulted	Finance Yes Date: 6 Mar 24	Legal Yes Date: 6 Mar 24	Head of Service/Other Yes Date: 6 Mar 24
Consultees to be consulted following CMT before report publication	Chief Executive 6 Mar 24	Director of Finance 6 Mar 24	
PROPOSED ROUTE FOR FURTHER APPROVAL			
		Date	
General Public Services & Economic Development Committee		19 March 2024	
Council (if required)		N/A	

**GENERAL PUBLIC SERVICES AND ECONOMIC DEVELOPMENT COMMITTEE
19 MARCH 2024**

PART I

**AMENDMENT TO TRAFFIC REGULATION ORDER (TRO) FOR HENBURY WAY
CAR PARK, SOUTH OXHEY, TO FACILITATE PARKING FOR MARKET TRADERS
(DoF)**

1 Summary

- 1.1 This report details the proposed amendment to the existing Traffic Regulation Order (TRO) for Henbury Way Car Park, South Oxhey, in order to facilitate market trader parking for the proposed South Oxhey market. The opportunity to host a new market was created following the redevelopment of the South Oxhey Central scheme, with the market being operated by Watford Rural Parish Council (WRPC).
- 1.2 The organisation of a new market is considered a vital project for the Parish Council and it is initially planned to take place once a week. WRPC have begun

to engage with market operators and at the present time, both Sunday and Thursday have been identified as potentially suitable days. Watford Rural Parish Council are responsible for the organisation and management of the market and a decision on the selected market day will be required from WRPC before the TRO amendments are applied for.

- 1.3 WRPC have also indicated that if the market becomes particularly successful, they would like TRDC to consider in future, an additional market day each week. Such a proposal would be subject to demand and a further Committee approval to vary the TRO again.

2 Details

- 2.1 In accordance with discussions regarding market trader parking in South Oxhey at the Joint Leadership Team (JLT), in November 2020, Henbury Way car park was, and still is considered the least intrusive option and most convenient in terms of the provision of parking for market traders on market day. Other options for market trader car parking were subsequently discounted from further review, these being layby and verge-side style parking at Hayling Road and land lying to the rear of Prestwick Road. Given the general pressure on parking in South Oxhey, the Henbury Way car park is considered the least disruptive in overall terms.
- 2.2 A plan of the Henbury Way car park can be found at **Appendix 1**.
- 2.3 The car park currently has c. 60 spaces, all of which are standard sized (222cm width x 444cm length) . This would, therefore, not be sufficient to accommodate a Luton style van, and two spaces would therefore be required for each permit, due to allowing space for loading and unloading, and doors being opened. As such, whilst such a vehicle would technically fit in a regular car parking space, movement would be severely restricted, negatively impacting the traders. Restrictions on vehicle sizes and weights would therefore need to be imposed, as standard Luton style van measurements are 213.9cm (width) x 673.1 (length). Such would not currently be permissible under the terms of the TRO.
- 2.4 The current Traffic Regulation Order, attached as **Appendix 2**, allows parking between 8.30am – 6.30pm, Monday to Saturday. Sunday is not presently subject to any restrictions.
- 2.5 The proposal is to accommodate 20/30 market trader vehicles on one day a week (market day) which would require the car park to be closed to all other vehicles. This would be achieved by amending the TRO to allow the car park to be solely used by market traders on the selected market day. Vehicles would be identified by the issue of market trader business permits. Consideration would also need to be given to the hours of operation as part of any amendment.
- 2.6 The variation of the TRO would require consultation and due statutory process to be followed, the timing of this process could take around 6 months and would involve statutory public consultation and completion of the associated report.
- 2.7 In terms of the issuing and management of parking permits, it is intended to issue business parking permits. Current business parking permits in the District are charged between £240 – £540. It should be noted that there is no precedent for such a permit currently, and costs have therefore been calculated as per below.

- 2.8 Due to current costs of enforcement and utilities, the Council will need to charge £250/per permit in order for the scheme to cover the costs of administration and implementation, and the ongoing enforcement costs associated with the proposal. The costs of implementation have been quoted at £3840, with a further £750 allowed for any required informal consultation. Additional enforcement will be required one day a week (market day).

3 Options and Reasons for Recommendations

- 3.1 Having previously discussed the preferred car parking location for market traders vehicles with JLT, this option is the least disruptive to the residents and other businesses in South Oxhey. However, it is recognised, the use of this car park for market traders is still likely lead to some disruption in the area with other vehicles/visitors on market day having to seek alternative parking in the area.
- 3.2 Although it should be noted, that the existence of a market on any day is likely to increase parking pressures within the area more generally, the proposal seeks to balance the added value provided by the proposed market, with the expectations and needs of local residents and businesses. The TRO consultation will draw out local views on the issue.
- 3.3 Consideration was given to the alternative option of creating a private car park with the use of the barrier, in operation on market day. However, the cost of implementation, maintenance and resource to operate (in addition to identifying a resource to operate the closure) was considered prohibitive and therefore this option was not progressed.
- 3.4 The alternative option is that the Council does not sanction the amendment of the Traffic Regulation Order and the status quo would remain. Given the desire from WRPC to reintroduce a market back in South Oxhey, it would be a disappointing outcome if the TRO variation wasn't endorsed.

4 Policy/Budget Reference and Implications

- 4.1 The recommendations in this report are within the Council's agreed policy and budgets and once the initial outlay has been recovered, the proposals should be cost neutral.

5 Staffing, Environmental, Community Safety, Public Health, Customer Services Centre

- 5.1 The initial establishment of the physical changes, such as the implementation of the signage, required by the TRO would be implemented between the Property & Transport Teams within existing resources. The introduction of Parking Enforcement at this location and for this specific purpose has been included as an additional annual cost and is funded by the scheme on the basis of the costs of the business parking permits – noting the comments in paragraph 2.10 above.

6 Financial Implications

- 6.1 The cost for implementing the TRO is detailed above. In addition, there will be signage costs. These costs will be covered by existing budgets. The ongoing administration and enforcement costs of the scheme will be covered by the permit income.

7 Legal Implications

- 7.1 Officers have sought specialist advice from external traffic consultants who have confirmed the lawfulness of the proposal subject to the prescribed statutory process being followed. This process could take up to 6 months to complete. However, this process could take longer if it is subject to receipt of objections which may require further variations to, or prevent the introduction of, the TRO.
- 7.2 There are not considered to be any legal risks associated with this proposal provided the statutory process is followed. It is recognised that local residents might challenge the proposal. Site visits undertaken on varying days have never shown a full car park, although it is conceded that Sunday was noticeably busier. Weekdays revealed to be in use with only a handful of cars.

8 Equal Opportunities Implications

Relevance Test

Has a relevance test been completed for Equality Impact?	Yes
Did the relevance test conclude a full impact assessment was required?	No

9 Communications and Website Implications

- 9.1 All proposals will be publicised using the web site and standard communication channels, together with consultation site notices when and where required.

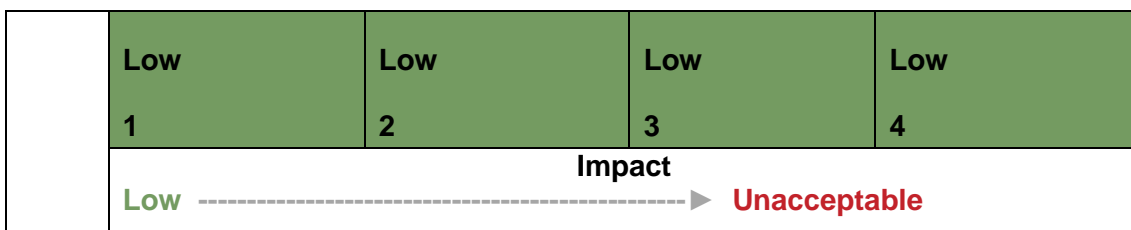
10 Risk and Health & Safety Implications

- 10.1 The Council has agreed its risk management strategy which can be found on the website at <http://www.threerivers.gov.uk>. In addition, the risks of the proposals in the report have also been assessed against the Council's duties under Health and Safety legislation relating to employees, visitors and persons affected by our operations. The risk management implications of this report are detailed below.
- 10.2 The subject of this report is covered by the Regulatory Services Service Plan. Any risks resulting from this report will be included in the risk register and, if necessary, managed within this plan.

Nature of Risk	Consequence	Suggested Control Measures	Response (tolerate, treat, terminate, transfer)	Risk Rating (combination of likelihood and impact)
Challenge from local residents to closure of car park	Proposal might not succeed	TRO public consultation	Terminate	1
The costs of the scheme are not recovered in operation	TRDC would either need to subsidise the costs or increase the parking permit fees	Maintain a watching brief on the usage of the car park and demand for parking permits.	Tolerate	6
		Seek agreement that WRPC underwrite the costs of the proposal	Transfer	1
Increased traffic and parking demand due to displacement and popularity of the market	Increased pressure on limited availability of parking spaces and closure of important and well-located car park	Monitor traffic & parking pressures. There are no tangible options to alleviate pressures.	Terminate	12

10.3 The above risks are scored using the matrix below. The Council has determined its aversion to risk and is prepared to tolerate risks where the combination of impact and likelihood scores 6 or less.

Very Likely Likelihood	Low 4	High 8	Very High 12	Very High 16
	Low 3	Medium 6	High 9	Very High 12
	Low 2	Low 4	Medium 6	High 8



Impact Score

- 4 (Catastrophic)
- 3 (Critical)
- 2 (Significant)
- 1 (Marginal)

Likelihood Score

- 4 (Very Likely (≥80%))
- 3 (Likely (21-79%))
- 2 (Unlikely (6-20%))
- 1 (Remote (≤5%))

- 10.4 In the officers' opinion none of the new risks above, were they to come about, would seriously prejudice the achievement of the Strategic Plan and are therefore operational risks. The effectiveness of the management of operational risks is reviewed by the Audit Committee annually.
- 10.5 The remainder are therefore operational risks. Progress against the treatment plans for strategic risks is reported to the Policy and Resources Committee quarterly. The effectiveness of all treatment plans are reviewed by the Audit Committee annually.
- 10.6 After Members have made their policy decision, the risks must be entered on to the relevant Risk Register.

11 Recommendation

11.1 It is hereby requested that:

- (i) The Committee approve this recommendation to agree to the variation of the existing Henbury Way car park TRO to allow permit parking for market traders in accordance with this report.

AND

- (ii) Authority is delegated to the Director of Finance, in consultation with the Lead Member of Public Services together with relevant Ward Councillors, to implement the required variation to the Traffic Regulation Order and for Officers to make any necessary amendments or variations to the proposal as may be required, including as a result of responses to any consultation; as well as to address or set aside any formal objections to any Notice of Proposed Traffic Regulation Orders in connection with approval of the final TRO variation scheme.

Report prepared by: Chris Glover, Estate Surveyor, Property Services

Data Quality

Data checked by:

Kimberley Rowley, Head of Regulatory Services

Data rating:

1	Poor	
2	Sufficient	✓
3	High	

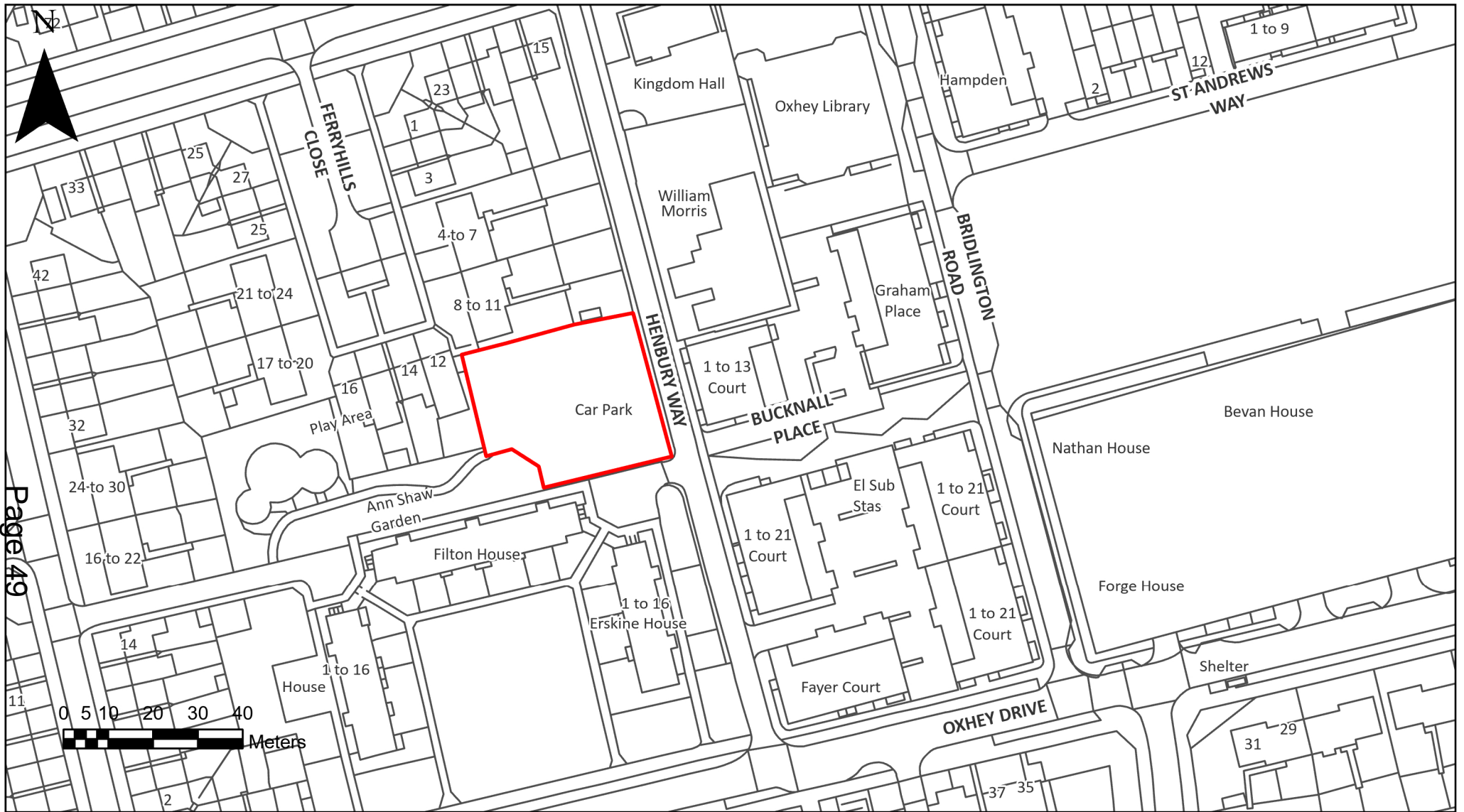
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APPENDICES / ATTACHMENTS

Appendix 1 - Location Plan

Appendix 2 – TRO

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 Property boundary

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Legend

Title:
Henbury Way Car Park, South Oxhey

Drawing No.

Date Drawn:
08/03/2024

Drawn by: APB

Scale: 1:1,200

A4

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THREE RIVERS DISTRICT COUNCIL

THE THREE RIVERS (HENBURY WAY CAR PARK AND BRIDLINGTON ROAD CAR PARK, SOUTH OXHEY) (OFF-STREET PARKING PLACE) ORDER 2017

Three Rivers District Council, pursuant to arrangements made with Hertfordshire County Council under Section 19 of the Local Government Act 2000 and the Local Authorities (Arrangements for the Discharge of Functions) (England) Regulations 2012 and in exercise of the powers conferred upon said County Council by Sections 32, 35 and 124 of and Part IV of Schedule 9 to the Road Traffic Regulation Act 1984 ("the 1984 Act") and under and in accordance with the provisions of Part 6 of The Traffic Management Act 2004 ("the 2004 Act") makes the following Order:

Citation and commencement

1. This Order may be cited as The Three Rivers (Henbury Way Car Park and Bridlington Road Car Park, South Oxhey) (Off-Street Parking Place) Order 2017 and shall come into force on 6th November 2017.

Revocation

2. Without prejudice to the validity of anything done or to any liability incurred in respect of any act or omission before the coming into force of this Order, item 11 in the Schedule to the Three Rivers (Off-Street Parking Places) Order 1994 as it relates to Bridlington Road car park, South Oxhey is hereby revoked in its entirety.

Interpretation

3. (1) In this Order:-

"access way" means an access way that enables vehicles to gain access to or egress from a parking place;

"charging post" means an installation adjacent to a parking bay for the purposes of recharging the batteries of an electric vehicle or hybrid vehicle by way of a connecting lead;

"civil enforcement officer" means a civil enforcement officer appointed by the Council under section 76 of the Traffic Management Act 2004;

"Council" means Three Rivers District Council and includes any parking services contractor or authorised agent appointed by and acting on behalf of the Council for the purposes of any function or provision provided under the provisions of this Order;

"designated officer" means an officer of the Council nominated by the person or committee with relevant powers delegated under the constitution of the Council to carry out Council functions associated with the provisions of this Order;

"disabled person's badge" has the same meaning as in regulation 3(1) of the Local Authorities' Traffic Orders (Exemptions for Disabled Persons) (England) Regulations 2000;

"driver" in relation to a vehicle waiting in the parking place, means the person driving the vehicle at the time it was left in the parking place;

"electric vehicle" means a vehicle in which the motive power is derived from an electrical storage battery which is not connected to any source of power when the vehicle is in motion;

"enactment" means any enactment, whether public general or local, and includes any order, byelaw, rule, regulation, scheme or other instrument having effect by virtue of an enactment;

"hybrid vehicle" means an electric vehicle which has at least one other energy source for traction purposes;

"invalid carriage" has the same meaning as in section 136(5) of the 1984 Act;

"loading area" means an area within the parking place or part thereof which is provided solely for the purpose of loading or unloading a vehicle and is indicated as such by signs or markings placed on the surface of the car park;

"maximum waiting period" means the maximum period of time a vehicle may wait in a parking bay during the operating times, as contained in column 6 of the Schedule;

"motor car" has the same meaning as in s.136(2) (a) of the 1984 Act;

"motor cycle" has the same meaning as in s.136(4) of the 1984 Act.;

"operating times" in relation to the Parking Place, means the days and hours of operation contained in columns 4 and 5 of the Schedule, excluding any time during which the parking place is either closed, suspended or reserved under the provisions of Article 10;

"Order map" means the drawing numbered 1000003108-2-SK02-01 dated 10/05/2017, which accompanies this Order;

"owner", in relation to a vehicle, means the person by whom the vehicle is kept, which in the case of a vehicle registered under the Vehicle Excise and Registration Act 1994 (c.22) is presumed (unless the contrary is proved) to be the person in whose name the vehicle is registered;

"parking bay" means any area within the parking place or part thereof which is provided for the leaving of one vehicle only at a time, unless specifically provided for more than one vehicle, and is indicated as such by markings placed on the surface of the parking place to show the limits of each individual parking bay;

"parking place" means the Henbury Way Car Park, South Oxhey which is depicted on the Order map, being an area of land, including any access way, that is provided by the Council under section 32 of the 1984 Act for use as an off-street parking place;

"relevant position" means –

- (a) in relation to the display on a vehicle of a disabled person's badge, when it is displayed in accordance with the provisions of Regulation 4 of the Local Authorities' Traffic Orders (Exemptions for Disabled Persons) (England) Regulations 2000;
- (b) in relation to the display on a vehicle of a valid ticket or permit, on the front or nearside of the vehicle as specified in relation thereto in the definition of "valid" hereafter;

"Schedule" , unless otherwise specified, means the Schedule to this Order;

"solo motor cycle" means a mechanically propelled vehicle (not being an invalid carriage) with fewer than 3 wheels, of which the weight unladen does not exceed 410 kilograms;

"the 1984 Act" means the Road Traffic Regulation Act 1984;

"valid", in relation to a disabled person's badge means that –

- (a) the badge is clearly displayed on the vehicle left in the parking place; and
- (b) the date of expiry of the badge has not elapsed;

"valid", in relation to a ticket or permit means that –

- (a) the ticket or permit is clearly displayed on the dashboard or fascia of the vehicle; or
- (b) where the vehicle is not fitted with a dashboard or fascia, the ticket or permit is displayed in a conspicuous position on the vehicle so that the front of the ticket or permit is clearly legible from the outside of the vehicle;
- (c) in the case of a permit the date of expiry of the permit has not elapsed or that the permit has not been surrendered or withdrawn; and
- (d) In the case of a ticket the time and date of expiry of the ticket has not expired.

(2) Any reference in this Order to any enactment shall be construed as a reference to that enactment as amended, applied, consolidated, re-enacted or as having effect by virtue of any subsequent enactment.

(3) Any reference in this Order to a numbered Article shall, unless the context otherwise requires, be construed as a reference to the Article bearing that number in this Order.

Use of the parking place

4. The parking place specified in column 1 of the Schedule may only be used, subject to the provisions of this Order, for the leaving of such vehicles as are motor cars, solo motor cycles, motor cycles or invalid carriages as specified in column 3 of the Schedule.

Amount of parking charge in the parking place

5. (a) The parking charge for a vehicle left in the parking place during the operating times shall be as specified in column 7 of the Schedule.
- (b) The charge referred to in Article 5(a) of this Order shall be payable by the insertion of an appropriate coin or coins in to the apparatus or device provided, being an apparatus or device approved in accordance with s.35 (3) of the 1984 Act and the provisions of s47(5) of the 1984 Act shall apply in respect of such apparatus.
- (c) Any ticket issued on payment or otherwise of the charge referred to in Article 5(a) of this Order shall be displayed in the relevant position.

Conditions of use of the parking place at all times

6. At all times:
- (a) no person shall cause or permit any vehicle to enter or be left in the parking place or part thereof unless the vehicle is of a class specified in Article 4 or a vehicle being used for fire brigade, ambulance or police purposes, or in the service of the Council whilst being used in the pursuance of statutory powers or duties;
- (b) no person shall cause or permit any vehicle to be left in the parking place other than wholly within the limits of a parking bay in accordance with column 2 of the Schedule;
- (c) where there is a sign or surface marking within or adjacent to a parking bay indicating that the parking bay may be used only by –
- (i) vehicles displaying a disabled person's badge, no person shall leave any vehicle in that parking bay other than a vehicle displaying a valid disabled person's badge in the relevant position;
- (ii) vehicles displaying a permit, no person shall leave any vehicle in that parking bay other than a vehicle displaying a valid permit in the relevant position;

- (iii) solo motor cycles, no person shall leave any vehicle in that parking bay other than a solo motor cycle;
 - (iv) electric or hybrid vehicles for the purpose of recharging, no person shall leave any vehicle in that bay other than an electric vehicle or hybrid vehicle connected by a cable to a charging post for the purposes of recharging the batteries of the said vehicle.
- (d) where there is a sign or surface marking within or adjacent to an area of the parking place or a parking bay, indicating that the area or parking bay may only be used by certain other specified vehicles, no person shall leave a vehicle in that area or parking bay, unless that vehicle is one of the specified vehicles;
- (e) where there is a sign or surface marking within the parking place indicating that an area may only be used for the purpose of loading and unloading a vehicle, no person shall leave any vehicle in that area other than for the purposes of such loading and unloading;
- (f) where in the parking place signs or surface markings are placed for the purpose of indicating –
- (i) the entrance to or exit from the parking place, no person shall cause or permit any vehicle to enter the parking place other than by that entrance so indicated or to leave the parking place other than by the exit so indicated;
 - (ii) the direction in which or the speed at which a vehicle shall proceed, no person shall cause or permit any vehicle to proceed in the parking place otherwise than in the direction or at the speed indicated, as the case may be;
- (g) no person shall cause or permit any vehicle to be left in the parking place so as to cause an obstruction;
- (h) no person shall cause or permit any vehicle to be left or to wait at any time, including waiting for the purposes of loading or unloading that vehicle, in the parking place or access way, otherwise than in a parking bay or loading area.

Conditions of use of the parking place during the operating times

7. (a) No person shall cause or permit a vehicle authorised to use the parking place as set out in Article 4 to wait in a parking bay for a period exceeding the maximum waiting period as specified in column 6 of the Schedule.
- (b) Where a vehicle has left the parking place after waiting therein, the driver shall not permit it to wait again in the parking place for a minimum period of time as specified in column 6 of the Schedule.

(c) No person shall cause or permit a vehicle authorised to use the parking place as set out in Article 4 to be left in the parking place without it displaying a valid permit or a ticket issued by a device provided as specified in Article 5(b) of this Order and displayed in the relevant position when such a device is provided by the Council at the parking place for that purpose.

Movement of a vehicle in the parking place

8. Any designated officer may, in an emergency, move, cause or permit to be moved any vehicle left in the parking place to any place they think fit.

Removal of a vehicle from the parking place

9. (1) Where a civil enforcement officer is of the opinion that any of the provisions of this Order have been contravened or not complied with, they may remove or cause or permit to be removed the vehicle from the parking place and where it is so removed, shall provide for the safe custody of the vehicle.

(2) Where a vehicle has been removed from the parking place in accordance with the provisions of paragraph (1) of this Article, a fee shall be payable to the Council in respect of the removal of that vehicle and a daily charge shall be payable in respect of the storage of that vehicle.

Closure or suspension of the parking place or any part thereof

10. (1) The Council may by notice or sign displayed at or near the parking place close, suspend or reserve for particular vehicles the use of the parking place or any part thereof for any purpose.

(2) No person shall cause or permit any vehicle to be in the parking place or any part thereof if there is a notice or sign indicating that the use of the parking place or part thereof is closed, suspended or reserved for particular vehicles:

Provided that nothing in this sub-paragraph shall apply in relation to a vehicle in respect of which the parking place or part thereof has been reserved.

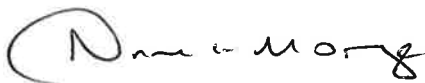
Contravention of this Order

11. If a vehicle is left in a parking place without complying with the provisions of this Order, then a contravention of, or failure to comply with, the provisions of this Order shall be deemed to have occurred and the owner of the vehicle in question shall be liable for a penalty charge as set by the Council in accordance with The Civil Enforcement of Parking Contraventions (Guidelines on Levels of Charges) (England) Order 2007 and the provisions of Part 6 and Schedule 9 the Traffic Management Act 2004.

Other supplementary provisions

12. (1) The driver of a motor vehicle using the parking place shall stop the engine as soon as the vehicle is in position in the parking place and shall not start the engine again except when about to change the position of the vehicle in or to depart from the parking place.
- (2) No person shall, except with the permission of a designated officer, use a vehicle while it is in the parking place, in connection with the sale of any article to persons in or near the parking place (except in a demonstration of goods given with the express consent of the Council at which no sale takes place) or in connection with the selling or offering for hire of that person's skills or services.
- (3) No person shall use any part of the parking place or any vehicle left in the parking place –
- (a) for sleeping or camping or cooking purposes;
- (b) for the purpose of servicing or washing any vehicle or part thereof other than is reasonably necessary to enable that vehicle to depart from the parking place.
- (4) No person shall, except with the permission of a designated officer, allow a vehicle to be left in the parking place overnight, outside the opening and operating times.
- (5) The driver of a motor vehicle using the parking place shall not sound any horn or similar instrument except when about to change the position of a vehicle in or to depart from the parking place.

THE COMMON SEAL of the THREE RIVERS)
DISTRICT COUNCIL was hereunto)
affixed on this thirtieth day of October 2017)
In the presence of:)



Solicitor to the Council



SCHEDULE

Name of parking place	Position in which vehicles to wait	Class of vehicle	Days of operation of parking place	Hours of operation of parking place	Maximum period for which vehicles may wait	Charge payable for each period of waiting
1	2	3	4	5	6	7
Henbury Way	Wholly within a parking bay	(i) Motor cars (ii) Motor cycles with side cars (iii) invalid carriages (iv) Solo motorcycles	Monday to Saturday (inclusive)	8:30 a.m. to 6:30 p.m.	4 hours with no return within 2 hours	None specified

Agenda Item 8

Report Originator: Kimberley Rowley	Head of Service sponsor: Emma Sheridan	Date Originated: January 2024	
Lead Member Name: Cllr Giles-Medhurst/Cllr Rainbow	Area of Responsibility: Economic Development/Transport		
CMT Date:	3 October 2023 and 20 February 2024		
JLT Date (if applicable):	11 September 2023, 29 January 2024, 19 February 2024		
REASON FOR REPORT			
Reason	JLT/CMT Feedback for Officer and further instructions		Recommendation to JLT/CMT:
Consultees consulted	Finance Circulated 15/02/24 Date: Yes	Legal Circulated 15/02/24 Date: Yes 2/03/04	Head of Service/Sponsor Emma Sheridan 25/01/24
Consultees to be consulted following CMT before report publication	Chief Executive	Shared Director of Finance	
PROPOSED ROUTE FOR FURTHER APPROVAL			
			Date
Committee			GPSED – 19/03/24
Council (if required)			

GENERAL PUBLIC SERVICES AND ECONOMIC DEVELOPMENT COMMITTEE

PART I

PROPOSALS FOR OFF-STREET (CAR PARKS) ELECTRIC VEHICLE CHARGING POINTS IMPLEMENTATION

(ADIEP)

1 Summary

- 1.1 Officers have been exploring opportunities to install Electric Vehicle Charge Points (EVCP) in council owned car parks using external government grants and/or Community Infrastructure Levy (CIL) funding.
- 1.2 This report provides an update on progress made to date and requires a decision on progressing with implementation of EV. It also highlights a point on which is the best method to fund, deliver and operate EVCPs across the District.

1.3 Three different EVCP delivery methods are available to the council:

1.4 District Only Method

The District Only method is to deliver EVCP's independently, without the support of Hertfordshire County Council (HCC). The procurement and installation of the EVCPs will be managed by TRDC and supported by a district Charge Point Operator (CPO). CIL funds will be supplemented by government grants and CPO contributions.

1.5 Regional Partnership Method

The Regional Partnership method is to utilise the regional EVCP delivery programme HCC are currently developing with Government LEVI funding (Local Electric Vehicle Infrastructure scheme). The procurement and installation of EVCPs will be managed by HCC and supported by TRDC and a regional CPO. The EVCPs will be funded by government grants and CPO contributions.

1.6 Hybrid Method

The Hybrid method is to use both the regional HCC EVCP delivery programme and CIL funding to deliver EVCP's. HCC (through their regional CPO) would install and operate the EVCP's. CIL funds would be used for:

- a) Enabling works (e.g. electricity grid connections) that can only be partially covered by government grants and CPO contributions.
- b) Ancillary works (e.g. signage, bay painting) that cannot be covered by government grants and CPO contributions.
- c) Additional EVCP's in car parks for which government grants cannot be used because of parking restrictions (e.g. leisure centres).

1.7 This report provides an overview of each delivery method and their respective advantages and disadvantages and provides a recommendation on how to proceed.

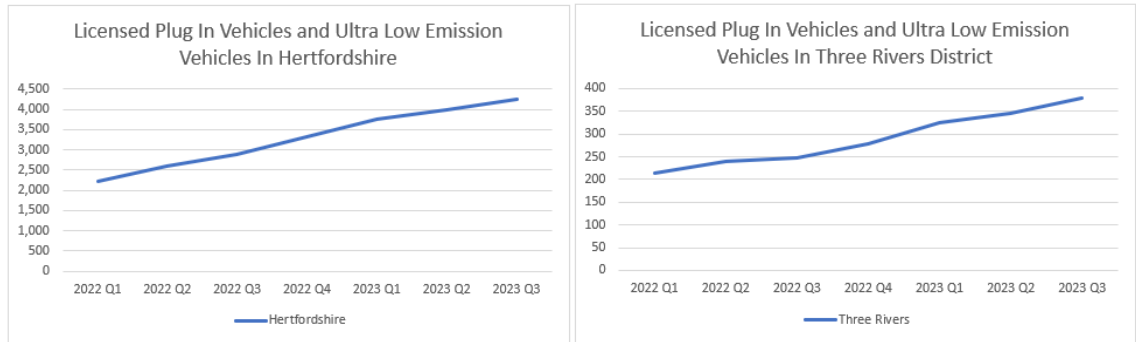
2 Details

2.1 Background

TRDC wants to continue to ensure the District provides an environment in which people want to live, work and play. As the take up of electric vehicles grows, TRDC want to provide electric charging infrastructure, initially in car parks, to support residents and encourage shoppers and other visitors to local facilities and businesses.

2.1 The total number of Ultra Low Emissions Vehicles (ULEVs) and Plug In Vehicles (PIVs) in Hertfordshire at the end of Q3 2022 was 4,261 according to Government data. The charts below show the number of licenced ULEV's and PiVs is increasing every year. ¹

¹ <https://www.gov.uk/government/statistical-data-sets/vehicle-licensing-statistics-data-tables>



- 2.2 Hertfordshire County Council forecasting estimates that by 2030 there will be 240,800 electric vehicles registered in Hertfordshire. It is estimated that this would generate the need for 6,800 publicly available charging sockets (or just over 3,000 charge points assuming a double socket arrangement) which is a six-fold increase.²
- 2.3 Currently TRDC has 43 public charge points installed by commercial companies but no public charge points installed on its own land.
- 2.4 In 2015 Three Rivers DC initially considered EVCP provision and this culminated in a decision in June 2019 to introduce publicly accessible 'Rapid' electric vehicle charging points in car parks around the District.³ These were to be delivered under the Retail Parades Enhancement programme to improve the attractiveness of local retail centres for business users and visitors, as well as providing an opportunity for local residents (and potentially taxi firms) who have no private opportunity to charge their cars. Vehicle charging would be provided at a cost to the user and would be located at the main retail centres in the District.
- 2.5 The original proposals were aimed at two pilot schemes for Rapid chargers (in Rickmansworth and Abbots Langley car parks). No external funding was available for Rapid charging points at this time and Council funding (from existing budgets) was to be utilised.
- 2.6 The pandemic, with its resulting new priorities, subsequently led to the delay in progressing the EVCP programme.
- 2.7 In September 2022 a successful CIL application for £460k to support the implementation of EV infrastructure was submitted and Officers drafted a tender document to initiate a procurement exercise.
- 2.8 However, by this time, it was increasingly becoming apparent that the context of pursuing EVCP had progressed, and it was clear there was demand for a more expansive programme of delivery. It was also apparent new external funding was to become available (LEVI funding) to Tier 1 Authorities (i.e. Hertfordshire County Council) to support District and Borough Council's to deliver EV infrastructure across the County.
- 2.9 The 2021 TRDC Climate Emergency and Sustainability Strategy also highlighted the role of sustainable modes of travel in contributing to meeting sustainability objectives with the reduction on the reliance on carbon-fuelled transport and improving local air quality. One of the key objectives was to continue to expand and encourage electric vehicle charging infrastructure in the District.
- 2.10 In view of the changing context Officers started to reconsider the EV strategy and methods of delivery available to take full advantage of any external funding available.
- 2.11 District Only Method

² <https://www.hertfordshire.gov.uk/doc/roads/ev-strategy-summary.pdf>

³ <https://api.threerivers.gov.uk/files/1fe0f0a0-cd70-11ed-a53d-3ffe96670007/19-06-25-i-ihed-electric-vehicles.pdf>

The District Only method is to deliver EVCPs independently without the support of Hertfordshire County Council. The procurement and installation of the EVCPs will be managed by TRDC and supported by a district Charge Point Operator (CPO). Existing identified CIL funds will be supplemented by government grants (ORCS funding - On-Street Residential Charge Point Scheme) and CPO contributions.

- 2.12 Although specifically for on street EV (which is the remit of the County Council), it has become apparent that Government ORCS funding for on street EV can be utilised in off-street car parks provided the car parks are accessible to residents and there is demand from residential properties with no off street parking available. A number of other Hertfordshire Local Authorities had been successful in implementing projects utilising the ORCS funding stream.
- 2.13 ORCS funding has been announced for 23/24 (a pot of £200 million) and is now available. A funding bid must be submitted to request a proportion of the funding, up to a maximum of £200,000 per authority towards the installation of EVCP for residential properties.
- 2.14 In pursuit of the District Only approach Officers drafted a new specification for potential future EVCP procurement. This approach will be phased as new funding becomes available and as details of demand/usage of EVCP emerges.
- 2.15 The specification proposed to establish a series of charging units initially in up to 9 of our car parks. A mix of charging speeds will help cater to different requirements for different groups. The proposed TRDC strategy will be to provide a mix EV charging across its car parks over 10-15 years to meet the projected demand as residents, visitors and those who work in TRDC transition to EVs. The Council seeks a solution using a model that offers the best route to safeguard against tariff hikes and offers fair and equitable charging to the those who will depend on public access to charging with an initial focus on its main retail centres followed by secondary centres and leisure sites.
- 2.16 TRDC has assessed this requirement and understands that the following charging units are most appropriate (but can amend based on the outcome of the tender process).
- These units are:
- Fast 7.1 - 22kW (which are most common in car parks/destinations)
- And/Or
- Rapid 22 - 50kW (en-route/ destination charging)
- 2.17 Rapid chargers (charging in 1-2 hours) will be considered in appropriate locations as part of a wider portfolio of EVCP's.
- 2.18 TRDC recognised that some car parks may not have the electrical capacity to allow Rapid EVCP's to be installed. In the event that there is not the capacity to provide the supply to the Rapid units, then TRDC would consider installing only Fast charge units.
- 2.19 The Council is seeking a uniformity of design as a standard for installation within its car parks. It is proposed that once installed, TRDC will be the owner of the infrastructure from the District Network Operator (DNO) to the charging unit (underground) and the CPO will be the owner of the charger unit (above ground).
- 2.20 Initially, the nine car park locations listed in the table below were explored. This list was a starting point to locate EVCP in our main retail centres and within close proximity to properties with no off street parking. The priority sites were Northway, Rickmansworth and Abbots Langley Car Parks.

Location	Car Park Number of spaces	Fast Charge	Rapid units
Abbots Langley – Causeway House High Street Abbots Langley WD5	105	2 x 2 heads	2 x 2 heads
Ferry Car Park, Lower Road, Chorleywood, Herts WD3	37 Business permits 38 short stay	1 x 2 heads	1 x 2 heads
Community Way Car Park, Community Way, Croxley Green, WD3	70 (includes 3 blue badge)	2 x 2heads	1 x 2 heads
High Street West (M & S) High Street, Rickmansworth, Herts, WD3	73 (includes 3 blue badge)	1 x 2 heads	2 x 2 heads
Northway Multi Level Car Park, Northway, Rickmansworth, WD3	106 (includes 4 blue badge)	2 x 2 heads	2 x 2 heads
Rose Garden Car Park, Northway, Rickmansworth, Herts, WD3	41 (includes 4 Blue Badge)	1 x 2 heads	1 x 2 heads
Talbot Road West Talbot Road, Rickmansworth, WD3	37 (includes 1 Blue Badge)	1 x 2 heads	1 x 2 heads
Henbury Way Car Park, Henbury Way, South Oxhey, WD19	56 (includes 4 blue badge)	1 x 2 heads	1 x 2 heads
Station Approach Car Park, Station Approach, South Oxhey, WD19	34 (includes 2 blue badge)	1 x 2 heads	1 x 2 heads

- 2.21 With the exception of Rickmansworth Town Centre one car park has been identified in the main District centres. Officers have considered the loss of general public parking in our key centres is a key consideration in determining number of car parks and parking spaces. Identifying key sites will allow us to monitor demand to determine if the scheme is expanded into further car parks. Empty, unused car parking spaces in busy car parks will raise concerns regarding capacity.
- 2.22 Typically, users will charge on visiting the retail centres or charging is available to users for out of hours (overnight in residential areas – such as Rickmansworth). The charging points must be publicly accessible with the core users being residents, shoppers, visitors and business employees including residents that have no access to private charging options. All chargers must be publicly available 24/7 unless this is shown non-viable.
- 2.23 All Electric Vehicle charging points will be compliant with the latest OZEV and OCPP standards and accessibility standards detailed in PAS 1899:2022.
- 2.24 It is envisaged any CPO is fully responsible for the design and installation of the charging unit as well as the maintenance and operation. This includes all software and appropriate applications to enable a successful charge.
- 2.25 A procurement specification based on the above details was drafted based on a concession model where an operator designs, installs, and manages the EVCPs. However, there may be an opportunity for a revenue return which may increase if TRDC are willing to consider contributing capital funds to the project.
- 2.26 It was envisaged Officers initially proceed with a mini tender exercise on the Kent County (KCS) Framework. Part of any agreement to progress with the CPO will ensure they submit an ORCs bid on behalf of TRDC.
- 2.27 However, in order to establish the viability of the above proposals Officers firstly reached out to a Charge Point Operator, Blink. The identified operator already operates in Watford BC providing on street EVCP for Watford BC (under contract) and works with nearly 60 local authorities. In Hertfordshire they are the CPO for 4 of the 7 Districts/Boroughs they are contracted with (mostly through a direct award procurement process).
- 2.28 Blink viewed the draft specification and surveyed the 9 identified key car parks (see para 2.39) with assistance of a TRDC commissioned consultant. They have identified any issues with the car parks and specific charging proposals including with regard to electrical supply and location of charging equipment. Rapid chargers have been added to the proposals where appropriate and viable in terms of a power supply.
- 2.29 PAS 1899:2022 guidance requires access standards to EVCP operated parking bays which have 1.2m hatchings to every side of each bay, however, this results in an increased number of bays being required for each scheme. This is not compulsory, and Blink have proposed 1.2m hatchings between bays only which reduces the removal of bays.
- 2.30 Blink have advised with any ORCS bid it is necessary to ensure future proofing, so it has been recommended to install a minimum of two twin 7Kw Fast charging units in each car park. Most Local Authorities have not introduced Rapid chargers to date as historically there has been no external funding available. Please note that Rapid chargers are eligible for the upcoming Local EV Infrastructure Fund (LEVI).
- 2.31 Additional costs may be required for signage, lighting in some cases and a piece of work needs to be undertaken on amending Traffic Regulation Orders to ensure the EVCP parking bays are used correctly (and P&D charges are required where appropriate).

- 2.32 Following on from this piece of work Officers asked Blink to provide some modelling on cost options in terms of a proposal that is at:
- a) nil cost to TRDC (with a request for maximum £200k ORCS funding bid)
 - b) Requires an initial capital sum from the Council which may increase any return and which may allow further investment in rapid chargers. A business model was presented that will provide a better commercial opportunity to TRDC if it is prepared to fund these chargers.
- 2.33 The Business Models that have been explored were:
- a) Fully funded concession model under ORCS with a CPO.
 - b) Fully funded Council Spend model (with ORCS funding) to understand the Commercial revenues – maintenance is fully performed by the CPO.
 - c) Something in between where TRDC funds the Rapid Chargers
- 2.34 All models are to be maintained and managed fully by an CPO.
- 2.35 CPOs will only contribute a certain amount of funding based on their commercial model and risk appetite. Government grants also have set limits on the amount of funds provided for each EVCP socket (currently up to £13k per socket).
- 2.36 CPO Blink's cost proposals are contained at exempt Annex 1.
- 2.37 Due to technical and cost issues identified by Blink during the site surveys, the initial list of car park locations (please see point 2.21) has been reduced to seven locations (please see table on the next page).

Location	Charging Hardware	No. of Charging Bays	Status\Comments
Northway Lower Car Park, Rickmansworth	4 Single Fast Chargers \ 2 Rapid Chargers	8	To progress
Adjacent to M&S Car Park, High Street, Rickmansworth	2 Fast Chargers \ 2 Rapid Chargers 2 fast and 1 rapid?	8	To progress
Talbot Road West	1 Single Fast Charger \ 1 Twin Fast Charger	3	To progress with Fast chargers only. Rapid chargers are prohibitively expensive
Community Way Car Park, Croxley Green	2 Fast Chargers	4	To progress with Fast chargers only. Rapid chargers are prohibitively expensive
Hembury Way, South Oxhey	2 Fast Chargers \ 1 Rapid Charger	6	To progress
High Street Service Road Abbots Langley	2 Fast Chargers \ 1 Rapid Charger	6	Alternative site. To progress
Shire Lane Car Park	2 Fast Chargers \ 1 Rapid Charger	6	Alternative site. To progress

TOTAL: 7 sites, 7 rapid chargers (14 charging points), 15 fast chargers (25 charging points).

Sites Not to be Progressed:

Ferry Car Park, Chorleywood	2 Fast Chargers \ 1 Rapid Charger	6	Removed from consideration. Fast and Rapid chargers are prohibitively expensive due to connectivity costs.
Causeway House Car Park, Chorleywood	2 Fast Chargers \ 1 Rapid Charger	6	Removed from consideration. Fast and Rapid chargers are prohibitively expensive due to connectivity costs

- 2.38 Blink have now provided costs, detailed in exempt Annex 1.
- 2.39 In terms of pursuing this model TRDC would need to contribute to the installation around £200k of Council monies. These costs could be covered by identified CIL funding. Further costs will be incurred for signage, bay marking etc but would also be covered by the identified CIL funds. If the District Only method is adopted the following points need to be determined:
- a) Whether to progress as a direct award or mini tender via a Framework or a full tender exercise, a decision which may affect outcome, cost but also timings of implementation. Officers consider given the high cost of DNO connection any operator would offer a similar model as that offered by Blink, albeit the commercial returns may slightly differ. In terms of progressing more quickly, and given the presence of Blink in neighbouring and other authorities, a direct award would be recommended by Officers.
 - b) It is acknowledged the District Only method excludes the ability to apply for LEVI funding (held by HCC). If it is agreed to proceed with these proposals and an ORCS funding bid it is recommended a next phase is investigated for further funding using the Regional Model.
 - c) It should be noted that Blink (or any other provider) will propose a model that is commercially viable to them. Limiting our proposals to 7 key car parks in our main centres potentially offers a provider our key sites to the detriment of less desirable/commercially attractive sites coming forward in due course. However, there is a balance between progressing EVCP infrastructure quickly and waiting for consideration of a wider portfolio. It is considered that in only progressing 7 sites TRDC have remaining car parks in key locations that could be taken forward in the future.
- 2.40 Regional Partnership Model
- 2.41 The Regional Partnership method is to utilise the regional EVCP delivery programme HCC are currently developing. The procurement and installation of EVCPs will be managed by HCC and supported by TRDC and a regional CPO. The EVCPs will be funded by government grants (LEVI - Local EV Infrastructure Fund) and CPO contributions.
- 2.42 In 2023 Hertfordshire County Council published their EVCP Strategy which states:
- “Where feasible, off-street charging hubs in council-owned car parks should be considered first. There is great potential for this in Hertfordshire with 26,000 parking spaces available in almost 400 publicly available car parks across the county. After this opportunities for chargepoints in other off street locations in the form of hubs on other public-owned land should be investigated. Where neither of these options are possible (e.g. due to a lack of suitable land in the area or areas are away from residential areas) or become insufficient to meet growing demand (e.g. limited car park spaces or long wait times), the potential for on-street installations should be considered....*
- Districts and boroughs control on street parking within Hertfordshire under local agency agreements and have more detailed knowledge about the characteristics of their local populations and local area including where there are particular parking pressures from residents and therefore are best placed to lead on the implementation and ongoing management of on street chargepoints. HCC’s role will therefore be to support this process.”*
- 2.43 In addition, there has been a more recent announcement of further funding (changes to how administered). This funding, the Local EV Infrastructure (LEVI) Fund, supports local authorities in England to plan and deliver charge point infrastructure for residents without off-street parking. The fund comprises of:
- capital funding to support charge point delivery

- capability funding to ensure that local authorities have the staff and capability to plan and deliver charge point infrastructure
- 2.44 Rather than the previous competitive bidding process, the LEVI fund will now be allocated to Tier 1 local authorities in England. Hertfordshire County Council have been given an indicative allocation of £6,015,000 capital funding and a further £590,400 capability funding which will be available over the next two financial years. It has been announced this money will be made available within this financial year (Tranche 1). The funding is aimed at residents with no access to on street parking but includes rapid chargers.
- 2.45 HCC has submitted a LEVI fund application and are currently working with the Energy Savings Trust on initial feedback. TRDC supported the HCC application to demonstrate a collaborative approach to securing the funding across the County.
- 2.46 HCC are still developing their regional EVCP delivery programme and many of the details yet to be confirmed. However, a January 2024 update from HCC provided a tentative timeline as follows:
- HCC aim to utilise the Electric Vehicle Dynamic Purchasing System provided by Oxford City Council. Using an established procurement framework will streamline the procurement process.
 - HCC’s legal team are currently reviewing the Oxford DPS documents to ensure it meets their requirements and internal processes. The contract is likely to be 15 years in length.
 - The HCC aim to complete procurement by the end of Quarter 3 of 2024.
 - HCC aim to begin installing chargers in Quarter 4 2024 although installation of chargers will likely be staggered between District and Borough partners.
 - District and Borough partners will not have to bid or apply for LEVI funds from HCC. The funds will be split equitably based on set criteria. The criteria are still to be determined but are likely to be needs-based allowing Districts and Boroughs that have not yet installed chargers to “catch-up”
- 2.47 HCC also provided the following update recruitment of resource to support District and Boroughs using government grant capability funding:
- We have recently appointed two new EV officers (currently agreeing start dates) who districts & boroughs will be able to use as a resource to help drive forward LEVI including project management, site selection, procurement etc. We’re currently developing a work plan for the new 2X Sustainable Partnership Officers which will outline HCC’s & Districts & Boroughs roles and responsibilities throughout the project. This can be discussed further over the next couple of months and will hopefully help with your resourcing planning as well as allowing us to ensure that each D&B is given the necessary support moving forward.*
- 2.48 Three Rivers DC supporting role in progressing on street EVCPs will need to be further considered.
- 2.49 Pursuing this HCC led approach will take more time but would lead to a more comprehensive approach in terms of procurement of operator across the County (with larger economies of scale reaping an improved commercial offer and return). It could also lead to a larger and more comprehensive delivery of EV both across the District and County with access to further funding (LEVI funding). TRDC would not need to provide its own funding for EVCP’s..
- 2.50 Hybrid Method
- 2.51 The Hybrid method is to use both the regional HCC EVCP delivery programme and CIL funding to deliver EVCPs, taking advantage of the benefits of both delivery methods. Whilst

we waited for the LEVI funding to be made available (anticipated end of 2024) from HCC to develop a more comprehensive EV project in our car parks Officers could utilise the available District monies (identified through CIL funds) to progress other EVCP's and associated infrastructure that would not be eligible for the HCC funding.

2.52 HCC (through their regional CPO) would install and operate the EVCP's. CIL funds would be used for:

a) Enabling works (e.g. electricity grid connections) that can only be partially covered by government grants and CPO contributions.

b) Ancillary works (e.g. signage, bay painting) that cannot be covered by government grants and CPO contributions.

c) Additional EVCP's in car parks for which government grants cannot be used because of parking restrictions (e.g. leisure car parks and leisure centres, TRH staff car park).

2.53 It is suggested that the following additional car park locations be considered for EVCP installation using CIL funds:

Aquadrome Car Park (tbc)
Leavesden Country Park Car Park
Rickmansworth Golf Course Car Park
South Oxhey Leisure Centre Car Park
Three Rivers House Staff Car Park
King George V Car Park (William Penn Leisure Centre)

2.54 Please note that the car parks above have not been surveyed by a CPO and therefore no cost information is currently available. These car parks will have to be surveyed and an EVCP design created as per the action plan in point 3.7.

2.55 Additional budget is also required for ancillary works such as lamp post moves, tree moves, bay painting and signage. Therefore, installation of EVCPs can sometimes be blocked from a shortfall in funds for various technical and logistical reasons. The Hybrid method aims to strategically use CIL funds to "top-up" where a funding shortfall exists. CIL funding can therefore be used to overcome a variety of barriers to successful EVCP installation.

3 Options and Reasons for Recommendations

3.1 This report has provided details on the current EV proposals and highlighted three different methods to fund, deliver and operate EVCPs.

3.2 Each method has its own advantages and disadvantages, which are explored in more detail in point 3.3 but can be summarised as follows:

- The District Only method is suggested to be quicker, but the more expensive delivery method.
- The Regionally Partnership method is suggested to be the slower, but cheaper delivery method.

- The Hybrid method is suggested to be a more complex, but better long-term delivery method with better chances of success.

3.3 Each of the methods outlined above has advantages and disadvantages (see table below).

Delivery Method	Advantages	Disadvantages
District Only Method	<p>Don't have to wait for HCC.</p> <p>More control on car park location.</p> <p>More control on what type.</p> <p>More control on how many.</p> <p>More control on business model type.</p> <p>More control on the chargeable rates.</p> <p>More control on the choice of EVCP provider.</p> <p>More control on contract KPI's.</p>	<p>More expensive because TRDC don't have enough scale\buying power.</p> <p>EVCP provider can take less commercial risk so more expensive.</p> <p>More expensive because TRDC aren't making full use of the grants.</p> <p>TRDC may still need to complete a procurement exercise.</p> <p>TRDC would be project manager.</p> <p>TRDC need to performance manage the EVCP provider after installation.</p> <p>TRDC assume all contractual risk.</p>
Regional Partnership Method	<p>Increasingly, Tier 1 councils are the "gatekeeper" for government funding.</p> <p>Better longer-term, multi-year strategy.</p> <p>Enables the use of LEVI funds held by HCC.</p> <p>LEVI funding covers Rapid chargers.</p> <p>Better value for money as HCC has more buying power.</p> <p>EVCP provider can take more commercial risk so cheaper.</p> <p>HCC run procurement exercise, assume contractual risk and act as project manager.</p> <p>HCC manages EVCP provider performance after installation.</p> <p>Better uniformity of EVCP provider\tech across the region.</p> <p>Better synergy with on-street EVCPs which will be installed by HCC as Highways Agency.</p>	<p>Enabling works costs (e.g. grid connection) will be funded but only within limits.</p> <p>Ancillary works (e.g. bay painting) could be funded but only within limits.</p> <p>Installation is likely to be slower and be towards the end of 2024.</p> <p>Slower initially (but faster when the programme is up and running).</p> <p>D&B installations will be staggered.</p> <p>Reduced control over the installations and service provision going forward.</p>
Hybrid Method	<p>Smartest use of funding streams.</p> <p>Gives us budget flexibility to install EVCPs in other locations, widening the network.</p> <p>Best mix of speed and scalability.</p>	<p>Project becomes more complex.</p> <p>Installation is likely to be slower in main car parks, but alternative sites can be pursued utilising the available CIL funding.</p> <p>Possible duplication of work between TRDC and HCC.</p> <p>Might end up with a mix of EVCP providers to manage.</p>

- 3.4 Having regard to the above it is proposed Officers pursue Option 3: Hybrid Model allowing for a more comprehensive EV scheme with external support and funding to be secured. In the short time alternative sites using some of the CIL funding can be identified and progressed i.e. leisure car parks, leisure centre car parks, TRH car parks. This option will enable us to take advantage of the external support and economies of scale through working with HCC and lead to a larger collection and coverage of EVCPs in the District.
- 3.5 If Members consider the time taken to pursue this option and the resulting presence of EVCPs too long then it is recommended Option 1 – District Only method is progressed for the identified sites (table 2.39) and given the progress to date we would direct award from a Framework.
- 3.6 Following this first phase of implementation in 7 car parks/parking areas the hybrid model is pursued for the continued expansion of EVCP proposals across the District. As part of this option 1 Officers would need to identify further proposals for EVCPs to be progressed ready for the LEVI funding opportunities.
- 3.7 If Members agree to adopt Option 3 Hybrid method the following action plan will be undertaken to install EVCP's in the car parks identified in point 2.53 as quickly as possible. Please note the timescales contained in the action plan are indicative and aspirational. The action plan also assumes a direct award to a CPO using the Kent County Framework (KCF) or Oxford DPS Framework (to align to HCC) and DNO connections will take ~8 weeks to complete.

Action	Timescale (2024)
Procure CPO through KCF/ Oxford DPS.	February – March
Car park site surveys	April
EVCP scheme design and costing	May
Agree car park leases	May
Preparatory site works	June
Installation of EVCPs (sequentially by car park)	June - August
DNO connections	September - October
Bay painting and signage	September - October
EVCPs go live	September - October

4 Policy/Budget Reference and Implications

- 4.1 The recommendations in this report are not within the Council's agreed policy and budgets, however, CIL monies have been identified for the initial phase of the EV project.

5 Community Safety, Public Health, Customer Services Centre, Communications & Website, Risk Management and Health & Safety Implications

- 5.1 None specific.

6 Financial Implications

6.1 District Only Method

- CIL funding to be spent on EVCP installation in car parks as per point 2.30.
- Additional CIL funds to be spent on ancillary works (e.g. signage, bay painting, lamp post moves).
- Government grants and CPO contributions to be used on EVCP installation.
- Potential 10+5 year commercial contract to be signed with a CPO.

6.2 Regional Partnership Method

- LEVI grant funding (distributed by HCC) and CPO contributions (percentage split TBC but likely to be 80/20%) to be used on EVCP installation in car parks as per point 2.30.
- Existing transport budget (and identified CIL monies if required) to be spent on ancillary works (e.g. signage, bay painting, lamp post moves).
- 10+5 year commercial contract between HCC and CPO with TRDC as signatory.

6.3 Hybrid Method

- LEVI grant funding (distributed by HCC) and CPO contributions (percentage split TBC but likely to be 80/20%) to be used on EVCP installation in car parks as per point 2.30.
- CIL funding to be spent on EVC's in additional car parks as per point 2.55. Cost is unknown at this point but will be confirmed following site surveys and EVCP scheme designs and cost modelling.
- Additional CIL funds to be spent on ancillary works (e.g. signage, bay painting, lamp post moves) and enabling works (e.g. DNO connections).
- 10+5 year commercial contract between HCC and CPO with TRDC as signatory.
- 10+5 year commercial contract to be signed with CPO that installs EVCPs in car parks as per point 2.30.

7 Legal Implications

7.1 A lease or licence agreement will be required between TRDC and the CPO due to the fact the (above ground) EVCP infrastructure will be owned and maintained by the CPO.

7.2 This agreement will not cover the full car park, but only the small parcels of land under each EVCP socket and a feeder pillar (which houses the incoming electricity supply and a meter).

8 Staffing Implications

8.1 Currently employing external consultant to support until end of March 2024.

8.2 Continued vacancy in the team (and specialism) will continue to limit future delivery after March 2024. Recruitment is being progressed.

8.3 District Only Method

TRDC will project manage both the EVCP installations and ongoing CPO contract which will require additional resource.

8.4 Regional Partnership

HCC will project manage both the EVCP installations and ongoing CPO contract so additional resource will not be required.

8.5 Hybrid

8.6 TRDC will project manage both the EVCP installations and ongoing CPO contract for additional car parks. Additional resource will be required on a short-term basis until EVCP installations are complete.

9 Equal Opportunities Implications

9.1 A short Equalities Impact Assessment has been completed. The introduction of EV charging infrastructure in the Council owned car parks is a core component to enable the council to achieve net zero. These are some risks to protected characteristics, detailed in the attached EqIA, which need to be considered.

10 Climate Change and Sustainability Implications

10.1 A sustainability impact assessment has been undertaken resulting in a score of:

Climate and Sustainability Impact Assessment Summary	
Homes, buildings, infrastructure, equipment and energy	3.6
Travel	4
Goods and Consumption	3.67
Ecology	3.67
Adaptation	3
Engagement and Influence	4
Total Overall Average Score	3.5

11 Communications and Website Implications

11.1 As the project evolves updates will be provided for the website and in future press releases. A new 'request for EV charging points' page has been added to the Council's website so Officers can collate requests and understand demand.

12 Risk and Health & Safety Implications

12.1 The Council has agreed its risk management strategy which can be found on the website at <http://www.threerivers.gov.uk>. In addition, the risks of the proposals in the report have also been assessed against the Council's duties under Health and Safety legislation relating to

employees, visitors and persons affected by our operations. The risk management implications of this report are detailed below.

- 12.2 The subject of this report is covered by the Regulatory Services Service Plan. Any risks resulting from this report will be included in the risk register and, if necessary, managed within this/these plan(s).

Nature of Risk	Consequence	Suggested Control Measures	Response <i>(tolerate, treat, terminate, transfer)</i>	Risk Rating <i>(combination of likelihood and impact)</i>
District Only Method				
TRDC don't have enough scale\buying power.	EVCP installation will be more expensive than other delivery methods.	Cost modelling has been completed to identify cost of installation. Alternative delivery methods have been included in this report.	Tolerate	6
TRDC will be required to project manage the EVCP installations.	Slow/failed delivery if adequate resource not identified.	Recruit expert resource/fill vacancy.	Treat	4
TRDC will be required to manage CPO performance and contract following installation.	Poor service delivery if adequate resource not identified.	Recruit resource/fill vacancy. Use established framework contract which includes CPO performance KPI's to benchmark and monitor performance.	Treat	4
TRDC will assume all contractual risk if CPO fails or ceases to exist.	EVCP service delivery stops.	Use established framework contract which includes robust CPO	Treat	4

		list.		
Regional Partnership Method				
Enabling works costs (e.g. grid connection) will be funded but only within limits.	Some EVCP installation might be blocked by enabling works which cannot be 100% funded by grant monies.	A Hybrid delivery method has been identified in this report which uses CIL funds for enabling works.	Tolerate	6
Ancillary works (e.g. bay painting) could be funded but only within limits.	BAU parking budget may be required to complete ancillary works which cannot be 100% funded by grant monies.	A Hybrid delivery method has been identified in this report which uses CIL funds for enabling works.	Tolerate	3
TRDC will be reliant on the HCC EVCP regional delivery programme to install EVCPs. D&B installations will be staggered.	Installation is likely to be slower and be towards the end of 2024.	Work done to date make for ready made proposals to HCC to demonstrate the need for EVCP's and help ensure we are at the front of the D&B queue for funding allocation and installation.	Treat	5
Reduced control over the installations and service provision going forward.	TRDC will have less choice on the CPO, the type of EVCP's, the locations of EVCP's and the number of EVCP's.	Work done to date make for ready-made proposals to HCC to demonstrate the need for EVCP's and help ensure we are at the front of the D&B queue for funding allocation and installation.	Treat	4
Hybrid Method				
EVCP's will be delivered	Installation of	Recruit expert	Treat	4

through two delivery methods.	EVCP's becomes more complex to manage and deliver.	resource/fill vacancy.		
	TRDC may be required to enter two long-term CPO contracts.	Use established framework contract which includes CPO performance KPI's to benchmark and monitor performance.	Treat	4
	TRDC may end up with a mix of EVCP providers to manage.	Recruit expert resource/fill vacancy.	Treat	3

12.3 A risk, regardless of the delivery method, exists with regards to the CPO and its ability to deliver a 10+5 year contract. The risk around the longevity of the CPO as a service provider is mitigated through the procurement process. It is suggested that a procurement framework is used (KCS for District Only, Oxford DPS for Regional and Hybrid) which will include quality assurance checks on the CPO's financial position, ownership etc. The CPOs on these frameworks are high-profile, well established CPOs with a good reputation.

12.4 The above risks are scored using the matrix below. The Council has determined its aversion to risk and is prepared to tolerate risks where the combination of impact and likelihood scores 6 or less.

Very Likely Likelihood Remote	Low 4	High 8	Very High 12	Very High 16
	Low 3	Medium 6	High 9	Very High 12
	Low 2	Low 4	Medium 6	High 8
	Low 1	Low 2	Low 3	Low 4
	Impact Low -----> Unacceptable			

Impact Score	Likelihood Score
4 (Catastrophic)	4 (Very Likely (≥80%))
3 (Critical)	3 (Likely (21-79%))
2 (Significant)	2 (Unlikely (6-20%))
1 (Marginal)	1 (Remote (≤5%))

12.5 In the officers' opinion none of the new risks above, were they to come about, would seriously prejudice the achievement of the Strategic Plan and are therefore operational risks. The effectiveness of the management of operational risks is reviewed by the Audit Committee annually.

The remainder are therefore operational risks. Progress against the treatment plans for strategic risks is reported to the Policy and Resources Committee quarterly. The effectiveness of all treatment plans are reviewed by the Audit Committee annually.

13 Recommendation

13.1 That Members agree to:

- i) Pursue the Electric Vehicle Charge Point proposals for Council car parks utilising the Option 3 Hybrid method and action plan (see point 3.7) but with a final decision on scheme implementation and delivery to be delegated to the Director of Finance in conjunction with the Lead Member to ensure timely project delivery.
- ii) Officers to continue to investigate further proposals for Off Street Electric Vehicle Charging in other Council car parks and liaise with Hertfordshire Highways regarding On Street proposals with any funding opportunities identified.
- iii) The production of a comprehensive Electric Vehicle Charging Strategy for Three Rivers District Council.

Report prepared by: Kimberley Rowley, Head of Regulatory Services

Data Quality

Data sources:

Blink Charging Cost Proposal (5 December 2023) **Exempt Annex 1.**

Data checked by:

Kimberley Rowley, Head of Regulatory Services

Data rating:

1	Poor	
2	Sufficient	
3	High	X

APPENDICES / ATTACHMENTS

Exempt Annex 1 – CPO proposals

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Short Equality Impact and Outcome Assessment (EIA)

EIAs make services better for everyone and support value for money by getting services right first time.

EIAs enable us to consider all the information about a service, policy or strategy from an equalities perspective and then action plan to get the best outcomes for staff and service-users¹. They analyse how all our work as a council might impact differently on different groups²

They help us make good decisions and evidence how we have reached these decisions.³

See end notes for full guidance. For further support or advice please contact the Community Partnerships Team

Equality Impact and Outcomes Assessment (EIA) Template

First, consider whether you need to complete an EIA, or if there is another way to evidence assessment of impacts, or that an EIA is not needed⁴

Title ⁵	Proposals for Off Street (car parks) electric vehicle charging proposals	ID No ⁶	RS002
Team/Service ⁷	Transport and Parking Projects		
Focus of EIA ⁸	Officers have been exploring opportunities to install Electric Vehicle Charge Points (EVCP) in council owned car parks using external government grants and/or Community Infrastructure Levy (CIL) funding. A decision is required on progressing with implementation of EV including the best method to fund, deliver and operate EVCPs across the District. The outcome for the Council and the District is to make substantive reductions in carbon emissions which will help improve air quality in the District and contribute towards a core objective of the new Corporate Framework which is to achieve carbon net zero and be climate resilient.		
Assessment of overall impacts and any further recommendations ⁹			
The aim of this scheme is to maximise equality and inclusion, which is a co-benefit for tackling emissions because everyone, no matter what their protected characteristic maybe, is critical in tackling the climate emergency. In addition TRDC want to provide electric charging infrastructure, initially in car parks, to support residents and encourage shoppers and other visitors to local facilities and businesses.			
The total number of Ultra Low Emissions Vehicles (ULEVs) and Plug In Vehicles (PiVs) in Hertfordshire at the end of Q3 2022 was 4,261 according to Government data			

Hertfordshire County Council forecasting estimates that by 2030 there will be 240,800 electric vehicles registered in Hertfordshire. It is estimated that this would generate the need for 6,800 publicly available charging sockets (or just over 3,000 charge points assuming a double socket arrangement) which is a six-fold increase.

¹ <https://www.gov.uk/government/statistical-data-sets/vehicle-licensing-statistics-data-tables>

² <https://www.hertfordshire.gov.uk/doc/roads/ev-strategy-summary.pdf>

An EV Strategy is still to be devised but the proposal is to consider installation of EV charging points in car parks across TRDC.

Impact of the policy/project on the following protected characteristics:

- Age – Positive and Negative. Evidence: People who are more dependent on a car due to age factors will need to be able to access electric vehicle charging points. However, ability to access EV chargers maybe challenging to some (strength and dexterity) (elderly and those with a disability) if charging infrastructure is heavy/difficult to insert into the sockets or the technology is difficult to use.
- Disability – Positive and Negative. Evidence: People who are dependent on the car due to a disability will need to be able to access electric vehicle charging points. See above.
- Gender reassignment - Neutral - not a factor in delivery of the policy/project
- Marriage or civil partnership (in employment only) - not a factor in delivery of the policy/project
- Pregnancy and maternity - not a factor in delivery of the policy/project albeit similar consideration to age/disability regarding use of infrastructure if heavy/challenging to connect.
- Race - not a factor in delivery of the policy/project
- Religion or belief - not a factor in delivery of the policy/project
- Sex - not a factor in delivery of the policy/project
- Sexual orientation - not a factor in delivery of the policy/project

Potential Issues

- Accessibility - since the delivery of EV charging points involves assets being added to the street scene, ensuring accessibility is key. The British Standards Institute launched the PAS 1899:2022 in October 2022 which has sought to make recommendations of how accessible public electric vehicle charging points should be delivered.

Mitigating Actions

- These are recommendations and are not yet mandatory but where possible provide a basis for how to deliver charging points in an accessible way. We should consider these recommendations as part of the EV Charging proposals and within future procurement of EV charging points. Design out trip hazards.

<ul style="list-style-type: none"> • Disability – the provision of disabled bays which also provide access to charging infrastructure. • Technology - The scheme is a digital service and accessed via smart phone. We know that older people are less likely to have a smartphone than the population as a whole and, overall, are less likely to be digitally enabled/confident. • The service is cashless and debited to the passenger’s card/bank account via the App only. Around 1.5 million people in the UK do not have bank accounts. Impacting on residents with lower incomes. • Cost – Low-income residents ability to pay for both parking and charging. 	<ul style="list-style-type: none"> • Charge point design and placement (e.g. bay layout) compliance to PAS 1899:22 will be set out in the procurement criteria when appointing a Charge Point Operator. • On-street EV charging points will be installed following the Hertfordshire County Council siting criteria which sets out a range of guidelines to ensure accessibility and safety. • Disabled bays with EV charging provision will be deployed wherever feasible and practicable. EV parking bays will be laid out as per PAS 1899:22. • Increasingly, contactless payment is available, but is dependent on the Charge Point Operator and if they offer that charge point functionality. Contactless payment functionality will be considered in the procurement process when appointing a Charge Point Operator. • Work closely with Strategy and Partnerships team to signpost people to digital literacy courses, and award data if required following allocation through Good Things Foundation. • The price of charging is set by the Charge Point Operator. However, regional price benchmarking has been included in the draft EV charge point specification and will require the Charge Point Operator to prove their prices are aligned to other providers in the region.
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Actions Planned ¹⁰

The introduction of EV charging infrastructure in the Council owned car parks is a core component to enable the council to achieve net zero, see above actions listed and main report for further detail on the scheme. All electric vehicle owners will be able to access the charge points, with positive benefits for those who are reliant on using a car rather than other means of transport due to factors such as age or disability.

In delivery of the project and in awarding an external contract for the delivery of the EV proposals consideration will be given to the potential issues and mitigating actions detailed above.

EIA sign-off: (for the EIA to be final an email must sent from the relevant people agreeing it or this section must be signed)

Equality Impact Assessment officer: Kimberley Rowley

Date: 15/02/2024

Equalities Lead Officer: Shivani Dave

Date: 15/02/2024

Guidance end-notes

¹ The following principles, drawn from case law, explain what we must do to fulfil our duties under the Equality Act:

- Knowledge: everyone working for the council must be aware of our equality duties and apply them appropriately in their work.
- Timeliness: the duty applies at the time of considering policy options and/or before a final decision is taken – not afterwards.
- Real Consideration: the duty must be an integral and rigorous part of your decision-making and influence the process. • Sufficient Information: you must assess what information you have and what is needed to give proper consideration.
- No delegation: the council is responsible for ensuring that any contracted services which provide services on our behalf can comply with the duty, are required in contracts to comply with it, and do comply in practice. It is a duty that cannot be delegated.
- Review: the equality duty is a continuing duty. It applies when a policy is developed/agreed, and when it is implemented/reviewed.
- Proper Record Keeping: to show that we have fulfilled our duties we must keep records of the process and the impacts identified.

NB: Filling out this EIA in itself does not meet the requirements of the equality duty. All the requirements above must be fulfilled or the EIA (and any decision based on it) may be open to challenge. Properly used, an EIA can be a tool to help us comply with our equality duty and as a record that to demonstrate that we have done so.

² Our duties in the Equality Act 2010

As a council, we have a legal duty (under the Equality Act 2010) to show that we have identified and considered the impact and potential impact of our activities on all people with 'protected characteristics' (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation, and marriage and civil partnership).

This applies to policies, services (including commissioned services), and our employees. The level of detail of this consideration will depend on what you are assessing, who it might affect, those groups' vulnerability, and how serious any potential impacts might be. We use this EIA template to complete this process and evidence our consideration

The following are the duties in the Act. You must give 'due regard' (pay conscious attention) to the need to:

- avoid, reduce or minimise negative impact (if you identify unlawful discrimination, including victimisation and harassment, you must stop the action and take advice immediately).
- promote equality of opportunity. This means the need to: – Remove or minimise disadvantages suffered by equality groups – Take steps to meet the needs of equality groups – Encourage equality groups to participate in public life or any other activity where participation is disproportionately low – Consider if there is a need to treat disabled people differently, including more favourable treatment where necessary
- foster good relations between people who share a protected characteristic and those who do not. This means: – Tackle prejudice – Promote understanding

³ EIAs are always proportionate to:

- The size of the service or scope of the policy/strategy
- The resources involved
- The numbers of people affected
- The size of the likely impact
- The vulnerability of the people affected

The greater the potential adverse impact of the proposed policy on a protected group (e.g. disabled people), the more vulnerable the group in the context being considered, the more thorough and demanding the process required by the Act will be.

4 When to complete an EIA:

- When planning or developing a new service, policy or strategy
- When reviewing an existing service, policy or strategy
- When ending or substantially changing a service, policy or strategy
- When there is an important change in the service, policy or strategy, or in the city (eg: a change in population), or at a national level (eg: a change of legislation)

Assessment of equality impact can be evidenced as part of the process of reviewing or needs assessment or strategy development or consultation or planning. It does not have to be on this template, but must be documented. Wherever possible, build the EIA into your usual planning/review processes.

Do you need to complete an EIA? Consider:

- Is the policy, decision or service likely to be relevant to any people because of their protected characteristics?
- How many people is it likely to affect?
- How significant are its impacts?
- Does it relate to an area where there are known inequalities?

How vulnerable are the people (potentially) affected? If there are potential impacts on people but you decide not to complete an EIA it is usually sensible to document why.

5 Title of EIA: This should clearly explain what service / policy / strategy / change you are assessing

6 ID no: The unique reference for this EIA. This will be added by Community Partnerships

7 Team/Service: Main team responsible for the policy, practice, service or function being assessed

⁸ Focus of EIA: A member of the public should have a good understanding of the policy or service and any proposals after reading this section. Please use plain English and write any acronyms in full first time - eg: 'Equality Impact Assessment (EIA)'

This section should explain what you are assessing:

- What are the main aims or purpose of the policy, practice, service or function?
- Who implements, carries out or delivers the policy, practice, service or function? Please state where this is more than one person/team/body and where other organisations deliver under procurement or partnership arrangements.
- How does it fit with other services?
- Who is affected by the policy, practice, service or function, or by how it is delivered? Who are the external and internal serviceusers, groups, or communities?
- What outcomes do you want to achieve, why and for whom? Eg: what do you want to provide, what changes or improvements, and what should the benefits be? • What do existing or previous inspections of the policy, practice, service or function tell you?
- What is the reason for the proposal or change (financial, service, legal etc)? The Act requires us to make these clear.

⁹ Assessment of overall impacts and any further recommendations

- Make a frank and realistic assessment of the overall extent to which the negative impacts can be reduced or avoided by the mitigating measures. Explain what positive impacts will result from the actions and how you can make the most of these.
- Countervailing considerations: These may include the reasons behind the formulation of the policy, the benefits it is expected to deliver, budget reductions, the need to avert a graver crisis by introducing a policy now and not later, and so on. The weight of these factors in favour of implementing the policy must then be measured against the weight of any evidence as to the potential negative equality impacts of the policy,
- Are there any further recommendations? Is further engagement needed? Is more research or monitoring needed? Does there need to be a change in the proposal itself?

¹⁰ Action Planning: The Equality Duty is an ongoing duty: policies must be kept under review, continuing to give 'due regard' to the duty. If an assessment of a broad proposal leads to more specific proposals, then further equality assessment and consultation are needed.

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TRDC Climate and Sustainability Impact Assessment

Score / Colour Code	Impact and Recommendation
Dark green (4)	Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect.
Light green (3)	Some positive impact for sustainability. Recommendation to further enhance this aspect where possible and proceed.
Yellow (2)	Some possible negative impacts for sustainability. Recommendation to review these aspects and find mitigations where possible.
Red (1)	Considerable inconsistency with the council's sustainability objectives. Strong recommendation to review these aspects and find mitigations.
Grey (0)	Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.

Guidance for Use:

Please answer all questions from the drop-down options in the 'Impact' column (C), including 'Not applicable' as needed.

Please email your completed copy of the form to CIL@threerivers.gov.uk

Key to the colour coding of answers can be found at the top of the page.

Name of project/policy/procurement and date:		OFF-STREET (CAR PARKS) ELECTRIC VEHICLE CHARGING POINTS IMPLEMENTATION
Brief description (1-2 sentences):		The installation of Electric Vehicle Charge Points (EVCP) in council owned car parks using external government grants and/or Community Infrastructure Levy (CIL) funding.

Homes, buildings, infrastructure, equipment and energy

Question	Impact (select from list)	Score (-1 to 4)	Justification or mitigation	Impact (select from list)	Revised Score (1-4)
1 What effect will this project have on overall energy use (electricity or other fuels) e.g. in buildings, appliances or machinery?	Some possible negative impacts for sustainability. Recommendation to review these aspects and find mitigations where possible.	2	Explore opportunities to plan with community energy projects in particular car park solar arrays, where possible opt for a renewable energy provider/tariff	Some positive impact for sustainability. Recommendation to further enhance this aspect where possible and proceed.	3
2 What effect will this project have on the direct use of fossil fuels such as gas, petrol, diesel, oil?	Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect.	4		Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect.	4
3 Does this project further maximise the use of existing building space? E.g. co-locating services; bringing under-used space into use; using buildings out-of-hours	Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect.	4	Increases the utilisation of existing council land/ carparks	Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect.	4
4 Will any new building constructed or refurbished be highly energy efficient in use? E.g. high levels of insulation, low energy demand per sq. m., no servicing with fossil fuels such as gas heating, EPC "A" or BREAM "excellent"	Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.	0	No direct changes to buildings	Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.	0
5 Does this make use of sustainable materials / inputs in your project? E.g. re-used or recycled construction materials, timber in place of concrete	Some possible negative impacts for sustainability. Recommendation to review these aspects and find mitigations where possible.	2	embedded carbon of installation. Prioritisation has been given to sites which require lower DNO alterations. Charging Point Operator to provide 'green' credentials	Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.	0
6 Does this use more sustainable processes in the creation of the project? E.g. modular and off-site construction; use of electrical plant instead of petrol/diesel	Some possible negative impacts for sustainability. Recommendation to review these aspects and find mitigations where possible.	2	constructed off site ready for install to the 'passive' charging infrastructure. Operator/installer to share details of estimated carbon impact of installation of passive and above	Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.	0
7 Will this increase the supply of renewable energy? e.g. installing solar panels; switching to a renewable energy tariff	Some positive impact for sustainability. Recommendation to further enhance this aspect where possible and proceed.	3	Will not have direct impact on renewable energy generation but does support the transition to a renewable energy transport infrastructure.	Some positive impact for sustainability. Recommendation to further enhance this aspect where possible and proceed.	3
8 Do any appliances or electrical equipment to be used have high energy efficiency ratings?	Some positive impact for sustainability. Recommendation to further enhance this aspect where possible and proceed.	3	Charging Point Operator to share details on energy efficiency/ charging losses of the proposed charging points.	Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect.	4
Average Score		2.86			3.60

Ways to optimise sustainability and work towards net-zero carbon:

- Insulate buildings to a high standard.
- Include energy efficiency measures when carrying out refurbishment to deliver improvement in EPC ratings.
- Replace gas boilers with renewable heating, such as heat pumps. Consider District Heat Networks where appropriate.
- Construct new buildings to Passivhaus standard.
- Design and deliver buildings and infrastructure with lower-carbon materials, such as recycled material and timber frames.
- Use construction methods that reduce overall energy use, such as modular, factory-built components, or use of electrical plant on-site.
- Install solar panels or other renewable energy generation, and consider including battery storage.
- Switch to a certified renewable energy provider e.g. utilise power purchase agreements (PPA)
- Use energy-efficient appliances.
- Install low-energy (LED) lighting.
- Install measures to help manage building energy demand, such as smart meters, timers on lighting, or building management systems.

Travel

Question	Impact	Score (0-4)	Justification or mitigation	Impact (select from list)	Revised Score (0-4)
9 Reducing travel: what effect will this project have on overall vehicle use?	Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect.	4	Whilst this project will not reduce vehicle use, it supports the transition to more sustainable, zero emission vehicles.	Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect.	4
10 Will this project use petrol or diesel vehicles?	Some possible negative impacts for sustainability. Recommendation to review these aspects and find mitigations where possible.	2	As part of the installation and maintenance of the charging points it likely that ICE vehicles will be used. Explore opportunities to mitigate this with EVCP provider.	Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.	0
11 Will this project support people to use active or low-carbon transport? E.g. cycling, walking, switching to electric transport	Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect.	4	Whilst this project will not reduce vehicle use, it supports the transition to more sustainable, zero emission vehicles.	Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect.	4
12 Will this project be easily accessible for all by foot, bike, or public transport, including for disabled people?	Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect.	4	All charging points to be compliant (where appropriate) with accessibility standards detailed in PAS 1899:2022	Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect.	4
13 Has the project taken steps to reduce traffic? E.g. Using e-cargo bikes; timing activities or deliveries to be outside peak congestion times	Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.	0		Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.	0
Average Score		3.50			4.00

Ways to optimise sustainability and work towards net-zero carbon:

- Reduce the need to travel e.g. through remote meetings, or rationalising routes and rounds.
- Share vehicles or substitute different modes of travel, rather than procuring new fleet.
- Specify electric, hybrid, or most fuel efficient vehicles for new fleet or for services involving transport.
- Support users and staff to walk, cycle, or use public transport e.g. with cycle parking, training, incentives.
- Use zero-emission deliveries
- Model and mitigate the project's effect on traffic and congestion e.g. re-timing the service or deliveries

Goods and Consumption

Question	Impact	Score (0-4)	Justification or mitigation	Impact (select from list)	Revised Score (0-4)
14 Has this project considered ways to re-use existing goods and materials to the greatest extent possible, before acquiring newly manufactured ones?	Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.	0		Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.	0

Ways to optimise sustainability and work towards net-zero carbon:

- Procure goods through sharing, leasing, or product-as-a-service models rather than ownership.
- Use pre-owned and reconditioned goods, and reduce reliance on procuring new goods.
- Use recycled materials, and procure items that can be reconditioned or recycled at end-of-life.
- Use lifecycle costing in business cases to capture the full cost of operation, repair and disposal of an item

15	Does the project reduce reliance on buying newly manufactured goods? <i>E.g. repair and re-use; sharing and lending goods between services or people, leasing or product-as-a-service rather than ownership</i>	Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.	0		Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.	0
16	Does the project use products and resources that are re-used, recycled, or renewable?	Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect.	4	Transitions transport away from fossil fuels to the electric grid which is able to become renewable.	Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect.	4
17	Does the project enable others to make sustainable choices within their lifestyles, or engage people about this?	Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect.	4	Enables the uptake of zero emission vehicles.	Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect.	4
18	Does the project have a plan to reduce waste sent to landfill in manufacture?	Some possible negative impacts for sustainability. Recommendation to review these aspects and find mitigations where possible.	2	Establish waste management process with EVCP provider/ installer	Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.	0
19	Will the material(s) used on the project be able to be re-used, re-purposed, or recycled at end of its life?	Some positive impact for sustainability. Recommendation to further enhance this aspect where possible and proceed.	3	EVCPs are designed for longevity and have reparability considered as part of construction design.	Some positive impact for sustainability. Recommendation to further enhance this aspect where possible and proceed.	3
20	Has the project taken steps to ensure any food offered or consumed is more sustainable? <i>E.g. less and high-quality (high welfare) meat and dairy, minimise food waste, seasonal and locally sourced produce.</i>	Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.	0		Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.	0
Average Score			3.25			3.67

- Use lifecycle costing in business cases to capture the full cost of operation, repair and disposal of an item.
- Ensure meat and dairy is high-quality, high-welfare, if procured or consumed.
- Choose seasonal and locally sourced produce, and plant-rich meals.
- Design waste, including food waste, out of business models e.g. separating (and composting) food waste; replacing single-use items with reusable items.
- Use contact points with residents, community groups and businesses to engage and enable them to adopt low-waste, low-carbon behaviours.

Ecology						
Question	Impact	Score (0-4)	Justification or mitigation	Impact (select from list)	Revised Score (0-4)	
21	What effect does this project have on total area of non-amenity green/blue space? (Amenity green space = playing fields, play areas, sporting lakes etc. Non-amenity= e.g. woodland, grassland, wetland, gardens, lakes, rivers, ponds etc.)	Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.	0		Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.	0
22	Does the project create more habitat for nature? <i>E.g. planting native plants, trees, and flowers, creation of ponds or wetlands, provision of bird or bat boxes, installation of log piles or insect hotels</i>	Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.	0		Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.	0
23	Does the project make changes to existing habitats or have a negative impact on biodiversity? <i>E.g. use of pesticides, reduced extent and variety of plants, planting non-native species, light pollution, noise pollution, water pollution, disturbance to habitat, soil erosion, fragmentation of habitat</i>	Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.	0		Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.	0
24	Does the project help people understand the value of biodiversity, and encourage residents to support it in their private and community spaces?	Some positive impact for sustainability. Recommendation to further enhance this aspect where possible and proceed.	3	Placement of the carparks at green spaces encourages the use of these open spaces and community spaces.	sustainability. Recommendation to further enhance this aspect where possible and proceed.	3
Average Score			3			3

- Ways to optimise sustainability and work towards net-zero carbon:**
- Avoid converting green space to hard surfacing.
 - Use underutilised space for planting, such as green roofs and walls.
 - Plant native plants and perennials, rather than non-native ornamental species, to encourage biodiversity.
 - Reduce trimming of grass and hedges, and avoid use of synthetic pesticides.
 - Provide space for animals e.g. long grass areas, bird boxes, bat boxes, 'insect hotels', ponds, hedgehog hides and passages, log piles
 - Consider the ecological impacts from manufacture and use of procured goods, e.g. water pollution; water consumption; land use change for farming; pesticide use; organic/regenerative farming methods

Adaptation						
Question	Impact	Score (0-4)	Justification or mitigation	Impact (select from list)	Revised Score (0-4)	
25	Does any planned project, construction or building include measures to conserve water? <i>E.g. low-flow taps and showerheads, water-efficient devices</i>	Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.	0		Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.	0
26	Does the project consider how to protect people from the effects of extreme weather? <i>E.g. including shading to prevent overheating</i>	Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.	0		Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.	0
27	Has any planned building work or infrastructure on the project considered how to mitigate flood risk? <i>E.g. implementing Sustainable Drainage Systems (SuDS), de-paving areas, installing green roofs</i>	Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.	0		Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.	0
28	Does any planned building work or infrastructure on the project increase the total surface area covered by hard surfacing (as opposed to green or permeable surfacing)?	Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.	0	EVCPs will be built on existing hard standing areas.	Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.	0
29	Has the project considered its own resilience to extreme heat, flooding, or drought resulting from climate change?	Some possible negative impacts for sustainability. Recommendation to review these aspects and find mitigations where possible.	2	Explore need and opportunities to improve drainage and flood resistance at carpark locations currently or likely to be susceptible to flooding.	Some positive impact for sustainability. Recommendation to further enhance this aspect where possible and proceed.	3
Average Score			2.0			3.00

- Ways to optimise sustainability and work towards net-zero carbon:**
- Install water-saving devices in taps, showers and toilets
 - Re-use grey water in new developments
 - Capture and re-use rainwater where possible e.g. water butts for use in car washing, watering garden, toilets
 - Ensure all new building or refurbishment (especially of homes) models and mitigates future overheating risk, with adequate ventilation and shading
 - Avoid increasing areas of hard surfacing.
 - Convert hard surfacing to green and permeable surfacing where possible, and install Sustainable Drainage systems (SuDS).
 - Plant drought-tolerant plants and mulch landscapes to avoid water loss through evaporation.

Engagement and Influence						
Question	Impact	Score (0-4)	Justification or mitigation	Impact (select from list)	Revised Score (0-4)	
30	Does this project raise awareness and understanding of the climate and ecological emergency, and the steps that people can take to mitigate and adapt to these?	Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect.	4	The project is a pivotal part of the councils Climate Change and Sustainability Strategy in promoting more sustainable transport in the district. The growing availability of EVCPs will support public opinion on the viability of electric vehicles.	Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect.	4
Average Score			4			4
Total Overall Average Score			3.10			3.5

- Ways to optimise sustainability and work towards net-zero carbon:**
- 'Make every contact count' by using contact points with residents, businesses and community groups to promote understanding of the climate and ecological emergencies.

Now the assessment is complete, please include a copy of the completed assessment as part of your CIL application, and submit a copy of the form by email to Joanna.Hewitson@threeivers.gov.uk

Climate and Sustainability Impact Assessment Summary	
Homes, buildings, infrastructure, equipment and energy	3.60
Travel	4.00

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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