

# GENERAL PUBLIC SERVICES, COMMUNITY SAFETY & INFRASTRUCTURE

## NOTICE AND AGENDA

For a meeting to be held on Tuesday, 15 October 2024 at 7.30 pm in the Penn Chamber, Three Rivers, Northway, Rickmansworth.

Members of the General Public Services, Community Safety & Infrastructure:-

Councillors:

Christopher Alley  
Oliver Cooper  
Lisa Hudson  
Joan King  
Sarah Nelmes (Co-Chair)

Louise Price (Co-Chair)  
Kevin Raeburn  
Andrew Scarth (Co-Chair)  
Narinder Sian

---

*Joanne Wagstaffe, Chief Executive  
Monday, 7 October 2024*

The Council welcomes contributions from members of the public on agenda items at the General Public Services, Community Safety & Infrastructure 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 7  
- 10)

To confirm, as being a correct record, the minutes of the General Public Services, Community Safety & Infrastructure Committee, held on 23 July 2024, and for them to be signed by the Chair.

**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. ANNUAL CASTR UPDATE**

Presentation by Peta Mettam – CEO of Citizens Advise Service Three Rivers (CASTR)

**6. BUDGET MANAGEMENT REPORT P3**

(Pages  
11 - 22)

This report covers this Committees financial position over the medium term (2024 – 2027) as at Period 3 (end of June).

Recommendation

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

**7. ANTI SOCIAL BEHAVIOUR POLICY**

(Pages  
23 - 42)

The Anti-Social Behaviour (ASB) Policy expired in August 2024 and has therefore been updated and reviewed. The new draft policy is attached at Appendix A.

Recommendation

That; General Public Services, Community Safety and Infrastructure Committee agrees the Three Rivers District Council's Anti-social behaviour policy 2024 and recommends to Policy and Resources and Full Council.

**8. CAPITAL GRANTS**

(Pages  
43 - 50)

In September 2018 a proposal was agreed by Policy and Resources Committee to restructure the councils external grant process. This resulted in development of service level agreements with selected local organisations using the revenue funding and small capital projects which the Leisure, Environment and Community Committee would agree to be allocated to the service area.

In October 2018 Leisure, Environment and Community Committee agreed the

capital grant for 2019/20 and that future health and wellbeing projects would be detailed in the service plans of Strategy and Partnerships and Leisure. This funding has been spent on Outdoor Spaces. As five years have passed a review is required for allocation of the capital funding from 2024-2029. This report will explore the reasons and options for expenditure for the next 5 years with recommendations.

**Recommendation**

That:

- i. Committee agree to continue to use the Capital Grants funding of £20,000 per year for the next 5 years to support health and wellbeing initiatives in the district between Strategy and Partnerships and Leisure and Natural Infrastructure teams. The financial split between the teams will be Strategy & Partnerships £13,000, Leisure and Natural Infrastructure £7,000. Individual projects will be costed and agreed through the service planning process. This recommendation is subject to continuing budget provision.
- ii. Committee agree that decisions for the 2024/25 allocation be delegated to the Associate Director for Corporate, Customer and Community in consultation with Group Leaders.

**9. DRAFT SERVICE PLAN 2025-28**

(Pages 51 - 106)

This report provides an overview of the draft service plans which detail our ambitions, priorities, targets and how each service area is working towards delivering the Councils' objectives outlined in the Corporate Framework. Key Performance Indicators and Service Volumes are included within the service plan alongside a link to the strategic, operational and climate resilience risks.

**Recommendation**

For the Committee to comment on and/or request any amends to the draft service plans for 2025 – 2028. Final Service Plans will be agreed by Council alongside the budget.

**10. LOCAL CYCLING AND WALKING INFRASTRUCTURE PLAN**

(Pages 107 - 140)

This draft report provides an update on the LCWIP project including the key findings from the public consultation held between the 22 May to the 17 July 2023.

**Recommendation**

- i. That Members note the report and approve the proposed changes as a result of the public consultation and further investigations detailed in the table below:

<b>Route</b>	<b>Description of Route</b>	<b>Proposed Changes</b>
2	Watford via Croxley to Rickmansworth High Street	None at this stage.
3	Rickmansworth to Denham Way via	Include the alternative route throu alongside Fire station.

	Nightingale Road and Springwell Avenue	
8	Rickmansworth Station across the common to Chorleywood Station	Route across the common and alternative one way along Common Road to be removed, consider extending route along the A404 to Clement Danes school.
14	Stag Lane and Shepherds Lane, Mill End	Remove modal filter but maintain the minor junction improvements and look at slowing vehicle speeds to improve conditions for cycling.
21	Chalfont Road to towards Denham and Bucks border	None at this stage.
7	Not a priority LCWIP route, this is a TRDC local route	Route to remain as local cycling route but modal filter to be removed as not supported.
Walking Routes	5 routes in South Oxhey	None at this stage.

- ii. Officers continue to pursue the LCWIP for presentation of a Plan for adoption at a future Committee meeting.

**11. THREE RIVERS DISTRICT COUNCIL CCTV POLICY 2024**

(Pages  
141 -  
176)

The New CCTV Policy replaces the Three Rivers District Council CCTV Codes of Practice 2021 and forms part of a wider CCTV review currently taking place at Three Rivers District Council. The review includes the purchase of new Community Safety Partnership CCTV cameras, this new policy and an agreement with Hertfordshire County Council to attach CCTV cameras to their street furniture.

Recommendation

That the Committee adopts the new CCTV policy 2024 – 2028 and recommends to Full Council.

And

The Committee agrees to give delegated Authority to Associate Director of Corporate, Customer and Community to authorise minor changes to the policy, such as terminology, clarification, or administrative corrections with no significant impact.

**12. PROPOSALS FOR AN OFF STREET PARKING PLACES ORDER TO ALLOW PARKING CONTROLS TO BE IMPLEMENTED AT NEW PARKING BAYS AT SCHOOL MEAD, ABBOTS LANGLEY, HERTS.**

(Pages  
177 -  
192)

Following the approval of planning permission to install hardstanding and associated development to facilitate the creation of parking bays at School Mead, Abbots Langley, Officers are now seeking to implement a form of Traffic Order (an Off Street Parking Places Order) on these parking bays.

Recommendation

- i. That the Committee agree to an Off Street Parking Places Order to be implemented to impose parking controls on the new parking bays at School Mead (and vary the existing TRO and controls if required).

- ii. Committee confirm the initial controls proposed and to be consulted upon as:
  - To replicate the existing controls on the new bays
  - for 1 hour parking with 2 hours no return.
  - the Order would operate Monday to Saturday 8am to 6.30pm
 OR
  - To introduce a new TRO on all the existing and proposed bays
  - for 2 hour parking with 2 hours no return.
  - the Order would operate Monday to Saturday 8am to 6.30pm
 AND
- iii. Authority is delegated to the Director of Finance, in consultation with the Lead Member of General Public Services together with relevant Ward Councillors, to implement the 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 Proposal in connection with approval of the final Order scheme.

**13. WORK PROGRAMME**

(Pages  
193 -  
198)

To comment on the Committee's work programme

**14. OTHER BUSINESS - if approved under item 3 above**

**General Enquiries: Please contact the Committee Team at**  
[committeeteam@threerivers.gov.uk](mailto:committeeteam@threerivers.gov.uk)

This page is intentionally left blank

---

## **General Public Services, Community Safety & Infrastructure MINUTES**

**Of a meeting held in the Penn Chamber, Three Rivers House, Rickmansworth, on  
Tuesday, 23 July 2024 from 7.30 - 8.23 pm**

**Present:** Councillors

Sarah Nelmes (Chair), Christopher Alley, Oliver Cooper, Stephen Giles-Medhurst, Joan King, Sarah Nelmes (Co-Chair), Kevin Raeburn and Andrew Scarth (Co-Chair), Narinder Sian, Elinor Gazzard and Raj Khiroya.

**Officers in Attendance:**

Tom Rankin  
Alison Scott  
Michelle Wright  
Rebecca Young  
Sharon Keenlyside

### **1 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Lisa Hudson, Louise Price and Steve Drury with the substitutes being Councillors Elinor Gazzard and Raj Khiroya.

### **2 MINUTES**

The minutes of the General Public Services and Economic Development Committee, held on 19 March 2024 were confirmed as a correct record and signed by the Chair.

### **3 NOTICE OF OTHER BUSINESS**

There were no items of other business.

### **4 DECLARATIONS OF INTEREST**

Councillors Giles-Medhurst, Raeburn, Scarth and Nelmes declared a non-pecuniary interest in agenda item 6 by virtue of owning an electric vehicle.

### **5 COMMUNITY SAFETY ANNUAL REPORT 2023-2024**

Michelle Wright, Community Safety and Safeguarding Manager, presented the report and highlighted the agreed priorities for last year and the current year.

Members highlighted paragraph 2.7.1 of the report regarding the Herts Mind Network Community Support Service and asked if any steps had been taken regarding this service. Officers explained that there had been problems with staff leaving and recruitment, as many were on short-term contracts, which caused fluctuations in the service. With more funding,

staff numbers have increased and were very committed. It was anticipated that staff would not be an issue this year.

A Member highlighted paragraph 2.73 of the report concerning the joint initiative between the Council and Housing Associations around fly tipping and raised concerns about many instances of fly tipping around Leavesden and the safety issues this posed for young children playing. Officers agreed that it would be good to have conversations about this with the Housing Associations involved if Members passed on specific details. Officers highlighted the problems of hoarding and mental health issues and the work taking place regarding this. Officers were trying to look at these problems in different ways to solve them with the skip day being a great initiative around the hoarding issues.

Members raised concerns about the online watch link (OWL). Once signed up to the new service, there had been problems with accessing the site. Officers explained to the Committee that they had received emails from the public who had been unable to sign up. These had been sent to the Police and contacts in Herts Connected. Once feedback had been received, it would be fed back to Members.

A Member highlighted Priority 4 – Motor Vehicle Crime, and the risks of theft caused by contactless keys. Officers explained that there were ongoing police operations taking place in regard to that risk and remains one of Three Rivers CSP priorities. Members discussed the use of faraday pouches to mitigate the risks and the use of collective faraday pouches in communities to lower car insurance costs. The Chair suggested sending out information on mitigating car theft risk through the Comms Team.

A Member asked what was being done regarding the problem of shoplifting. Officers explained that there were hotspots around the district that police and CSP were aware of. There was a dedicated police officer dealing with this and advice was provided to shopkeepers on how to reduce risks. This was also a Three Rivers CSP priority. Advice included keeping the shop front clear and transparent and putting higher value goods away from the door. Shops were encouraged to employ security guards and install more CCTV cameras. Local PCSO's build up relationships with youths that hang around the shops.

A Member asked where Trading Standards or the Police had taken action against a license holder or future applicant, if this was taken into account in licensing decisions. The Chair commented that she would refer the question to the Licensing Committee for an answer to that query.

A Member asked how the Council supported the recruitment and training of Special Constables.

Officers informed the Committee that they would investigate if there was anything taking place and if any support was required. Officers explained that the Council provided funding for PCSO's and worked closely with them on a number of joint initiatives to target ASB and crime. A Member asked if there was a way to make it easier for local residents to request CCTV, as part of the strategy and informed officers that a local Councillor had requested application forms for residents but had not received any. Officers apologised and explained that they had not been informed regarding the outstanding forms but would send them to the Councillors who requested them, along with instructions on how to put the application in.

RESOLVED:

- i. That public access to the report be immediate.
- ii. That public access to the decision be immediate

**6 EV STRATEGY - FINAL DOCUMENT FOR ADOPTION**



Tom Rankin, Sustainable Transport Officer, presented the report and explained that the Electric Vehicle (EV) Strategy follows on from Hertfordshire County Councils' (HCC) EV Strategy, published in 2023. It also builds upon Three Rivers District Council's (TRDC) updated Climate and Sustainability Strategy published in 2024.

The Strategy mainly focused on the delivery of publicly available chargers and priority had been given to town centre car parks, business car parks and on-street parking. A mixture of fast and rapid chargers had been proposed.

All costs were expected to be covered by Government funding and contributions from the charging point operators.

A Member enquired about the timescales for the roll out of EV chargers. The officer explained that the National On-Street Residential Charging Point Scheme (ORCS) was currently in the contractual stage with the possibility of installation later this year.

A Member asked about the infrastructure costs of the fast chargers and infrastructure chargers. The officer explained that all car parks were subject to the Designated Operating Cost (DOC). Some car parks had been effectively ruled out due to the DOC cost. Charging point holders were beholden to provide 98% uptime and open-source data as to when a charger was available or no longer working. Therefore, if travelling to a charger, it was assured to be working and available.

A Member raised a question concerning paragraph 5.5 of the Strategy regarding LEVI grant funding and ORCS grant funding. The officer explained that the priority had been to focus on car parks near residential areas or areas where people would be visiting to benefit the maximum amount of people. Work was also taking place on high street parking which involved the Highway Authority, HCC, which was where the LEVI fund was best suited to. LEVI was stricter in terms of the requirements for on-street parking. It was also a larger pot of money. The priority was to make use of the Council's funding where it had the most influence and could be used to best effect. This was the Council's own car parks in highly populated areas. It also makes EV charging more viable for the operator.

A Member asked how much the ORCS grant was and if the Council regretted not bidding on it before the £200,000 cap. The Chair said that she would provide a written response to the question.

A Member commented that a total of 92 chargers was not a very ambitious quantity particularly when compared to neighbouring Local Authorities. The officer explained that the Council had blended funds to make the chargers as cost effective as possible. There was a significant contribution from the operators themselves as the Council had opted for a concession contract. Therefore, the EV chargers were good value for money for the residents. The geographical location of the chargers was important and whether they were rapid chargers. In some areas of the district there were high levels of off-street parking where residents were able to install their own chargers. HCC had a mapping tool which identified areas without off-street parking and these areas were a priority for chargers and that would be supported by the LEVI Fund. The Council had been allocated approximately 130,000 chargers as part of the LEVI Fund.

A Member requested that disabled parking was not removed to accommodate the EV chargers near to buildings.

The officer explained that there were no proposals to remove disabled bays and EV chargers were being offered in disabled bays. As a Council it was critical to not only consider the availability of chargers but also those required for people with mobility issues.

A Member commented that there were many supermarkets in the area that provided EV charging.

A Member asked when the consultation period would begin. The officer said that it would be imminent and confirmed that it would not run wholly through the school holiday period.

RESOLVED: that the General Public Services, Community Safety and Infrastructure Committee

- i. approved the draft EV strategy for a 6-week period of public consultation,
- ii. agreed for the final strategy to be presented to a future GPSSCI Committee and subsequent P&R Committee for consideration and adoption.

## **7 WORK PROGRAMME**

RESOLVED: that the Work Programme was noted.

**CHAIR**

# Agenda Item 6

## GENERAL PUBLIC SERVICES AND ECONOMIC DEVELOPMENT COMMITTEE

15 OCTOBER 2024

### PART I - NOT DELEGATED

#### BUDGET MONITORING – Period 3

(DoF)

#### 1. Summary

1.1 This report covers this Committee's financial position over the medium term (2024 – 2027) as at Period 3 (end of June)

1.2 The Period 3 comprehensive Budget Management report has already been presented to the Policy & Resources Committee at its meeting on 9 September 2024 which sought approval to a change in the Council's 2024 - 2027 medium-term financial plan

#### 2. 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)

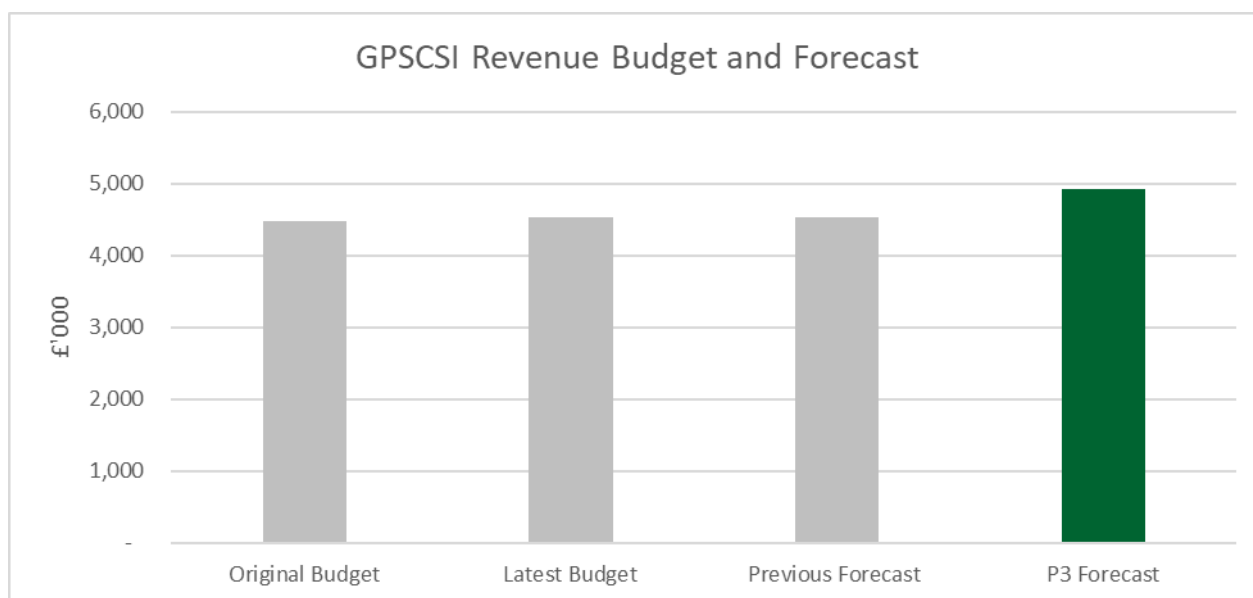
## General Public Services, Community Safety and Infrastructure Committee Detailed Monitoring Report

### Overview

1. This appendix sets out the detailed financial monitoring position for budgets within the scope of the General Public Services, Community Safety and Infrastructure (GPSCSI) Committee. The forecast is based on the position as at Period 3 which covers the period from 1 April 2024 to 30 June 2024.

### Revenue

2. The latest forecast is net expenditure of £4.881m against the latest budget of £4.535m. This is an unfavourable variance of £0.346m. The detailed revenue budgets and MTFP forecast is set out in Annex A.



Service Area	Original Budget £000	Original Budget Plus 2023/24 Carry Forwards		Latest Budget £000	Previous Forecast £000	Latest Forecast £000	Variation to Previous Forecast £000	Variation to Latest Budget £000
		£000	£000					
Community Partnerships	1,022	1,030	1,030	1,030	1,030	1,030	0	0
Economic Development and Planning Policy	524	524	524	524	524	528	4	4
Public Services	2,935	2,982	2,982	2,982	2,982	3,324	342	342
<b>Total</b>	<b>4,481</b>	<b>4,535</b>	<b>4,535</b>	<b>4,535</b>	<b>4,535</b>	<b>4,881</b>	<b>346</b>	<b>346</b>

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 2024/25 is £3.012m. A variation of £0.717m 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 30 June 2024.

Department	Job Title	Comments	Total
Environmental Protection	Grounds Maintenance Trainee Operative	Subject to restructure	1.00
	Loader	Recently advertised	1.00
	HGV Driver	Currently advertised	1.00
<b>Total General Public Services, Community Safety &amp; Infrastructure</b>			<b>3.00</b>

Annex A  
GPSCSI Committee Medium Term Revenue Budget Service

General Public Services, Community Safety and Infrastructure										
Community Partnerships	Original Budget 2024/25	Original Budget Plus 2023/24 Carry Forwards	Latest Budget 2024/25	Previous Forecast 2024/25	Spend to Date	Latest Forecast 2024/25	Variance @ P3	Forecast 2025/26	Forecast 2026/27	Officer Comments
	£		£	£	£	£	£	£	£	
Citizens Advice Bureaux	288,340	288,340	288,340	288,340	0	288,340	0	288,340	288,340	Budget will be spent - Awaiting first invoice
Community Development	4,500	12,000	12,000	12,000	(54,663)	12,000	0	4,500	4,500	Income and Expenditure budgets of £55,000 required for Ringfenced Household Support Fund grant
Community Safety	307,487	307,487	307,487	307,487	95,547	307,487	0	312,468	316,398	Budget will be spent
Community Partnerships	211,042	211,042	211,042	211,042	50,083	211,042	0	212,418	212,418	Budget will be spent
Env Health - Commercial Team	209,790	209,790	209,790	209,790	0	209,790	0	209,790	209,790	Budget will be spent
Licensing	(66,585)	(66,585)	(66,585)	(66,585)	(25,486)	(66,585)	0	(66,585)	(66,585)	Budget will be spent
Community & Leisure Grant	67,500	67,500	67,500	67,500	(499)	67,500	0	67,500	67,500	Budget will be spent
<b>Total</b>	<b>1,022,074</b>	<b>1,029,574</b>	<b>1,029,574</b>	<b>1,029,574</b>	<b>64,982</b>	<b>1,029,574</b>	<b>0</b>	<b>1,028,431</b>	<b>1,032,361</b>	

Economic Development and Planning Policy	Original Budget 2024/25	Original Budget Plus 2023/24 Carry Forwards	Latest Budget 2024/25	Previous Forecast 2024/25	Spend to Date	Latest Forecast 2024/25	Variance @ P3	Forecast 2025/26	Forecast 2026/27	Officer Comments
	£	£	£	£	£	£	£	£	£	
Land & Property Info Section	(10,497)	(10,497)	(10,497)	(10,497)	6,193	(10,497)	0	(6,716)	13,986	Budget will be spent
Street Naming & Numbering	7,130	7,130	7,130	7,130	0	7,130	0	7,130	7,130	Budget will be spent
Development Management	110,943	110,943	110,943	110,943	(26,866)	115,143	4,200	122,952	95,865	Increased budget required due to variation and inflationary increase applied to ne Herts Ecology Service provision
Development Plans	324,504	324,504	324,504	324,504	112,198	324,504	0	325,925	327,800	Budget will be spent
Hertfordshire Building Control	37,500	37,500	37,500	37,500	26,146	37,500	0	37,500	37,500	Budget will be spent
HS2 Planning	0	0	0	0	(737)	0	0	0	0	Income received from HS2
GIS Officer	53,999	53,999	53,999	53,999	13,398	53,999	0	53,999	53,999	Budget will be spent
<b>Total</b>	<b>523,579</b>	<b>523,579</b>	<b>523,579</b>	<b>523,579</b>	<b>130,332</b>	<b>527,779</b>	<b>4,200</b>	<b>540,790</b>	<b>536,280</b>	

Page 15

GPSCSI Committee Medium Term Revenue Budget Service cont.

Page 16

Public Services	Original Budget 2024/25	Original Budget Plus 2023/24 Carry Forwards	Latest Budget 2024/25	Previous Forecast 2024/25	Spend to Date	Latest Forecast 2024/25	Variance @ P3	Forecast 2025/26	Forecast 2026/27	Officer Comments
	£	£	£	£	£	£	£	£	£	
Decriminalised Parking Enf	209,165	251,240	251,240	251,240	(46,504)	272,561	21,321	230,486	190,486	Increase in budget required due to Inflationary increase of 4% to SLA with Hertsmere BC for parking enforcement service
Car Parking-Maintenance	110,466	110,466	110,466	110,466	(1,838)	110,466	0	110,466	110,466	Budget will be spent
Dial A Ride	40,000	40,000	40,000	40,000	10,000	40,000	0	40,000	40,000	Budget will be spent
Sustainable Travel Schemes	1,500	6,674	6,674	6,674	0	6,674	0	1,500	1,500	Budget will be spent
Associate Director of Environment	92,826	92,826	92,826	92,826	27,012	94,656	1,830	98,035	98,035	Staff Sickness absence budget of £1,830 re-allocated to the Senior Leadership Team
Refuse Domestic	(26,220)	(26,220)	(26,220)	(26,220)	4,056	(26,220)	0	(26,220)	(26,220)	Budget will be spent
Refuse Trade	(231,882)	(231,882)	(231,882)	(231,882)	(415,024)	(231,882)	0	(231,882)	(231,882)	Budget will be spent
Better Buses Fund	101,762	101,762	101,762	101,762	0	101,762	0	101,762	101,762	Budget will be spent
Recycling General	750	750	750	750	(5,794)	750	0	750	750	Budget will be spent
Garden Waste	(656,986)	(656,986)	(656,986)	(656,986)	(1,474,674)	(656,986)	0	(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	(38,596)	(38,596)	(38,596)	(38,596)	(54,041)	(38,596)	0	(38,596)	(38,596)	Budget will be spent
Recycling Kerbside	(318,613)	(318,613)	(318,613)	(318,613)	62,671	(70)	318,543	(318,613)	(318,613)	Variance to be managed of £318,543 on Recycling Cans & Plastics. There are many factors that can affect the price of recycling materials. World events, economic disruption, supply and demand (leading to economic hardship) and an increase in energy prices can all lead to a reduction in the price paid for recycling materials. During the majority of 2022/23 we were receiving an income from the sale of our recycling materials however the situation changed in the final Quarter of 2022/23, to one in which we were being charged to dispose of our recycling materials. This situation continued during 2023/24, and is still continuing through 2024/25. The variance reported reflects the worst case scenario for 2024/25, with the hope that the situation will change and the amount being paid out will reduce, however this cannot be predicted with any certainty. Extender Producer Responsibility payments are expected to come in from 2025/26, although the full financial impact is not yet known.
Abandoned Vehicles	250	250	250	250	150	250	0	250	250	Demand led service
Public Conveniences	3,600	3,600	3,600	3,600	0	3,600	0	3,600	3,600	Budget will be spent
Hertfordshire Fly Tipping	0	0	0	0	0	0	0	0	0	
Environmental Protection	375,550	375,550	375,550	375,550	137,136	375,550	0	376,267	376,267	Budget will be spent
Depot-Batchworth	34,380	34,380	34,380	34,380	(2,881)	34,380	0	34,380	34,380	Budget will be spent
Waste Management	2,560,250	2,560,250	2,560,250	2,560,250	845,450	2,560,250	0	2,560,250	2,560,250	Budget will be spent
Street Cleansing	676,721	676,721	676,721	676,721	168,391	676,721	0	676,721	676,721	Budget will be spent
<b>Total</b>	<b>2,934,923</b>	<b>2,982,172</b>	<b>2,982,172</b>	<b>2,982,172</b>	<b>(745,890)</b>	<b>3,323,866</b>	<b>341,694</b>	<b>2,962,720</b>	<b>2,922,720</b>	
<b>Total General Public Services, Community Safety and Infrastructure</b>	<b>4,480,576</b>	<b>4,535,325</b>	<b>4,535,325</b>	<b>4,535,325</b>	<b>(550,576)</b>	<b>4,881,219</b>	<b>345,894</b>	<b>4,531,941</b>	<b>4,491,361</b>	



Annex B

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

Supplementary Estimates

General Public Services, Community Safety and Infrastructure					
Description	Main Group Heading	Details of Outturn Variances to Latest Approved Budget	2024/25 £	2025/26 £	2026/27 £
Development Management	Supplies and services	Variation and inflationary increase applied to new Herts Ecology service provision	4,200	4,200	4,200
<b>Total Economic Development and Planning Policy</b>			<b>4,200</b>	<b>4,200</b>	<b>4,200</b>
Description	Main Group Heading	Details of Outturn Variances to Latest Approved Budget	2024/25 £	2025/26 £	2026/27 £
Decriminalised Parking Enf SPA	Third Party Payments	Inflationary increase of 4% to SLA with Hertsmere BC for parking enforcement service	21,321	21,321	21,321
<b>Total Public Services</b>			<b>21,321</b>	<b>21,321</b>	<b>21,321</b>
<b>Total General Public Services, Community Safety and Infrastructure</b>			<b>25,521</b>	<b>25,521</b>	<b>25,521</b>

Variances to be managed

General Public Services, Community Safety and Infrastructure					
Description	Main Group Heading	Details of Outturn Variances to Latest Approved Budget	2024/25 £	2025/26 £	2026/27 £
Recycling Kerbside	Supplies and Services	There are many factors that can affect the price of recycling materials. World events, economic disruption, supply and demand (leading to economic hardship) and an increase in energy prices can all lead to a reduction in the price paid for recycling materials . During the majority of 2022/23 we were receiving an income from the sale of our recycling materials however the situation changed in the final Quarter of 2022/23, to one in which we were being charged to dispose of our recycling materials. This situation continued during 2023/24, and is still continuing through 2024/25. The variance reported reflects the worst case scenario for 2024/25, with the hope that the situation will change and the amount being paid out will reduce, however this cannot be predicted with any certainty. Extender Producer Responsibility payments are expected to come in from 2025/26, although the full financial impact is not yet known.	318,543	-	-
<b>Total Public Services</b>			<b>318,543</b>	<b>0</b>	<b>0</b>
<b>Total General Public Services, Community Safety and Infrastructure</b>			<b>318,543</b>	<b>0</b>	<b>0</b>

Page 18

Virements

General Public Services, Community Safety and Infrastructure					
Description	Main Group Heading	Details of Outturn Variances to Latest Approved Budget	2024/25 £	2025/26 £	2026/27 £
Community Development	Supplies and services	To spend ringfenced Household Support Fund grant	55,000	-	-
	Income	Receipt of ringfenced Household Support Fund grant	(55,000)	-	-
<b>Total Community Safety</b>			<b>0</b>	<b>0</b>	<b>0</b>

**Annex C**  
**GPSCSI Medium term capital investment programme**

General Public Services, Community Safety & Infrastructure											
Community Partnerships	Original Budget 2024/25 £	Original Budgets Plus 2023/24 Rephasing £	Latest Budget 2024/25 £	P3 Spend To Date £	Forecast Outturn 2024/25 £	Variance £	Latest Budget 2025/26 £	Proposed 2025/26 £	Latest Budget 2026/27 £	Proposed 2026/27 £	Comments
Capital Grants & Loans	20,000	20,000	20,000	0	20,000	0	20,000	20,000	20,000	20,000	Budget will be spent
Community CCTV	12,000	12,000	12,000	0	12,000	0	6,000	6,000	6,000	6,000	Budget will be spent
<b>Sub-total Community Partnerships</b>	<b>32,000</b>	<b>32,000</b>	<b>32,000</b>	<b>0</b>	<b>32,000</b>	<b>0</b>	<b>26,000</b>	<b>26,000</b>	<b>26,000</b>	<b>26,000</b>	
Public Services											
Public Services	Original Budget 2024/25 £	Original Budgets Plus 2023/24 Rephasing £	Latest Budget 2024/25 £	P3 Spend To Date £	Forecast Outturn 2024/25 £	Variance £	Latest Budget 2025/26 £	Proposed 2025/26 £	Latest Budget 2026/27 £	Proposed 2026/27 £	Comments
Disabled Parking Bays	2,500	2,500	2,500	0	2,500	0	2,500	2,500	2,500	2,500	Budget will be spent
Waste Plant & Equipment	25,000	34,500	34,500	6,977	34,500	0	25,000	25,000	25,000	25,000	Budget will be spent
Waste Services Depot	0	0	0	9,194	456,400	456,400	0	0	0	0	CIL spend approved at Full Council 9/7/24
EV Charging Points	0	460,000	460,000	0	535,938	75,938	0	0	0	0	Capital Grant from Department for Transport ORCS Funding for EV
Controlled Parking	0	82,322	82,322	3,009	107,322	25,000	0	25,000	0	25,000	Budget transferred from Transport & Infrastructure
Replacement Bins	72,190	73,265	73,265	29,947	73,265	0	115,000	115,000	115,000	115,000	Budget will be spent
Waste & Recycling Vehicles	1,354,015	1,566,564	1,566,564	0	1,566,564	0	800,000	800,000	800,000	800,000	Procurement of vehicles underway
Car Park Restoration	290,000	310,509	310,509	59,239	310,509	0	35,000	35,000	35,000	35,000	Budget will be spent
Estates, Paths & Roads	20,000	25,728	25,728	13,890	25,728	0	20,000	20,000	20,000	20,000	Budget will be spent
WDC Footpaths & Alleyways	25,000	43,387	43,387	1,881	43,387	0	25,000	25,000	25,000	25,000	Budget will be spent
GIS	13,500	13,500	13,500	0	13,500	0	0	0	0	0	Budget will be spent
Transport and Infrastructure	199,344	365,383	365,383	6,655	340,383	(25,000)	204,000	179,000	204,000	179,000	Budget transferred to Controlled Parking
<b>Sub-total Public Services</b>	<b>2,001,549</b>	<b>2,977,658</b>	<b>2,977,658</b>	<b>130,792</b>	<b>3,509,996</b>	<b>532,338</b>	<b>1,226,500</b>	<b>1,226,500</b>	<b>1,226,500</b>	<b>1,226,500</b>	
Economic Development & Planning Policy											
Economic Development & Planning Policy	Original Budget 2024/25 £	Original Budgets Plus 2023/24 Rephasing £	Latest Budget 2024/25 £	P3 Spend To Date £	Forecast Outturn 2024/25 £	Variance £	Latest Budget 2025/26 £	Proposed 2025/26 £	Latest Budget 2026/27 £	Proposed 2026/27 £	Comments
Listed Building Grants	2,500	2,500	2,500	0	2,500	0	2,500	2,500	2,500	2,500	Demand Led service, no applications received to date
CIL Community Grants	0	0	0	184,461	184,461	184,461	0	0	0	0	CIL contribution paid to Sarratt Parish Council approved at Policy & Resources Committee 17/7/23
<b>Sub-total Economic Development &amp; Planning Policy</b>	<b>2,500</b>	<b>2,500</b>	<b>2,500</b>	<b>184,461</b>	<b>186,961</b>	<b>184,461</b>	<b>2,500</b>	<b>2,500</b>	<b>2,500</b>	<b>2,500</b>	
<b>Total General Public Services, Community Safety &amp; Infrastructure</b>	<b>2,036,049</b>	<b>3,012,158</b>	<b>3,012,158</b>	<b>315,253</b>	<b>3,728,957</b>	<b>716,799</b>	<b>1,255,000</b>	<b>1,255,000</b>	<b>1,255,000</b>	<b>1,255,000</b>	

## Annex D

### GPSCSI Explanations of capital variances reported this Period

Description	Details of Outturn Variances to Latest Approved Budget	2024/25 £	2025/26 £	2026/27 £
<b>General Public Services, Community Safety &amp; Infrastructure</b>				
EV Charging Points	Capital Grant from Department for Transport ORCS Funding for EV Charging	75,938	0	0
Controlled Parking	Budget transferred from Transport & Infrastructure	25,000	25,000	25,000
Transport & Infrastructure	Budget transferred to Controlled Parking	(25,000)	(25,000)	(25,000)
Waste Services Depot	CIL spend approved at Full Council 9/7/24	456,400	0	0
CIL Community Grants	CIL contribution paid to Sarratt Parish Council approved at Policy & Resources Committee 17/7/23	184,461	0	0
<b>Total General Public Services, Community Safety &amp; Infrastructure</b>		<b>716,799</b>	<b>0</b>	<b>0</b>

**Annex E  
GPSCSI Key Income Streams**

<b>Regulatory Services</b>									
<b>Car Park Enforcement</b>	<b>Month</b>	<b>2021/22</b>		<b>2022/23</b>		<b>2023/24</b>		<b>2024/25</b>	
<b>Penalty Charge Notices (PCNs)</b>		<b>£</b>	<b>Volume</b>	<b>£</b>	<b>Volume</b>	<b>£</b>	<b>Volume</b>	<b>£</b>	<b>Volume</b>
	April	(2,190)	80	(7,700)	176	(5,410)	114	(12,845)	292
	May	(5,008)	133	(7,955)	153	(8,830)	135	(18,465)	372
	June	(5,360)	124	(6,960)	144	(8,180)	152	(16,355)	313
	July	(7,916)	167	(7,386)	113	(10,735)	248		
	August	(8,878)	233	(6,814)	122	(13,495)	289		
	September	(12,555)	252	(6,134)	114	(11,650)	236		
	October	(10,444)	219	(9,526)	249	(13,707)	247		
	November	(10,585)	230	(9,118)	194	(13,715)	219		
	December	(9,834)	230	(7,845)	134	(11,725)	212		
	January	(8,800)	149	(8,913)	154	(12,865)	316		
	February	(8,614)	231	(9,020)	172	(18,307)	233		
	March	(10,828)	190	(10,329)	135	(14,753)	296		
	<b>Total</b>	<b>(101,012)</b>	<b>2,238</b>	<b>(97,700)</b>	<b>1,860</b>	<b>(143,372)</b>	<b>2,697</b>	<b>(47,665)</b>	<b>977</b>

**Comments:** The Original budget for 2024/25 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.

<b>Car Park Enforcement</b>	<b>Month</b>	<b>2021/22</b>		<b>2022/23</b>		<b>2023/24</b>		<b>2024/25</b>	
<b>Pay &amp; Display Tickets</b>		<b>£</b>	<b>Volume</b>	<b>£</b>	<b>Volume</b>	<b>£</b>	<b>Volume</b>	<b>£</b>	<b>Volume</b>
	April	(9,551)	5,128	(11,910)	7,037	(15,346)	8,197	(19,257)	10,009
	May	(10,442)	5,577	(12,841)	7,097	(17,473)	8,412	(20,212)	10,433
	June	(12,675)	6,513	(15,058)	7,062	(17,912)	9,036	(18,090)	9,441
	July	(11,677)	6,653	(13,121)	7,362	(17,937)	9,271		
	August	(11,136)	6,198	(13,742)	7,326	(16,564)	8,531		
	September	(12,418)	6,789	(14,086)	7,387	(17,540)	9,075		
	October	(13,466)	7,308	(14,702)	7,878	(18,978)	9,450		
	November	(14,253)	7,582	(14,587)	7,411	(19,091)	9,633		
	December	(14,857)	7,638	(17,110)	8,354	(20,515)	10,337		
	January	(10,425)	6,486	(16,778)	7,573	(20,475)	9,612		
	February	(12,966)	7,309	(14,471)	7,823	(19,453)	10,041		
	March	(17,041)	7,813	(19,225)	9,882	(21,063)	10,893		
	<b>Total</b>	<b>(150,907)</b>	<b>80,994</b>	<b>(177,631)</b>	<b>92,192</b>	<b>(222,347)</b>	<b>112,488</b>	<b>(57,559)</b>	<b>29,883</b>

**Comments:** The Original budget for 2024/25 is £242,750. 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.

<b>Development Management</b>	<b>Month</b>	<b>2021/22</b>		<b>2022/23</b>		<b>2023/24</b>		<b>2024/25</b>	
<b>Application Fees</b>		<b>£</b>	<b>Volume</b>	<b>£</b>	<b>Volume</b>	<b>£</b>	<b>Volume</b>	<b>£</b>	<b>Volume</b>
	April	(37,925)	202	(389,072)	121	(31,355)	111	(94,490)	133
	May	(44,506)	200	(59,995)	162	(57,426)	138	(74,771)	119
	June	(40,347)	177	(41,122)	123	(73,723)	122	(80,169)	125
	July	(35,900)	152	(56,630)	129	(23,579)	125		
	August	(58,240)	153	(27,451)	144	(42,914)	137		
	September	(24,763)	145	(53,870)	111	(28,687)	133		
	October	(26,477)	135	(141,962)	125	(32,577)	137		
	November	(34,623)	133	(51,317)	136	(32,047)	120		
	December	(53,134)	136	(65,353)	119	(21,107)	96		
	January	(39,467)	106	(21,090)	131	(17,242)	104		
	February	(39,530)	108	(56,956)	116	(40,229)	103		
	March	(91,250)	172	(34,930)	163	(33,857)	120		
	<b>Total</b>	<b>(526,162)</b>	<b>1,819</b>	<b>(999,748)</b>	<b>1,580</b>	<b>(434,743)</b>	<b>1,446</b>	<b>(249,429)</b>	<b>377</b>

**Comments:** The Original budget for 2024/25 is £846,420. 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.

**GPSCSI Key Income Streams Cont.**

<b>Waste Management</b>									
Trade Refuse	Month	2021/22		2022/23		2023/24		2024/25	
Contract fees		£	Volume	£	Volume	£	Volume	£	Volume
	April	(342,837)	989	(374,524)	925	(408,151)	900	(432,709)	865
	May	(23,082)		(2,105)	929	2,040	897	2,897	856
	June	(3,124)		(297)	930	200	879	1,981	849
	July	(2,934)		(328)	930	1,007	882		
	August	(235)		(1,417)	920	(3,049)	871		
	September	(869)		(1,221)	925	(1,635)	872		
	October	(362,664)		(376,644)	926	(402,130)	873		
	November	2,382		(7,399)	920	464	867		
	December	(6,135)		(738)	908	337	860		
	January	(1,064)		(2,476)	916	(940)	867		
	February	(1,213)		(1,298)	917	(5,573)	870		
	March	(8,966)		(5,356)	913	(2,436)	867		
	<b>Total</b>	<b>(750,741)</b>		<b>989</b>	<b>(773,803)</b>	<b>913</b>	<b>(819,866)</b>	<b>867</b>	<b>(427,830)</b>

**Comments:** The original 2024/25 budget is £907,865. 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	Month	2021/22		2022/23		2023/24		2024/25	
Bin Charges		£	Volume	£	Volume	£	Volume	£	Volume
	April	(1,047,033)	21,524	(1,173,068)	21,649	(1,392,490)	21,254	(1,515,550)	21,389
	May	(19,620)	529	(18,910)	405	(31,450)	516	(23,624)	356
	June	(19,239)	331	(17,232)	237	(17,754)	273	(17,574)	255
	July	(13,244)	256	(8,724)	163	(6,786)	107		
	August	(7,939)	190	(5,778)	96	(7,494)	111		
	September	(4,834)	93	(3,129)	49	(4,346)	56		
	October	(2,291)	75	(2,480)	80	(3,254)	89		
	November	(1,341)	51	(1,589)	51	(1,781)	50		
	December	(539)	20	(324)	14	(645)	16		
	January	(743)	31	(956)	26	(204)	15		
	February	0	0	0	0	30	0		
	March	0	0	0	0	0	0		
	<b>Total</b>	<b>(1,116,822)</b>	<b>23,100</b>	<b>(1,232,190)</b>	<b>22,770</b>	<b>(1,466,174)</b>	<b>22,487</b>	<b>(1,556,748)</b>	<b>22,000</b>

**Comments:** The original 2024/25 budget is £1,583,200. The standard charges for 2024/25 are £65 for the first bin and £110 each for a second or third bin. Customers in receipt of certain benefits pay a concession fee of £55 for the first bin.

## General Public Services, Community Safety and Infrastructure

### Anti-Social Behaviour Policy (ADCCC)

#### 1 Summary

- 1.1 The Anti-Social Behaviour (ASB) Policy expired in August 2024 and has therefore been updated and reviewed. The new draft policy is attached at Appendix A.
- 1.2 The policy has been consulted on internally and with our key partners agencies working on ASB including the Police, Fire and Rescue, Hertfordshire County Council, Watford Community Housing Trust and Thrive Homes.
- 1.3 We have reviewed and researched work across our council departments to assess what the policy should include and to ensure better outcomes for our community and residents.

#### 2 Details

- 2.1 The ASB Policy has been updated in line with the Anti-Social Behaviour Crime and Policing Act 2014.
- 2.2 There are no legislative changes to add to the ASB Policy, however we do expect a White Paper over the coming year, on Community Safety, and this may include ASB. If this happens, relevant officers and Members will be informed, and the Policy updated to reflect any change or amendments.
  - 2.2.1 Our approach to ASB remains and comprises of four key areas; Prevent, Early Intervention, Support and Enforcement.
  - 2.2.2 These themes apply across all anti-social behaviour. However, our approaches differ slightly for dealing with hotspots, serious crime or high-risk cases.
- 2.3 Safeguarding is an important factor when dealing with Anti-social behaviour. This has been added to the policy and adheres to the Three Rivers Safeguarding children, Young People and Adults at Risk Policy.
- 2.4 We have included in the policy how we address issues from low risk ASB to high, and what engagement and enforcement options we use, and are available to us.
- 2.5 The list of what we consider as ASB has been redefined, for example vehicles idling on the road has been removed from the list. This is because the list does not need to be as specific to what we consider as ASB as there are a wealth of incidents, concerns or complaints received that may in the first instance is not deemed ASB but can develop into ASB depending on the issues. All reports will be dealt with or referred to the correct organisation or department if not ASB. Preventative work can also be used in these cases where it is not yet ASB by wider teams to avoid issues worsening.
  - 2.5.1 There are issues noted within the policy that do not constitute ASB, including personal CCTV, social media posts, vaping and smoking, parking, children playing

and neighbours doing DIY at reasonable hours, but any reports of ASB as described above will be signposted to the relevant responsible agencies.

- 2.6 The only addition to the policy is animal nuisance, however it is not a change of process as animal nuisance has always formed part of our responsibilities under ASB and continues to be managed by the Environmental Protection Team, under the Animal Welfare and Licensing Inspector. However, in the last year we have seen a rise in complaints, regarding dogs. There is no clear rationale as to why this is. It could be that more residents have dogs and animals following the pandemic or reporting on-line is easier, and the tolerance of nuisance from animals and dog barking is low. Educating our communities, working with our partners including our registered providers is key when managing these complex cases and is an ongoing task.
- 2.7 The policy continues to support the requirements for ASB Case Reviews. ASB Case Reviews give victims of persistent anti-social behaviour, the right to request a multi-agency case review of their case, where a local threshold is met. Our threshold is 3 complaints in the last 6 months.
- 2.8 We pride ourselves on the work we do at the very beginning of an ASB complaint and manage it appropriately. We work with partners and internal staff on the receipt of ASB complaints, similar to the process of an ASB Case Review to ensure that customer issues are dealt with avoiding the need to apply for an ASB Case Review. In the past year, there has been 1 application and 1 application whereby the ASB Case Review application did not meet threshold.
- 2.9 The use of a new reporting tool through an ASB App is scheduled to be implemented later this year. The ASB app is a tool customers can access when they report ASB to us. They can download to their smart device that enables you to collect and report ASB information on the spot or when able. Customers can upload ASB evidence of photos, videos, diary sheets and any other supporting documentation to support their case.
- 2.1 This method of reporting ASB will be promoted, and customers encouraged to use, in line with our Customer Experience Strategy. Residents will still be able to report via the website and by phone as well as downloading traditional methods, like the use of diary sheets to ensure access for all.
- 2.1.1 The use of a fully integrated ASB toolkit is currently being built with our digital and communications team. This platform will give our customers a wealth of information and advice in tackling ASB, self-help, good neighbour agreements, along with direct referrals into support services. This will help to improve access to services and the issues being addressed by the right agency or partner. Our focus is on customers helping themselves as much as possible or the responsible agency/partner in the first instance.
- 2.2 ASB is continuous and varying from day to day. Our top 5 complaints of ASB currently are neighbour disputes (involving foul language and shouting at one another), noise nuisance, smell of cannabis and domestic abuse. Cuckooing, which is related to drugs, crime and taking advantage of the most vulnerable has a huge impact on the community.
- 2.3 The complexity of ASB cases is demanding on resources both internally and externally and the impact on our community is challenging. Evidence shows that mental health and wellbeing is the highest factor in the cause of ASB with drug and alcohol following. We currently have a Service Level Agreement with



Hertfordshire MIND to support mental health. Whilst the cost for the service is covered for 2024 – 2025, future funding is required for this to continue. The Drug and Alcohol provider for Hertfordshire, Change Grow Live accepts referrals from the council but the wait is long and perpetrators of ASB are sometimes difficult to engage due to their abuse. Therefore, there can be a reliance on the council and partners to manage the ongoing issues.

2.4 The No More Service also known as the as the South West Youth Action Panel (YAP) supports young people involved in ASB and Crime. The support worker helps those youths chose a positive path in life. There are currently 22 individuals being supported. Whilst we have seen an increase in referrals this year and we believe this will be a consistent pattern here on, we have seen some life changing behaviour from some of our youths which has been really positive and the decline in ASB in pockets across the district has been apparent because of the service and their outcomes. Again this funding is currently being supported through the OPCC, we do not know if this funding will be available to us for 2025-2026.

2.5 In the past 18 months the ASBAG (Anti-Social Behaviour Action Group) has assessed 209 medium to high risk ASB cases. Year to date there have been 7 Community Protection Notices Served. This does not include the Police enforcement action and that of our housing providers.

**3 Options and Reasons for Recommendations**

3.1 It is recommended that General Public Services, Community and Infrastructure Committee agree the revised Anti-social behaviour policy and recommend to Policy and Resources then Full Council for adoption.

3.2 The reason for the recommendation is that the current ASB Policy is out of date and needed updating.

**4 Policy/Budget Reference and Implications**

4.1 The recommendations in this report are within the Council’s agreed policy and budgets. The relevant policy is entitled The Anti-Social Behaviour Policy and was agreed previously on 21<sup>st</sup> October 2021 at Policy and Resources Committee.

**5 Financial Implications**

There are no financial implications

**6 Legal Implications**

Legal Services support the Community Safety Partnership in responding to complaints of ASB that have been referred to the Council under the corporate complaints procedure or Local Ombudsman and represent Council at court on breach of relevant ASB powers i.e. Closure Orders. This Anti-social behaviour policy supports this process.

**7 Equal Opportunities Implications**

**Impact Assessment**

<p>Has a relevance test been completed for Equality Impact? Attached at Appendix B</p>	<p>Yes</p>
--	------------

Did the relevance test conclude a full impact assessment	No
--	----

**8 Staffing Implications**

None Arising

**9 Environmental Implications**

None Arising

**10 Community Safety Implications**

The revised policy will support the Community Safety Partnership and reduction of crime and disorder.

**11 Public Health implications**

None Arising

**12 Customer Services Centre Implications**

The policy reflects the roles of the Customer Service Centre

**13 Communications and Website Implications**

The new policy will be provided on the website. Further information and support will also be provided on the website via the new look ASB Toolkit in relation to anti-social behaviour and how to tackle and access support.

**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 Strategy and Partnerships Service Plans. 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 (tolerate, treat, terminate, transfer)	Risk Rating (combination of likelihood and impact)
Failure to achieve Community Safety targets and ASB KPIs due to policy	The Community Safety Partnership fails to demonstrate	Agree new Anti-social behaviour policy and communicate this with staff, members,	Treat	6

being out of date and not setting public expectations	clear actions and process to tackle ASB leading to an increase of issues in Three Rivers.	partners and residents.		
---	---	-------------------------	--	--

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.

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

**Impact Score**

4 (Catastrophic)

3 (Critical)

2 (Significant)

**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;** General Public Services, Community Safety and Infrastructure Committee agrees the Three Rivers District Council’s Anti-social behaviour policy 2024 and recommends to Policy and Resources and Full Council.

That public access to the report be immediate

Report prepared by  
Michelle Wright Community Safety and Safeguarding Manager  
Rebecca Young, Head of Strategy and Partnerships

**Data Quality**

Data sources: Strategic Assessment

Data checked by: Shivani Dave

Data rating: Tick

<b>1</b>	<b>Poor</b>	
<b>2</b>	<b>Sufficient</b>	
<b>3</b>	<b>High</b>	<b>X</b>

**Background Papers**

**APPENDICES / ATTACHMENTS**

**Appendix A Draft Anti-Social Behaviour Policy 2024 - 2028**  
**Appendix B Equality Impact Assessment**

**Joint Leadership Team**

**7 October 2024**

**Anti-Social Behaviour Policy  
(ADCCC)**

**1 Summary**

- 1.1 The Anti-Social Behaviour (ASB) Policy expired in August 2024 and has therefore been updated and reviewed. The new draft policy is attached at Appendix A.
- 1.2 The policy has been consulted on internally and with our key partners agencies working on ASB including the Police, Fire and Rescue, Hertfordshire County Council, Watford Community Housing Trust and Thrive Homes.
- 1.3 We have reviewed and researched work across our council departments to assess what the policy should include and to ensure better outcomes for our community and residents.

**2 Details**

- 2.1 The ASB Policy has been updated in line with the Anti-Social Behaviour Crime and Policing Act 2014.
- 2.2 There are no legislative changes to add to the ASB Policy, however we do expect a White Paper over the coming year, on Community Safety, and this may include ASB. If this happens, relevant officers and Members will be informed, and the Policy updated to reflect any change or amendments.
  - 2.2.1 Our approach to ASB remains and comprises of four key areas; Prevent, Early Intervention, Support and Enforcement.
  - 2.2.2 These themes apply across all anti-social behaviour. However, our approaches differ slightly for dealing with hotspots, serious crime or high-risk cases.
- 2.3 Safeguarding is an important factor when dealing with Anti-social behaviour. This has been added to the policy and adheres to the Three Rivers Safeguarding children, Young People and Adults at Risk Policy.
- 2.4 We have included in the policy how we address issues from low risk ASB to high, and what engagement and enforcement options we use, and are available to us.
- 2.5 The list of what we consider as ASB has been redefined, for example vehicles idling on the road has been removed from the list. This is because the list does not need to be as specific to what we consider as ASB as there are a wealth of incidents, concerns or complaints received that may in the first instance is not deemed ASB but can develop into ASB depending on the issues. All reports will be dealt with or referred to the correct organisation or department if not ASB. Preventative work can also be used in these cases where it is not yet ASB by wider teams to avoid issues worsening.
  - 2.5.1 There are issues noted within the policy that do not constitute ASB, including personal CCTV, social media posts, vaping and smoking, parking, children playing

and neighbours doing DIY at reasonable hours, but any reports of ASB as described above will be signposted to the relevant responsible agencies.

- 2.6 The only addition to the policy is animal nuisance, however it is not a change of process as animal nuisance has always formed part of our responsibilities under ASB and continues to be managed by the Environmental Protection Team, under the Animal Welfare and Licensing Inspector. However, in the last year we have seen a rise in complaints, regarding dogs. There is no clear rationale as to why this is. It could be that more residents have dogs and animals following the pandemic or reporting on-line is easier, and the tolerance of nuisance from animals and dog barking is low. Educating our communities, working with our partners including our registered providers is key when managing these complex cases and is an ongoing task.
- 2.7 The policy continues to support the requirements for ASB Case Reviews. ASB Case Reviews give victims of persistent anti-social behaviour, the right to request a multi-agency case review of their case, where a local threshold is met. Our threshold is 3 complaints in the last 6 months.
- 2.8 We pride ourselves on the work we do at the very beginning of an ASB complaint and manage it appropriately. We work with partners and internal staff on the receipt of ASB complaints, similar to the process of an ASB Case Review to ensure that customer issues are dealt with avoiding the need to apply for an ASB Case Review. In the past year, there has been 1 application and 1 application whereby the ASB Case Review application did not meet threshold.
- 2.9 The use of a new reporting tool through an ASB App is scheduled to be implemented later this year. The ASB app is a tool customers can access when they report ASB to us. They can download to their smart device that enables you to collect and report ASB information on the spot or when able. Customers can upload ASB evidence of photos, videos, diary sheets and any other supporting documentation to support their case.
- 2.1 This method of reporting ASB will be promoted, and customers encouraged to use, in line with our Customer Experience Strategy. Residents will still be able to report via the website and by phone as well as downloading traditional methods, like the use of diary sheets to ensure access for all.
- 2.1.1 The use of a fully integrated ASB toolkit is currently being built with our digital and communications team. This platform will give our customers a wealth of information and advice in tackling ASB, self-help, good neighbour agreements, along with direct referrals into support services. This will help to improve access to services and the issues being addressed by the right agency or partner. Our focus is on customers helping themselves as much as possible or the responsible agency/partner in the first instance.
- 2.2 ASB is continuous and varying from day to day. Our top 5 complaints of ASB currently are neighbour disputes (involving foul language and shouting at one another), noise nuisance, smell of cannabis and domestic abuse. Cuckooing, which is related to drugs, crime and taking advantage of the most vulnerable has a huge impact on the community.
- 2.3 The complexity of ASB cases is demanding on resources both internally and externally and the impact on our community is challenging. Evidence shows that mental health and wellbeing is the highest factor in the cause of ASB with drug and alcohol following. We currently have a Service Level Agreement with

Hertfordshire MIND to support mental health. Whilst the cost for the service is covered for 2024 – 2025, future funding is required for this to continue. The Drug and Alcohol provider for Hertfordshire, Change Grow Live accepts referrals from the council but the wait is long and perpetrators of ASB are sometimes difficult to engage due to their abuse. Therefore, there can be a reliance on the council and partners to manage the ongoing issues.

2.4 The No More Service also known as the as the South West Youth Action Panel (YAP) supports young people involved in ASB and Crime. The support worker helps those youths chose a positive path in life. There are currently 22 individuals being supported. Whilst we have seen an increase in referrals this year and we believe this will be a consistent pattern here on, we have seen some life changing behaviour from some of our youths which has been really positive and the decline in ASB in pockets across the district has been apparent because of the service and their outcomes. Again this funding is currently being supported through the OPCC, we do not know if this funding will be available to us for 2025-2026.

2.5 In the past 18 months the ASBAG (Anti-Social Behaviour Action Group) has assessed 209 medium to high risk ASB cases. Year to date there have been 7 Community Protection Notices Served. This does not include the Police enforcement action and that of our housing providers.

**3 Options and Reasons for Recommendations**

3.1 It is recommended that General Public Services, Community and Infrastructure Committee agree the revised Anti-social behaviour policy and recommend to Policy and Resources then Full Council for adoption.

3.2 The reason for the recommendation is that the current ASB Policy is out of date and needed updating.

**4 Policy/Budget Reference and Implications**

4.1 The recommendations in this report are within the Council’s agreed policy and budgets. The relevant policy is entitled The Anti-Social Behaviour Policy and was agreed previously on 21<sup>st</sup> October 2021 at Policy and Resources Committee.

**5 Financial Implications**

There are no financial implications

**6 Legal Implications**

Legal Services support the Community Safety Partnership in responding to complaints of ASB that have been referred to the Council under the corporate complaints procedure or Local Ombudsman and represent Council at court on breach of relevant ASB powers i.e. Closure Orders. This Anti-social behaviour policy supports this process.

**7 Equal Opportunities Implications**

**Impact Assessment**

<p>Has a relevance test been completed for Equality Impact? Attached at Appendix B</p>	<p>Yes</p>
--	------------

Did the relevance test conclude a full impact assessment	No
--	----

**8 Staffing Implications**

None Arising

**9 Environmental Implications**

None Arising

**10 Community Safety Implications**

The revised policy will support the Community Safety Partnership and reduction of crime and disorder.

**11 Public Health implications**

None Arising

**12 Customer Services Centre Implications**

The policy reflects the roles of the Customer Service Centre

**13 Communications and Website Implications**

The new policy will be provided on the website. Further information and support will also be provided on the website via the new look ASB Toolkit in relation to anti-social behaviour and how to tackle and access support.

**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 Strategy and Partnerships Service Plans. 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 (tolerate, treat, terminate, transfer)	Risk Rating (combination of likelihood and impact)
Failure to achieve Community Safety targets and ASB KPIs due to policy	The Community Safety Partnership fails to demonstrate	Agree new Anti-social behaviour policy and communicate this with staff, members,	Treat	6



being out of date and not setting public expectations	clear actions and process to tackle ASB leading to an increase of issues in Three Rivers.	partners and residents.		
---	---	-------------------------	--	--

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.

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

**Impact Score**

4 (Catastrophic)

3 (Critical)

2 (Significant)

**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;** General Public Services, Community Safety and Infrastructure Committee agrees the Three Rivers District Council’s Anti-social behaviour policy 2024 and recommends to Policy and Resources and Full Council.

That public access to the report be immediate

Report prepared by  
Michelle Wright Community Safety and Safeguarding Manager  
Rebecca Young, Head of Strategy and Partnerships

**Data Quality**

Data sources: Strategic Assessment

Data checked by: Shivani Dave

Data rating: Tick

<b>1</b>	<b>Poor</b>	
<b>2</b>	<b>Sufficient</b>	
<b>3</b>	<b>High</b>	<b>X</b>

**Background Papers**

**APPENDICES / ATTACHMENTS**

**Appendix A Draft Anti-Social Behaviour Policy 2024 - 2028**  
**Appendix B Equality Impact Assessment**

## Short Equality Impact and Outcome Assessment (EIA) Template – Anti-social Behaviour Policy

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-users<sup>1</sup>. They analyse how all our work as a council might impact differently on different groups<sup>2</sup>

They help us make good decisions and evidence how we have reached these decisions.<sup>3</sup>

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 needed<sup>4</sup>

<b>Title<sup>5</sup></b>	Anti-social Behaviour Policy	<b>ID No<sup>6</sup></b>	
<b>Team/Service<sup>7</sup></b>	Strategy and Partnerships		
<b>Focus of EIA<sup>8</sup></b>	<p>The Council's Anti-Social Behaviour Policy was last updated in 2021 and was due for renewal. The revised policy reflects the powers contained within the Anti-Social Behaviour, Crime and Policing Act 2014 and the council's approach to tackling anti-social behaviour.</p> <p>This policy relates to the work of the Community Safety Team that incorporates the ASB team and to a lesser degree, Legal.</p> <p>The revised and updated Anti-social Behaviour Policy relates to all residents living within the district regardless of their background as well as businesses and other organisations operating in the district. The policy will ensure that it is inclusive, and that the work carried out considers the wider community and accessibility.</p> <p>The ASB team manage ASB by way of, Prevention, Early Intervention, Support and Enforcement.</p>		
<b>Assessment of overall impacts and any further recommendations<sup>9</sup></b>			

Where adults are involved in causing anti-social behaviour, there is evidence that shows that mental health, drug and alcohol is a high factor in playing a part in the behaviour.

Some ASB is caused by young people in the community. In many cases, these individuals are known to other statutory services and will often come from families where there are complex issues going on in the home.

We see, occasionally hate-related issues, such as graffiti targeting a particular section of the community.

There are no negative impacts on people with protected characteristics arising from this policy. The policy states that a multi-agency approach (with Police and on occasion, other partners where appropriate) will be undertaken if someone is victimised due to a protected characteristic and will be deemed a hate incident or hate crime. Investigating officers are also required to satisfy themselves that any complaints are not motivated on any discriminatory grounds. Victims of anti-social behaviour may sometimes be more vulnerable due to a protected characteristic such as age, disability and mental health, race, ethnicity or religion. Perpetrators of ASB sometimes involve those experiencing mental health.

All cases are managed individually, and early intervention is key is ensuring that all aspects of that person’s individual needs are managed from day one. This will allow for any issues or needs relating to protected characteristics to be identified and addressed. Safeguarding is paramount and part of everyday business, whereby we wrap the relevant support around each case, where there is a need for support from another agency, we support the victim and sometimes to whole family with the process. All medium – high risk cases are discussed and an actioned at the monthly Anti-social Behaviour Action Group (ASBAG). Statutory partners, health, registered partners and support agencies form part of the ASBAG whereby we ensure each case is managed by way of a collaborative approach.

Enforcement Assessment’s take place before we use the ASB legislative powers, available to us. Someone who is deemed to not have capacity would be managed by support agencies and other diversionary methods.

<b>Potential Issues</b>	<b>Mitigating Actions</b>
<p>Through the delivery of our priorities for the Community Safety Partnership there can be potential issues which need to be dealt with in relation to:</p> <ul style="list-style-type: none"> <li>• Neighbour disputes in relation to a protected characteristic</li> <li>• Prevent work,</li> <li>• Hate Crime Week</li> <li>• Violence Against Women and Girls and White Ribbon Work (lack of awareness and support for male victims of DA)</li> </ul>	<p>Ensure events are planned with clear reasons of why that event is being held, ensuring that all events are promoted, open to all and barriers to access are reviewed. Continue to consider the impact on protected characteristics as we manage ASB and ensuring that none of those characteristics are adversely affected.</p> <p>Community engagement through Neighbourhood policing, policing surgeries, healthy hubs, residents’ meetings and walk with a cop events, partnership bulletin and Community Network Forums, can</p>

	<p>identify issues residents with protected characteristics are experiencing.</p> <p>Communication and education with residents on initiatives and projects and support available to residents with protected characteristics.</p> <p>Delivery of campaigns, including development of a new Hate Crime Campaign – to improve community awareness of hate crime, hate incidents, the impacts this can have and promotion of Third-Party Reporting Centres.</p>
<p><b>Actions Planned</b> <sup>10</sup></p>	
<p>Hate Crime Awareness Week, Prevent Training for professionals, Anti-social Behaviour Week, Cuckooing Campaign, Self-defence VAWG project.</p>	

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

**Equality Impact Assessment officer:** Shivani Dave

**Date:** 6 September 2024

**Equalities Lead Officer:** Rebecca Young

**Date:** 6 September 2024

## Guidance end-notes

---

<sup>1</sup> 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.

## <sup>2</sup> 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

### **<sup>3</sup> 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.

### **<sup>4</sup> 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.

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

<sup>6</sup> **ID no:** The unique reference for this EIA. This will be added by Community Partnerships

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

<sup>8</sup> **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.

<sup>9</sup> **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?

<sup>10</sup> **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.

This page is intentionally left blank

**General Public Services and Community Safety Committee  
15 October 2024**

PART I  
**Capital Grants  
(ADCCC)**

**1 Summary**

- 1.1 In September 2018 a proposal was agreed by Policy and Resources Committee to restructure the councils external grant process. This resulted in development of service level agreements with selected local organisations using the revenue funding and small capital projects which the Leisure, Environment and Community Committee would agree to be allocated to the service area.
- 1.1.1 In October 2018 Leisure, Environment and Community Committee agreed the capital grant for 2019/20 and that future health and wellbeing projects would be detailed in the service plans of Strategy and Partnerships and Leisure. This funding has been spent on Outdoor Spaces. As five years have passed a review is required for allocation of the capital funding from 2024-2029. This report will explore the reasons and options for expenditure for the next 5 years with recommendations.

**2 Details**

- 2.1 Since 2019 Capital grant funding had been allocated by the Leisure and Natural Infrastructure Team to support health and wellbeing in the district, the following Outdoor Spaces projects were delivered:
- 2.1.1 2019/20: Eastbury Outdoor Gym (£8,250) and Primrose Hill Play Area (£11,750)
- 2.1.2 2020/21: The Swillett Cycle Track (£8,250) and Primrose Hill Play Area (£11,750)
- 2.1.3 2021/22: Outdoor Fitness Zone (£20,000)
- 2.1.4 2022/23: Outdoor Fitness Zone (£20,000)
- 2.1.5 2023/24: Outdoor Fitness Zone (£20,000)
- 2.2 Outdoor Fitness Zones are available for residents in the following areas, Aquadrome (Rickmansworth Town), Leavesden Country Park (Leavesden), Eastbury Recreation Ground (Moor Park & Eastbury), South Oxhey Playing Fields (South Oxhey / Oxhey Hall & Hayling), Baldwin Lane Playing Fields (Durrants / Dickinson), King George V Playing Fields (Penn & Mill End).
- 2.3 This infrastructure development has improved accessibility to health improvement equipment in several areas of the district.

**3 Community Need**

- 3.1 Since the initial allocation of this funding, our residents and local community infrastructure have been significantly impacted by the pandemic and now face a huge increase in the cost of living resulting in increased health inequalities.

- 3.2 The council undertook a Joint Strategic Needs Assessment (JSNA) on Health Inequalities in 2023 to evidence and support in prioritisation of health initiatives.
- 3.3 The JSNA demonstrated that tobacco smoking (15.1%) contributed the largest proportion of attributable cancer cases, followed by being overweight/obese.
- 3.4 The Office for Health Improvement and Disparities found in 2021 that there is higher prevalence of primary aged children living in South Oxhey, who are overweight or obese (20.4%). The district average is 17.2%.
- 3.5 Community and Voluntary Group Forums established across the district bring together numerous partners from the community and voluntary sector to ensure a community-centred approach that's tailored to individual needs.
- 3.6 Some of the key issues explored through these meetings include; difficulty finding volunteers, cost of living, need for warm spaces, activities for people with learning difficulties, children's mental health, increase of mental health conditions and increase in incidents of homelessness.
- 3.7 Our Local Strategic Partnership and Corporate Framework also have strategic aims to improve health and wellbeing in Three Rivers by creating safe, sustainable communities.
- 3.8 Residents were consulted during the development of the Community Strategy Action Plan in 2023. Responses from this survey showed that "Cost of Living" was the top ranking priority, out of twelve, that residents wanted to be addressed. Second was "Promote local services to empower residents to improve their lifestyle" and third was "Adopt a place based approach to address health inequalities."
- 3.9 Income Deprivation has been identified as a significant inequality impacting on health outcomes within Three Rivers. In 2021, the difference in life expectancy at birth for those in the most deprived areas in comparison to the least deprived was 5.6 years for males and 5.3 years for females.
- 3.10 Engagement with Gate Herts and Hertfordshire Pride Society has highlighted discrepancies in demographic data provided in the Census. For example, residents from the LGBTQ+ community, and those from Gypsy, Roma and Traveller Communities are under self-reported within the census, demonstrating "hidden communities" within Three Rivers. This demonstrates greater need improve accessibility to health services for members of minority community groups.
- 3.11 The implementation of Healthy Hubs across the district provides an opportunity to work closer with a range of organisations and improve access into services to support health improvement and wellbeing. In the year 2023-24, 1,639 engagements with Three Rivers residents and the Healthy Hubs took place, this included access to various partner services present in the hubs and referrals to the Healthy Hub.
- 3.12 Some of the needs identified above are being addressed through the Health Hubs, with delivery of smoking cessation services, NHS Health Checks for residents over 40, and improving equity of access to local services, as well as through the provision of physical activities and improved outdoor spaces to encourage movement.

- 3.13 Preventative work to address the wider determinants impacting on health outcomes should be prioritised in order to prioritise the long term wellbeing of residents and reduce pressure on public services in future years.
- 3.14 Initiatives relating to addressing health inequalities and access to services should target areas of deprivation and minority community groups.

#### **4 Options and Reasons for Recommendations**

- 4.1 To agree for funding to be spent between Strategy and Partnerships and Leisure and Natural Infrastructure on initiatives to promote health and wellbeing and address health inequalities.
  - 4.1.1 The Strategy and Partnerships Team currently lead on workstreams relating to public health and place based health inequalities. The funding would be utilised on projects and infrastructure to address health inequalities and the wider determinants of health inequalities impacting our residents.
  - 4.1.2 Developing a new location for the South Oxhey Food Bank and enhancing this to be a community hub would allow for additional local services to be delivered from the location to support vulnerable residents living in the area. This would also provide free accommodation for the South Oxhey Healthy Hubs which would support the demand on council resources and cost of living crisis.
  - 4.1.3 Improving access to health management services through the Healthy Hubs will directly impact on health inequalities and allow for improved service delivery to prevent poor health outcomes.
  - 4.1.4 Funding towards outdoor leisure facilities to enhance physical activity opportunities, including updating tennis courts to offer options for pickleball, other sports and line markings to support those with additional needs.
  - 4.1.5 This approach would support the priorities of the council's Corporate Framework and the Three Rivers Community Strategy.
  - 4.1.6 These projects would be agreed as part of the service planning process and in consultation with the Lead Member for Leisure and the Lead Member for Community Safety and Partnerships and Lead Member for Housing and Health.
- 4.2 To reallocate funds towards other capital projects across the council.
  - 4.2.1 This would support other council projects already underway and in need of resource, however, diverting resources from addressing health inequalities and improving wellbeing would increase demand on public services in later years.
- 4.3 To end the capital grants process.
  - 4.3.1 Ending the process would remove opportunities for development of community infrastructure, and flexibility to address health inequalities and promote wellbeing dependant on community need.

#### **5 Policy/Budget Reference and Implications**

- 5.1 The recommendations in this report are within the Council's agreed policy and budgets. The relevant policy is entitled Corporate Framework 2023-2027 and was agreed May 2023.

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

None specific. Any requirements will be addressed on an individual project basis.

**6 Legal Implications**

- 6.1 The council has a wide general power of competence under Section 1 of the Localism Act 2011 to do anything that individuals generally may do including make grant funding available. It is recommended that when awarding grant funding a fair and transparent process is carried out to identify grant recipients to avoid a potential judicial review.
- 6.2 The proposed grants will be subject to the provisions of the UK Subsidy Control Act 2022 (“the Act”) depending on the amounts involved, who the recipients are and whether any exemptions apply. The Act places certain duties on the council, notably (1) assessing all subsidies (which fulfil the definition of “subsidy” in the Act) against what are called the “subsidy control principles” set out in the Act, and (2) not paying any subsidy unless it is of the view that it is consistent with those principles. There is also detailed statutory guidance about applying the Subsidy Control Act 2022, to which the council is required to have regard. However, the grant programme as set out in this report will not realistically influence or distort competition or investment within the UK and so would not fall within the statutory definition of a subsidy.
- 6.3 In deciding whether to approve this grant programme Committee members should be aware of their fiduciary and best value duties in terms of the prudent and responsible stewardship of the council’s assets and resources.
- 6.4 It is advisable that a written grant agreement is prepared for each proposed grant.

**7 Financial Implications**

- 7.1 The proposal for the spend of the Capital Grant will help to reduce health inequalities in the district whilst supporting financially council led projects. No additional funds are required.

**8 Equal Opportunities Implications**

- 8.1 Impact Assessment

Projects funded through Capital Grants will undertake individual EQIAs. Projects focussing on health inequalities will improve equality of access for services and projects funded.

**9 Risk and Health & Safety Implications**

- 9.1 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.
- 9.2 The subject of this report is covered by the Strategy and Partnerships service plan(s). 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>
To not allocated the Capital Grants funding could risk health inequalities increasing.	Increased demand on community, voluntary and public sector in future years	Allocate funding towards capital projects supporting the reduction of health inequalities	Treat	6

9.3 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 ↓ 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**

- 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%))

9.4 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 Recommendation**

**10.1 That:**

Committee agree to continue to use the Capital Grants funding of £20,000 per year for the next 5 years to support health and wellbeing initiatives in the district between Strategy and Partnerships and Leisure and Natural Infrastructure teams. The financial split between the teams will be Strategy & Partnerships £13,000, Leisure and Natural Infrastructure £7,000. Individual projects will be costed and agreed through the service planning process. This recommendation is subject to continuing budget provision.

10.2 Committee agree that decisions for the 2024/25 allocation be delegated to the Associate Director for Corporate, Customer and Community in consultation with Group Leaders.

That public access to the report be immediate

That public access to the decision be immediate

Committee Decision on Public Access:-

- 1. Public access to report - immediate

Report prepared by:

Shivani Dave, Partnerships Manager

Rebecca Young, Head of Strategy and Partnerships

**Data Quality**

Data sources:

Three Rivers Joint Strategic Needs Assessment

Data checked by:

Freddy Chester

Data rating: Tick

1	Poor	
2	Sufficient	
3	High	X



**Background Papers**

**APPENDICES / ATTACHMENTS**

RESTRICTED

This page is intentionally left blank

Corporate Management Team  
Tuesday, 17 September 2024

## PART I

**Draft Service Plans 2025-28****1 Summary**

- 1.1 This report provides an overview of the draft service plans which detail our ambitions, priorities, targets and how each service area is working towards delivering the Councils' objectives outlined in the Corporate Framework. Key Performance Indicators and Service Volumes are included within the service plan alongside a link to the strategic, operational and climate resilience risks.

**2 Details**

- 2.1 On 21 February 2023 Full Council agreed a new Corporate Framework 2023-26 which outlines four strategic objectives:

- **Provide responsive and responsible local leadership**
- **Expand our position as a great place to do business**
- **Support and enable sustainable communities**
- **Achieve net carbon zero and be climate resilient.**

- 2.2 These strategic objectives have been incorporated into the service plans for 2025-28.

- 2.3 On 30<sup>th</sup> April 2024 Corporate Management Team agreed the new Service Plan template. This new format makes it clear what each service area is working on and what projects and actions are required to support in the achievement of the Corporate Framework.

- 2.4 It also includes a link to the Risk Registers which will now be more visibly available on the council's website. The service are budget has also be reintroduced to the service plan and this will be added once budgets have been agreed by Council.

- 2.5 Final Service Plans will also be more visible on our website sitting alongside the Corporate Framework and Risk Registers.

- 2.6 The draft service plans also include Performance Indicators which have been updated and reviewed.

- 2.7 The review of the Corporate Framework will begin next financial year 2025-2026.

**3 Options and Reasons for Recommendations**

- 3.1 To comment on and/or request any amends to the draft service plans for 2025 – 2028 so each service area can progress with their plans to meet the Council's strategic priorities and statutory requirements.

**4 Policy/Budget Reference and Implications**

4.1 The recommendations in this report are within the Council's agreed policy and budgets. The relevant policy is entitled Corporate Framework 2023-2026 and was agreed on 21 February 2023.

4.2 The recommendations in this report relate to the achievement of the Key Performance Indicators.

4.2.1 See individual service plans for more detail on the Key Performance Indicators.

## 5 Financial Implications

5.1 None arising from this report. These are draft service plans.

## 6 Legal Implications

6.1 None arising from this report. These are draft service plans.

## 7 Equal Opportunities Implications

7.1 An Equalities Impact Assessment was previously completed for the Corporate Framework 2023-2026 in February 2023 with the outcome that there are no significant negative impacts on groups with protected characteristics. Tackling inequality is a 'golden thread' running throughout the Corporate Framework 2023-26. Its objectives seek to address issues of inequality and promote inclusivity, tackling health inequalities and the wider determinants of health, targeting regeneration schemes in more deprived areas, supporting quality and affordable housing (including social housing), promoting safer and accessible neighbourhoods and enabling more people-centred service provision.

7.2 Equality Impact Assessments are carried out for specific actions and proposals on a case-by-case basis, including engagement and formal consultation where appropriate. We continue to ensure that due regard is given to any potential impact of specific proposals on protected characteristics by conducting Equality Impact Assessments for specific actions and proposals that emerge from service plans as required.

## 8 Staffing Implications

None Specific unless otherwise stated within service plans.

## 9 Environmental Implications

A sustainability impact assessment was also undertaken for the Corporate Framework and results we as follows:

<b>Climate and Sustainability Impact Assessment Summary</b>	
Homes, buildings, infrastructure, equipment and energy	4.00
Travel	4.00
Goods and Consumption	4.00
Ecology	4.00

Adaptation	4.00
Engagement and Influence	4.00
<b>Total Overall Average Score</b>	<b>4.0</b>

**10 Community Safety Implications**

A number of objectives and actions within the service plans are intended to improve community safety within the district building on the positive work undertaken currently.

**11 Public Health implications**

A number of objectives and actions within the service plans are intended to improve the overall health and wellbeing of the district building on the positive work assumed within this current Corporate Framework.

**12 Customer Services Centre Implications**

None Specific

**13 Communications and Website Implications**

The Service Plans will be available to view on the website alongside the Corporate Framework and quarterly Performance Indicator reports.

**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  service plan(s). Any risks resulting from this report will be included in the risk register and, if necessary, managed within this/these plan(s).

<b>Nature of Risk</b>	<b>Consequence</b>	<b>Suggested Control Measures</b>	<b>Response</b> <i>(tolerate, treat, terminate, transfer)</i>	<b>Risk Rating</b> <i>(combination of likelihood and impact)</i>
Council does not agree the service plans.	There is no clear direction for individual services.	Council to agree service plans to direct the work of services.	Tolerate	4

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 ----- 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**

- 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%))

**15 Recommendation**

**15.1 That:**

To comment on and/or request any amends to the draft service plans for 2025 – 2028. Final Service Plans will be agreed by Council alongside the budget.

**15.2**

- That public access to the report be immediate
- That public access to the decision be immediate

Committee Decision on Public Access:-

1. Public access to report - immediate
2. Public access to report - denied until (date): .....
3. Public access to report - Council agenda publication
4. Public access to report - denied until issue resolved (see future agenda)
5. Public access to decision - immediate or Council agenda publication

Report prepared by: Emily McGuigan, Katie Stacey, Rebecca Young

Emily McGuigan, Katie Stacey, Rebecca Young, Corporate Support Officer,  
Corporate Support Officer, Head of Strategy and Partnerships

**Data Quality**

Data sources:

Data sources are specific to each service plan and mainly comes from the Risk Register and the Corporate Framework

Data checked by:

Katie Stacey

Data rating:

1	Poor	
2	Sufficient	X
3	High	

**Background Papers**

Corporate Framework 2023-2026

**APPENDICES / ATTACHMENTS**

Appendix A: Relevant Service Plans per committee.

This page is intentionally left blank



# **Planning Policy and Conservation Service Delivery Plan 2025 – 2028**

## **Introduction**

The service plans are a key component of Three Rivers District Council's corporate planning process. They describe our ambitions, priorities, targets and how each service area is working towards delivering the Councils' objectives detailed in the Corporate Framework [HERE](#). They are reviewed and updated annually considering budgets, performance, internal and external factors, arising throughout the year.

Service Plans are monitored in the following ways:

- Through regular discussion between, service heads, managers and their teams.
- Key Performance Indicator are reviewed by the Corporate Management Team on a quarterly and annual basis.
- Mid-year review of service plans

## **Service Overview**

The planning policy team produce the policies and plans which shape development in Three Rivers. In particular, the service is responsible for producing the Local Plan for the district. This plan forms the blueprint for how we will sustainably develop the district, including managing needs for housing, jobs and supporting infrastructure – for example, shops, community facilities, transport, open spaces, schools and healthcare. The Local Plan identifies possible sites for development and sets out the policies against which we assess planning applications.

Page 59 The policy team also produce the Council's Annual Monitoring Report (AMR), which monitors the impact of the Council's Local Plan and planning policies. A key component of the AMR is the 5 Year Housing Land Supply update which calculates whether the pipeline of new houses through existing allocations and planning permissions is sufficient to supply 5 years' worth of housing against the government's annual housing target.

The conservation service (currently provided by Place Services) advise on the protection and enhancement of the historic built environment. It is also responsible for updating the district's conservation area appraisals.

## **Budget**

(Table to give topline financials. This will be added post the Service Plans and Budget being agreed at Full Council before being published. )

## Service purpose and core functions

Corporate Framework Objective	Service's contribution to the Corporate Framework Objectives
	<b>Planning Policy</b>
Provide responsive and responsible local leadership	<ul style="list-style-type: none"> <li>• The Local Plan's preparation follows a structured legislative process, including multiple stages of evidence gathering and public consultations, which exemplifies transparent and participatory leadership.</li> <li>• Monitoring the performance of Local Plan policies through the preparation of the Annual Monitoring Report, ensures that the leadership remains accountable and responsive to the community needs.</li> <li>• The council's 5 Year Housing Land Supply calculation and Housing Delivery Test Action Plan help measure the Council's performance in delivering much needed housing.</li> <li>• Collaboration on the South West Herts Joint Strategic Plan, showcases a commitment to broader, cooperative leadership that extends beyond local boundaries.</li> <li>• Supporting preparation of Neighbourhood Plans empowers local communities, ensuring their needs and visions for development are recognized and integrated into broader strategic plans.</li> </ul>
Expand our position as a great place to do business	<ul style="list-style-type: none"> <li>• The Local Plan serves as a robust policy framework that addresses not only housing needs but also economic, social, and environmental priorities, creating a balanced and attractive environment for businesses.</li> <li>• Preparation of Article 4 Directions protects the District's employment areas and town centres.</li> </ul>
Support and enable sustainable communities	<ul style="list-style-type: none"> <li>• The Local Plan shapes the district's development pattern, ensuring that housing needs and other economic, social, and environmental priorities are met.</li> <li>• The Self-build Register gives members of the local community an opportunity to build their own properties rather than relying on developers.</li> </ul>
Achieve net carbon zero and be climate resilient	<ul style="list-style-type: none"> <li>• The Local Plan allocates land in the most sustainable locations and incorporates infrastructure that supports a low carbon future. The plan also provides a policy framework that requires new development to meet our net zero targets.</li> <li>• The South West Herts Joint Strategic Plan allows for a coordinated effort in addressing the broader challenges of climate change and sustainability.</li> <li>• The Brownfield Land Register encourages use of previously developed land, which reduces pressure on greenfield land.</li> </ul>

## Service purpose and core functions

Corporate Framework Objective	Service's contribution to the Corporate Framework Objectives
	<b>Conservation</b>
Provide responsive and responsible local leadership	<ul style="list-style-type: none"> <li>• Provision of specialist comments on planning applications/appeals in relation to Heritage Assets (Listed Buildings, Conservation Areas), and Locally Listed Buildings. This service is outsourced to Place Services and paid for through the vacant Senior Planning and Conservation Officer Post.</li> <li>• Designation of Conservation Areas and updating Conservation Area Appraisals. We are responsible for the designation of Conservation Areas which are defined by the National Planning Policy Framework as 'designated heritage assets'.</li> <li>• We maintain a List of Locally Important Buildings (Local List) (over 160 entries) which are important buildings or structures of historical, or architectural, interest to the local community. Inclusion on the List means that its conservation as a non-designated heritage asset is a material consideration when determining planning applications</li> </ul>
Support and enable sustainable communities	The implementation of Article 4 Directions reflects a proactive approach to preserving the character of specific areas, demonstrating a commitment to sustainable development.

## Projects, Policies and Strategies

Corporate Framework Objective	Project Title	Lead Officer	Project Description & Proposed Outcome(s)	Projected End Date (Month/Year)	Internal/External Partners	Additional Capital or Revenue cost and/or saving
RRL GPB SC NZCR	Local Plan	Head of Planning Policy & Conservation	Delivery of the council's district plan, allocating land for development and containing planning policies.	March 2026 (expected adoption)	HCC External consultants assisting with evidence base: BNP Paribas, TRL Ltd, Exacom/ESRI, Lovell John, Place Services, Hatch Regeniris, Icen	TBC
RRL GPB SC NZCR	South West Herts Joint Strategic Plan	Head of Planning Policy & Conservation	Strategic plan prepared by TRD, DBC, SADC, HBC and WBC in collaboration with HCC. Sets high level strategic planning policies, broad areas for growth and infrastructure.	Adoption date not yet agreed. Further Regulation 18 consultation expected in 2025.	SW Herts JSP team, DBC, HBC, SADC, WBC and HCC External consultants assisting with evidence base: DLP, Arup, Havas, Icen	
RRL SC NZCR	Conservation Area Appraisal (location to be determined)	Head of Planning Policy & Conservation	Updating conservation area appraisals	March 2026	Place Services	TBC

## Key Performance Indicators to support the Corporate Framework

KPI Ref	KPI Title	2023/24 Actual	2024/25 Target	2025/26 Target	2026/27 Target	2027/28 Target
ESD01	Net additional homes provided	TBC	640	TBC	TBC	TBC
ESD02	Number of affordable homes delivered (gross)	TBC	224	TBC	TBC	TBC
ESD03	Housing Land Supply in years	TBC	5	5	5	5
ESD04	Percentage of new homes built on previously developed land	TBC	60%	60%	60%	60%
ESD06	Percentage change in employment floorspace across the district (as a result of development and/or conversions)	TBC	+/-5%	+/-5%	+/-5%	+/-5%
ESD09	Vacancy rate for town and district centres	TBC	<6%	<6%	<6%	<6%
New	Produce 2 Conservation Area Appraisals a year	TBC	2	2	2	2
New	Respond to planning policy requests from Development Management within 21 days	TBC	100%	100%	100%	100%



## Service Volumes

These are monitored by the service area and not reported on externally. Details can be provided if required.

Description	Projected annual volume for 2024/2025	Estimated annual volume for 2025/26	Notes / explanation for estimated change
Conservation advice on planning applications (outsourced)	TBC	200 applications	
Planning Policy advice	TBC	35 applications	
Consultation Responses for Local Plan consultation	20,000	N/A	No consultation currently scheduled for 2025/26

Page 65

## Risk Management

Our [Risk Register Summary](#) is published on our website and updated quarterly. These include; our strategic, operational and climate change risks.

This page is intentionally left blank

# Regulatory Services Service Delivery Plan 2025 – 2028

## **Introduction**

The service plans are a key component of Three Rivers District Council's corporate planning process. They describe our ambitions, priorities, targets and how each service area is working towards delivering the Councils' objectives detailed in the Corporate Framework [HERE](#). They are reviewed and updated annually considering budgets, performance, internal and external factors, arising throughout the year.

Service Plans are monitored in the following ways:

- Through regular discussion between, service heads, managers and their teams.
- Key Performance Indicator are reviewed by the Corporate Management Team on a quarterly and annual basis.
- Mid-year review of service plans

# Service Overview

Regulatory Services is part of the Directorate of Finance. It comprises the following services: Development Management, Licensing, Land and Property including CIL, Transport and Parking Projects, Parking Services including Parking Enforcement, Environmental Health (commercial) and Building Control.

**Development Management** - Responsible for dealing with all matters under the Town and Country Planning Act, including determining planning applications and other related consents, providing professional pre-application advice to residents and prospective developers, investigating allegations of breaches of planning control and defending appeals lodged against the decisions of the Local Planning Authority.

**Licensing** - Responsible for the determination of licensing applications and the grant of licences in respect of Hackney Carriage and Private Hire vehicles, drivers and operators; house to house and street collections, lotteries, street trading consents and gaming machines. To also investigate complaints, enforcement of conditions tied to premises licences and undertake inspections at licences premises.

**Land and Property** – Responsible for Local Land Charges, Street Naming and Numbering, Corporate Land and Property Gazetteer, Section 106 Financial Monitoring, Assets of Community Value and CENSUS.

**Transport and Parking Projects** – Through TPP the District Council promotes better transport for people living and working in and around the District. The programmes we deliver enable and encourage people to use more sustainable ways to travel - making it easier to walk or go by bike and providing better buses & new travel options. We also improve infrastructure to promote better car and cycle parking (managing parking on local roads to make it safer and non-obstructive, with better off-street parking to keep roads clear).

Parking Services/Enforcement– the Partnership Parking Service is currently provided by Hertsmere BC on behalf of TRDC. This service includes the provision of Civil Enforcement Officers to check and enforce parking controls and the administration and processing of the parking permit process. The Head of Service manages the parking contract.

Building Control falls within the scope of Regulatory Services, However the service is provided by Hertfordshire Building Control, with all matters relating to service delivery outsourced and overseen by the Chief Executive as Shareholder.

Environmental Health Commercial – management of the EH commercial service which is provided by Watford Borough Council on behalf of TRDC. Service includes management and delivery of the Food Hygiene Inspection programme and food sampling programme, (Brief overview of the purpose of the specific service you are writing the service plan for) administering of the national Food Hygiene Rating Scheme and submission of the annual LAEMS returns, investigation of all complaints about the hygiene of food businesses, or about food that has been bought or eaten, provide and manage Air Quality Management responsibilities including submission of Annual Screening Assessment (ASR) to DEFRA, responding to planning application consultation on new developments with regard to air pollution and contaminated land, provision and management of contaminated land services, provision of the LA Health and Safety at Work enforcement service, provision of the ID control and tracing service, via PHE and respond to outbreaks of infectious disease, management of the LAPPC services (via a third party) and management and administration of the Skin Piercing licensing service.

Community Infrastructure Levy - The Senior CIL Officer undertakes the administration (including enforcement, collection etc.) and monitoring of the Community Infrastructure Levy. Under The Community Infrastructure Levy Regulations 2010 (as amended) charging authorities are required to produce an Infrastructure Funding Statement (IFS) that sets out details about planning obligation receipts (CIL and S106), and anticipated expenditure. The IFS is published by the 31 December each year (alongside the Annual Monitoring Report) and covers the previous monitoring year.

Geographical Information Systems (GIS) – The Senior GIS Officer manages and maintains the corporate layers, base layers imagery and other data held within the GIS system, and supports other departments in developing and collecting information to produce or use further layers. Key to this work is providing training to other departments to ensure they are able to access and use the data available to them.

## **Budget**

(Table to give topline financials. This will be added post the Service Plans and Budget being agreed at Full Council before being published.)

## Service purpose and core functions

Corporate Framework Objective	Service's contribution to the Corporate Framework Objectives
	<b>Development Management</b>
Provide responsive and responsible local leadership	Provision of the statutory planning services and a pre application service  Receipt and incorporation of specialist consultee comments in assessment of planning applications  Management and monitoring of service budgets
Expand our position as a great place to do business	Provision of an efficient, high performing planning service
Support and enable sustainable communities	Implementation of relevant Local Plan policies for new development including requirement for affordable housing contributions or provision on small sites, public open space and leisure policies, consideration of sustainable forms of development including sustainable transport  Assessment and determination of planning applications for new development.
Achieve net carbon zero and be climate resilient	Implementation of national planning policies and Local Plan policies for renewable energy/energy efficiency. Promoting net carbon zero and the Councils' Climate Agenda at an early stage in pre-application discussions.

## Service purpose and core functions

Corporate Framework Objective	Service's contribution to the Corporate Framework Objectives
	<b>Land and Property (&amp; CIL)</b>
Provide responsive and responsible local leadership	<p>Deliver an efficient service for Local Land Charges, street naming and numbering, Local Land &amp; Property Gazetteer thus enhancing an excellent customer experience with our Council.</p> <p>Management and monitoring of service budgets</p>
Expand our position as a great place to do business	Community Infrastructure Levy will enable us to deliver more sustainable infrastructure thus creating an attractive and accessible district
Support and enable sustainable communities	Delivery of sustainable infrastructure through the Community Infrastructure Levy will enhance the health and wellbeing of our community
Achieve net carbon zero and be climate resilient	New Local Plan will set the environmental standards for which Community Infrastructure Levy will support projects and development that will be environmentally friendly.
	<b>Licensing</b>
Provide responsive and responsible local leadership	<p>Deliver an efficient service which processes and determines all licensing types within the required timescales and reviews policies having regard to local requirements.</p> <p>Management and monitoring of service budgets</p>
Expand our position as a great place to do business	To strike balance between supporting local economies and safeguarding public safety / licensing objectives.
Achieve net carbon zero and be climate resilient	Implementation of Taxi Policy ie low emission vehicles



## Service purpose and core functions

Corporate Framework Objective	Service's contribution to the Corporate Framework Objectives
	<b>Transport and Parking Services</b>
Provide responsive and responsible local leadership	<p>Transport and Parking Project team programmes actively contribute to increase and enhance visitor economy.</p> <p>Management and monitoring of service budgets</p>
Expand our position as a great place to do business	Provision of EV charging infrastructure at town and visitor destinations and development of a wider project including on street charging
Support and enable sustainable communities	<p>Programmes consider and promote sustainable transport opportunities (reduction in private motor car/increased use of public transport etc).</p> <p>Implementation of the schemes forming part of the Local Cycling and Walking Infrastructure Plan</p> <p>Monitoring of and investigation of expansion of the Beryl Bike hire scheme in Croxley Green</p>
Achieve net carbon zero and be climate resilient	Enable modal shift through projects which promote sustainable transport opportunities; promoting walking & cycling, better buses, managed parking and other travel options that reduce carbonised trips with healthier future-proofed choices.
	<b>OTHER</b>
Provide responsive and responsible local leadership	<p>Efficient use of GIS as a corporate tool to improve service delivery and continue to improve our customer experience</p> <p>Provision of a statutory EH Commercial service</p> <p>Provision of a Building Control service through Herts Building Control Partnership</p>
Achieve net carbon zero and be climate resilient	Implementation through Herts Building Control of relevant sustainability standards

## Projects, Policies and Strategies

Corporate Framework Objective	Project Title	Lead Officer	Project Description & Proposed Outcome(s)	Projected End Date (Month/Year)	Internal/External Partners	Additional Capital or Revenue cost and/or saving
Provide responsive and responsible local leadership	GIS Strategy	Development Management Team Leader	Strategy setting out how the council will use GIS to enable digital access to information and data, how it can be used to enable service productivity and performance as well as providing spatial insight through digital mapping for residents and customers.	Qtr 2 2025/26	GIS Officer Digital Team	
Provide responsive and responsible local leadership	Gambling Policy	Lead Licensing Officer	Policy required to be reviewed every 3 years. Will need to be reviewed sooner if any changes to legislation/guidance	Qtr 4 2025/26	Licensing Development Management Team Leader	

## Projects, Policies and Strategies

Corporate Framework Objective	Project Title	Lead Officer	Project Description & Proposed Outcome(s)	Projected End Date (Month/Year)	Internal/External Partners	Additional Capital or Revenue cost and/or saving
Support and enable sustainable communities	Shared Bike Scheme	Principal Sustainable Travel Planner and Transport Officer	Investigate and procure a shared bike scheme jointly with Watford and Hertsmere Councils to provide shared bike bays across areas of the district – for implementation for April 2026.	Qtr 4 2025/26	Beryl Bikes Watford Borough Council Hertsmere Borough Council Watford Community Housing Trust	Initial capital investment by TRDC will be needed for the installation of bays and purchase of the bikes.
Support and enable sustainable communities	App based parking solution	Principal Sustainable Travel Planner and Transport Officer	Investigate and procure an app based parking solution for council paid parking zones to enable a wider range of payment options.	Qtr 3-4 2025/26	Hertsmere Borough Council IPS	Initial capital investment by TRDC may be needed for the updating of signs. Income from parking may increase.
Achieve net carbon zero and be climate resilient	Sustainable Travel Plans	Principal Sustainable Travel Planner and Transport Officer	Update Sustainable Travel Plan initially for Three Rivers House. Work with HR to develop associated schemes such as EV salary sacrifice schemes.	Qtr 2 2025/26	TRDC Climate Change Team HR Watford Borough Council	Existing staff resource. Minimal costs spend on cooms otherwise no costs are expected to be incurred.

## Projects, Policies and Strategies

Corporate Framework Objective	Project Title	Lead Officer	Project Description & Proposed Outcome(s)	Projected End Date (Month/Year)	Internal/External Partners	Additional Capital or Revenue cost and/or saving
Achieve net carbon zero and be climate resilient	LEVI – Electric Vehicle Charging Infrastructure Implementation	Principal Sustainable Travel Planner and Transport Officer	Work with Hertfordshire County Council on delivering the LEVI fund.	Qtr 3 – 4 2025/26	Hertfordshire County Council  Charge Point Operator	Costs to be confirmed to cover TROs, insurance and other.
Support and enable sustainable communities	Parking Management and Verge Hardening Programmes	Parking and Transport Officer	Progress Parking Management and Verge Hardening schemes in accordance with the agreed Programme, which is reviewed every 2 years.	Ongoing	TRO consultants  Hertsmere Borough Council	Costs to be confirmed, within existing capital budgets.

## Projects, Policies and Strategies

Corporate Framework Objective	Project Title	Lead Officer	Project Description & Proposed Outcome(s)	Projected End Date (Month/Year)	Internal/External Partners	Additional Capital or Revenue cost and/or saving
Achieve net carbon zero and be climate resilient	Parking management policies document review	Parking and Transport Officer	Development of formal parking policy to enable effective and robust implementation of PMP schemes	Qtr 3 2025/26	Hertfordshire County Council	No costs are expected to be incurred.
Support and enable sustainable communities	LCWIP	Principal Sustainable Travel Planner and Transport Officer	Agree and deliver the LCWIP, following by implementation of identified cycle schemes	Policy implementation Qtr 1 2025/26  Scheme implementation from 2025/26 onwards	Hertfordshire County Council  Parish Councils	Costs to be confirmed
Achieve net carbon zero and be climate resilient	Sustainable Travel Strategy (encompasses active travel, public transport and low emission vehicles)	Principal Sustainable Travel Planner and Transport Officer	Revise the Strategy	Qtr 3 2025	TRDC Climate Change Team	No costs are expected to be incurred.

# Projects, Policies and Strategies

Corporate Framework Objective	Project Title	Lead Officer	Project Description & Proposed Outcome(s)	Projected End Date (Month/Year)	Internal/External Partners	Additional Capital or Revenue cost and/or saving
Support and enable sustainable communities	Parking Management Services contract	Head of Regulatory Services and Principal Sustainable Travel Planner and Transport Officer	Investigate options for Parking Enforcement Services contract from 1 April 2026	Ongoing into Qtr 1 2025/26 and beyond	Hertsmere BC	Costs to be confirmed
Support and enable sustainable communities	Demand Responsive Bus Service	Principal Sustainable Travel Planner and Transport Officer	Review of Demand Responsive Bus Service offer in Three Rivers District	September 2025	Hertfordshire County Council Parish Councils	Costs to be confirmed
Provide responsive and responsible local leadership, and support and enable sustainable communities	Implementation of Biodiversity Net Gain	Development Management Team Leader	Implement mandatory BNG for planning applications, and implement all related requirements including processes for the completion of S106 legal agreements and associated monitoring costs. Resolve process issues and monitor evolving guidance. Complete SLA with HCC for provision of expert advice.	Qtr 1 2025/26	Development Management Legal Leisure and Landscapes	Costs to be confirmed.

## Projects, Policies and Strategies

Corporate Framework Objective	Project Title	Lead Officer	Project Description & Proposed Outcome(s)	Projected End Date (Month/Year)	Internal/External Partners	Additional Capital or Revenue cost and/or saving
Achieve net carbon zero and be climate resilient	Hackney Carriage and Private Hire Policy 2022	Lead Licensing Officer	Policy to be amended to incorporate changes following guidance changes and to align with other Herts authorities re emissions and vehicle standards.	Qtr 1 2025/26	Licensing Climate Change and Sustainability Strategy Officer Development Management Team Leader	Potential impact on income if reduction in driver/vehicle applications
Provide responsive and responsible local leadership	Statement of Licensing Policy 2021-2026	Lead Licensing Officer	Reviewed every 5 years as required by legislative requirements.	Qtr 4 2025/26	Licensing Development Management Team Leader	
Provide responsive and responsible local leadership	Planning Enforcement Plan	Development Management Team Leader	Update policy to take on board changes to legislation.	Qtr 1 2025/26	Development Management Team Leader Legal	

## Key Performance Indicators to support the Corporate Framework

KPI Ref	KPI Title	2023/24 Actual	2024/25 Target	2025/26 Target	2026/27 Target	2027/28 Target
DM01	Issue decisions for major planning applications within 13 week period		60%	60%	60%	60%
DM02	Issue decisions for minor planning applications within 8 week period		70%	70%	70%	70%
DM03	Issue decisions for other planning applications within 8 week period.		80%	80%	80%	80%
DM08	Percentage of planning application appeals allowed		35%	35%	35%	35%
DM09	Percentage of major planning application decisions that are overturned at appeal by PINS (biannual)		10%	10%	10%	10%
DM10	Percentage of non-major planning application decisions that are overturned at appeal by PINS (biannual)		10%	10%	10%	10%



## Key Performance Indicators to support the Corporate Framework

KPI Ref	KPI Title	2023/24 Actual	2024/25 Target	2025/26 Target	2026/27 Target	2027/28 Target
SU01	Turn around all Local Land Charges Searches within 10 days		90%	90%	90%	90%
EHC02	Inspections of category A and B rated premises within 28 days of the due date		95%	95%	95%	95%
EHC05	Food establishments in the area which are broadly compliant with food hygiene law. (rating 3, 4 or 5 has been awarded)		95%	95%	95%	95%

## Service Volumes

These are monitored by the service area and not reported on externally. Details can be provided if required.

Description	Projected annual volume for 2024/2025	Estimated annual volume for 2025/26	Notes / explanation for estimated change
<b>Environmental Health:</b>	175 (23/24 figures) service requests across all areas of the EH service that WBC provide for TRDC	New food registrations peaked at 120 / year during the covid-19 pandemic, up from 50 / year pre-pandemic. Numbers have dropped slightly to around 90 / year in 2022	All volumes will potentially impact on resourcing and future of the Partnership with SLA in terms of identification of resource and cost.
Service Requests	181 + newly registered businesses		
Food hygiene enforcement - Inspections	85		
New food business registrations			
Land Charges – No of Searches	800 all Searches (LLC and Con29)	800 all Searches (LLC and Con29) but LLC searches reduce once Land Registry project goes live.	Reduction in income (Searches can have different fees depending whether they are residential or commercial, whether additional enquiries are asked or whether additional parcels of land are included). Figures include LLC and Con29 Searches, often they are not separated. No fee is charged for Personal Searches (by statute). Housing market has slowed considerably in 2023/24 due to increased mortgage interest rates affecting the housing market. However, income has increased slightly in the first quarter of 2024/25. This is mainly because of the increase in search fees as search numbers have only increased slightly during this time. The income will be affected when we complete the Land Registry transfer which is planned for January 2025. When the transfer completes, we will lose the LLC1 fee of £22 per search. The responsibility of maintaining the register will remain with the Local Authority so the staffing requirements will remain as they are now.

## Service Volumes

These are monitored by the service area and not reported on externally. Details can be provided if required.

Description	Projected annual volume for 2024/2025	Estimated annual volume for 2025/26	Notes / explanation for estimated change
Licensing: Taxis licensing (hackney carriage, private hire, drivers).	Renewals: 130 New: 10	Renewals: 90 New: 10	3 year cycle peaks 24/25 and 25/26.  Based on volumes in 21/22 and 22/23 minus approx. 5%.
Taxi licensing, hackney carriage and private hire vehicles	Renewals: 190 New: 30	Renewals: 180 New: 30	Renewal vehicle numbers have been reducing year on year so applied an approx. 5% reduction.  New applications hard to quantify. Received 40 in 2023/24.
<b>Parking:</b>			
Number of Penalty Charge Notices issued	5765	6630	Increase and future increase to PCNs expected due to changes to deployment and new schemes.
No. free car park pay and display transactions	410,163	410,163	No significant change to free P&D transactions expected unless new P&D schemes are launched.

## Service Volumes

These are monitored by the service area and not reported on externally. Details can be provided if required.

Description	Projected annual volume for 2024/2025	Estimated annual volume for 2025/26	Notes / explanation for estimated change
Planning applications received	1045	1045	
Pre application submissions	130	130	Customer-driven demand. Income will fluctuate significantly depending on number and scale of submissions – heavily impacted by progression of new local plan, plus economics and politics.
Breaches of Planning Control Investigated	170	170	Allegations received from the public, and planning enforcement is reactive. Legislation changes could impact whether breaches take place.

Page 84

## Risk Management

Our [Risk Register Summary](#) is published on our website and updated quarterly. These include; our strategic, operational and climate change risks.

# Service Delivery Plan 2025 – 2028

## **Introduction**

The service plans are a key component of Three Rivers District Council's corporate planning process. They describe our ambitions, priorities, targets and how each service area is working towards delivering the Councils' objectives detailed in the Corporate Framework [HERE](#). They are reviewed and updated annually considering budgets, performance, internal and external factors, arising throughout the year.

Service Plans are monitored in the following ways:

- Through regular discussion between, service heads, managers and their teams.
- Key Performance Indicator are reviewed by the Corporate Management Team on a quarterly and annual basis.
- Mid-year review of service plans

## **Service Overview**

Strategy and Partnerships is part of the Corporate, Customer and Community Directorate and provides corporate support, emergency planning, community development, equalities, health and wellbeing, community safety, safeguarding, anti-social behaviour and partnerships work for Three Rivers.

The aim of the Strategy and Partnerships Unit is to work in partnership with public, private and voluntary sector organisations to deliver services and projects in the community to improve resident's wellbeing and safety.

The team carries out this role by ensuring that the Council complies with its legislative duties including duties regarding community planning and crime and disorder through the Local Strategic Partnership and Community Safety Partnership. The team also offers corporate support to senior leaders, management and across the organisation as a whole including equalities, performance, project support and service planning. The service also provides emergency planning and business continuity services, risk and supports the organisation to meet data protection requirements.

Strategy and Partnerships also delivers community services directly to the residents of Three Rivers through its CCTV service, community safety, health and wellbeing projects, and voluntary sector grants. In addition, the service also has a role liaising with the voluntary sector and supporting community development.

## **Budget**

(Table to give topline financials. This will be added post the Service Plans and Budget being agreed at Full Council before being published.)

## Service purpose and core functions

Corporate Framework Objective	Service's contribution to the Corporate Framework Objectives
	<b>Corporate Services</b>
Provide responsive and responsible local leadership	<ul style="list-style-type: none"> <li>• Strategic co-ordination of the Council's Corporate Framework, Service Planning, Performance and Project Management reporting.</li> <li>• Overview of emerging national policy and local government challenges.</li> <li>• Provision of the Emergency Planning and Business Continuity services, as required by the Civil Contingencies Act 2004.</li> <li>• Reviewing and updating the strategic risk register and advising on risk management arrangements for all services.</li> <li>• Co-ordinating and responding to Subject Access Requests under the Data Protection Act 2018 and oversee the Freedom of Information requests working with Customer Experience under the Freedom of Information Act 2000.</li> </ul>
Support and enable sustainable communities	<ul style="list-style-type: none"> <li>• Strategic co-ordination of the Comprehensive Equalities Policy and its implementation and monitoring including the development of the Inclusion working group.</li> <li>• Building and improving community cohesion in Three Rivers through community development and working with partners.</li> </ul>
	<b>Community Safety &amp; Safeguarding</b>
Provide responsive and responsible local leadership	<ul style="list-style-type: none"> <li>• Lead service for meeting the Council's obligations to safeguard children and vulnerable adults. Overseeing the Designated Safeguarding Leads and policy direction.</li> </ul>
Support and enable sustainable communities	<ul style="list-style-type: none"> <li>• Working with the Police and other partners to address crime and anti-social behaviour.</li> <li>• Facilitation of the Community Safety Partnership including the Community Safety Board, sub-groups and Domestic Abuse Safeguarding Group and coordination of the delivery of the Community Safety Action Plan as well as fundraising with partners.</li> <li>• Coordination of Domestic Abuse and Violence against Women and Girls Forum and White Ribbon Accreditation.</li> <li>• Management of District Community CCTV infrastructure and contracts.</li> </ul>



## Service purpose and core functions

Corporate Framework Objective	Service's contribution to the Corporate Framework Objectives
	<b>Community Partnerships &amp; Health</b>
Support and enable sustainable communities	<ul style="list-style-type: none"> <li>• Facilitating the Local Strategic Partnership including Strategic co-ordination of the Three Rivers Community Strategy and Connecting Three Rivers Grant.</li> <li>• Supporting people to embrace and maintain healthier lifestyles such as losing weight, taking more exercise, improving their diet, reducing social isolation or stopping smoking via the Healthy Hub and delivery of the local Health Inequalities Programme.</li> <li>• Providing support and commissioning oversight to voluntary sector groups to deliver activities and build resilience.</li> <li>• Manage and monitor grant funding provided to local organisations through Service Level Agreements including the development of the Community and Voluntary Sector Infrastructure and Citizen Advice Service.</li> <li>• Working with the South West Herts Health &amp; Care Partnership and Herts and West Essex Integrated Care Board to develop health integration plans.</li> <li>• Supporting vulnerable people and communities through targeted work including co-ordination of the Council's response to the Cost of Living.</li> <li>• Delivering and supporting a wide-ranging programme of community events, engagement and consultation activities to improve access to vital services as well bringing different partners together with the community.</li> <li>• Overseeing, delivering and developing workplan of the Equalities sub-committee, working to foster good relations, engage local community groups and build community cohesion.</li> </ul>
Provide responsive and responsible local leadership	<ul style="list-style-type: none"> <li>• Coordinating and delivering objectives of the Equality, Diversity and Inclusion Policy, and overseeing the Inclusion Working Group.</li> </ul>

## Projects, Policies and Strategies

Corporate Framework Objective	Project Title	Lead Officer	Project Description & Proposed Outcome(s)	Projected End Date (Month/Year)	Internal/External Partners	Additional Capital or Revenue cost and/or saving
Sustainable Communities	Delivery of the Healthy Hubs. Identification and securing additional funding to support activities linked to the healthy hubs. (e.g Legacy Fund of Place Based Health Inequalities)	Partnerships Manager	<p>Quarterly targets for attendance at the Healthy Hub.</p> <p>Continue to work with HCC and partners to ensure funding continues.</p>	Quarterly, Annual Report April	HCC, Locality Board	Grant funded until March 2026. (not confirmed)
Sustainable Communities	Development of links and funding opportunities with South West Herts HCP partnership.	Partnerships Manager	<p>Directive workplan developed for SWH ICP.</p> <p>Securing funding for TRDC or ICB partners to delivered health improvement initiatives.</p>	Quarterly	ICB, ICS, VCFSE Alliance, ICP, SWHHCP	Within existing resources.

## Projects, Policies and Strategies

Corporate Framework Objective	Project Title	Lead Officer	Project Description & Proposed Outcome(s)	Projected End Date (Month/Year)	Internal/External Partners	Additional Capital or Revenue cost and/or saving
Sustainable Communities	Deliver the Youth Education and Empowerment to reduce serious violence	Community Safety and Safeguarding Manager	To deliver a project aimed at young people to reduce knife crime, serious youth violence and exploitation	September 2025	Community Safety Partnership	Funding streams to be sought via PCC
Sustainable Communities	Delivery of the Community Strategy including task groups and Connecting Three Rivers Grants (Donations)	Partnerships Manager	To draw in donations and ensure a grants programme is run to support deliver of the community strategy.	March 2026	Watford and Three Rivers Trust	N/A

## Projects, Policies and Strategies

Corporate Framework Objective	Project Title	Lead Officer	Project Description & Proposed Outcome(s)	Projected End Date (Month/Year)	Internal/External Partners	Additional Capital or Revenue cost and/or saving
RRLL	Data Quality Strategy Review	Policy and Performance Manager	To review the Data Quality Strategy, requirements and need for the Strategy.	December 2025	n/a	None Required
RRLL	Corporate Framework	Head of Strategy and Partnerships	To review the Corporate Framework with staff, residents and members.	March 2025	n/a	None Required
RRLL	Equalities, Diversity and Inclusion Policy	Partnerships Manager	To review the public including consult with residents and staff.	January 2026-September 2027	n/a	None Required

## Key Performance Indicators to support the Corporate Framework

KPI Ref	KPI Title	2023/24 Actual	2024/25 Target	2025/26 Target	2026/27 Target	2027/28 Target
SP01	Number of ASB Case Reviews Received	1	5	5	5	5
SP02	Number of Legislative Enforcement Actions taken for ASB	9	15	20	20	20
SP03	Number of customers supported by the Healthy Hub	989	400	450	500	550

## Key Performance Indicators to support the Corporate Framework

KPI Ref	KPI Title	2023/24 Actual	2024/25 Target	2025/26 Target	2026/27 Target	2027/28 Target
SP04	Percentage of FOI and EIR requests responded to within timeframe (20 working days)	99.9%	100%	100%	100%	100%
SP05	Percentage of SAR requests responded to within timeframe (30 days)	N/A	100%	100%	100%	100%
SP06	Number of partnership initiatives held	N/A	N/A	24	24	24

## Service Volumes

These are monitored by the service area and not reported on externally. Details can be provided if required.

Description	Projected annual volume for 2025/2026	Estimated annual volume for 2026/27	Notes / explanation for estimated change
Number of open ASB Cases	70	90	The team are dealing with more complex cases including those with mental health, drug, alcohol, and domestic abuse behaviours.
Number of people with mental health issues supported by the Community Support Service (Herts Mind Network)	160	160	Service is at capacity and operating a waiting list. No increase is possible without additional funds. However, it is projected that the waiting list will continue to increase unless closed.
Citizens Advice: Number of clients supported	8000	8500	The amount of clients supported was more than projected for 23/24. Cases are very complex with multiple problems and therefore often return for further support. The cost of living crisis is effecting this.
Citizens Advice:			
Number of clients assisted with debt,	2000	2500	Cost of living has significantly impacted on the type and levels of debt residents are experiencing.
Amount of debt written off	£450,000	£450,000	
Average amount per client of any debts written off.	£14,000	£15,000	

## Service Volumes

These are monitored by the service area and not reported on externally. Details can be provided if required.

Description	Projected annual volume for 2025/2026	Estimated annual volume for 2026/27	Notes / explanation for estimated change
FOI volumes	800	800	In 2023 776 FOIs were received, which is more than projected previously. Administrative Support from CSC continues to be required.

Page 96

## Risk Management

Our [Risk Register Summary](#) is published on our website and updated quarterly. These include; our strategic, operational and climate change risks.



# **Waste and Environmental Protection Service Delivery Plan 2025 – 2028**

## Introduction

The service plans are a key component of Three Rivers District Council's corporate planning process. They describe our ambitions, priorities, targets and how each service area is working towards delivering the Councils' objectives detailed in the Corporate Framework [HERE](#). They are reviewed and updated annually considering budgets, performance, internal and external factors, arising throughout the year.

Service Plans are monitored in the following ways:

- Through regular discussion between, service heads, managers and their teams.
- Key Performance Indicators are reviewed by the Corporate Management Team on a quarterly and annual basis.
- Mid-year review of service plans

## Service Overview

### **Waste, recycling, street cleansing services and grounds maintenance**

- The collection of statutory domestic refuse, recycling, trade, clinical, garden and bulky waste from residential and businesses throughout the District
- Grounds Maintenance of council parks and open spaces, play areas, football pitches, bowling greens, skate parks etc – including but not limited to grass cutting, hedge maintenance, minor tree works, litter picking, emptying of bins, playground inspections and maintenance of equipment, burial preparation and cemetery maintenance.
- Street cleansing – barrow beats, litter picking, mechanical street sweeping, emptying of litter bins.
- Removal of fly tipping, graffiti and road kill.

### **Environmental Protection and Enforcement**

- Investigation of fly tipping and waste contamination and related enforcement activity
- Abandoned vehicles
- Enforcement in relation to trade waste and accumulation matters
- House searches and administration in relation to statutory duties regards Public Health Funerals.
- Replacement of damaged street nameplates,
- Administration of cemeteries and burials

### **Animal welfare and licensing**

- Full range of animal welfare duties including enforcement, noise/nuisance (statutory and anti-social behaviour)
- Promotion of responsible pet ownership
- Inspecting and licensing all establishments under the animal welfare legislation to ensure compliance.
- Enforcement of the Public Spaces Protection Order in place in relation to dog restrictions.
- Seizure and impound of stray, dangerous and/or aggressive dogs in line with statutory duties.
- Delivery of education and awareness programmes.

## Service purpose and core functions

Corporate Framework Objective	Service's contribution to the Corporate Framework Objectives
	<b>Waste and Street Cleansing</b>
Provide responsive and responsible local leadership	<ul style="list-style-type: none"> <li>• Maintain and enhance the councils position as one of the UK's top recycling Authorities .</li> <li>• Work with and through the Herts Waste Partnership on strategic waste matters for the county</li> <li>• Work with and through the DCN and LGA to advise and lobby as necessary on national waste policy and practice.</li> </ul>
Expand our position as a great place to do business	<ul style="list-style-type: none"> <li>• Provision of trade recycling collection services in line with statutory duties</li> <li>• District wide street cleansing including provision of barrow beats in district commercial centres/shopping parades</li> <li>• Partnership working with commercial management companies and housing providers on waste matters</li> </ul>
Support and enable sustainable communities	<ul style="list-style-type: none"> <li>• Delivery of domestic waste collection services including recycling, garden and food waste</li> <li>• Provision of assisted collection and clinical waste services for vulnerable residents</li> <li>• Entry level employment opportunities with career development within the service</li> </ul>
Achieve net carbon zero and be climate resilient	<ul style="list-style-type: none"> <li>• Providing a recycling collection service to households and businesses.</li> <li>• Promoting waste reduction and reuse and retain position as a top recycler</li> <li>• Fleet replacement programme including cleaner fuel and electric fleet where feasible</li> <li>• Energy efficient/low carbon depot building and infrastructure</li> </ul>

## Service purpose and core functions

Corporate Framework Objective	Service's contribution to the Corporate Framework Objectives
	<b>Grounds Maintenance</b>
Provide responsive and responsible local leadership	<ul style="list-style-type: none"> <li>• Provision of in-house well resourced grounds maintenance crews that can adapt to the changing demands of the district, its communities and its landscapes</li> <li>• Work in partnership with HCC, the EA and other landowners to support preventative and reactive flood management activities</li> <li>• Day to day monitoring and implementation of the Aquadrome Asbestos Management Plan</li> <li>• Removal of graffiti with 24hr response for offensive and hate related content</li> </ul>
Expand our position as a great place to do business	<ul style="list-style-type: none"> <li>• Maintain key visitor attractions within the district including the Aquadrome, Leavesden Country Park and Chorleywood House Estate</li> </ul>
Support and enable sustainable communities	<ul style="list-style-type: none"> <li>• Implementation of the councils alternative grassland management programme annually</li> <li>• Reactive support in the event of flooding of council owned land</li> <li>• Management and maintenance of landscaping, grave digging and memorial provision at council cemeteries</li> <li>• Monitoring and maintenance of council owned playgrounds</li> <li>• Day to day landscape management, litter collection and improvements to council parks and open spaces</li> <li>• Work collaboratively with and provide professional advice and support to Friends groups</li> <li>• Maintain parks, open spaces and playgrounds to a high standard</li> </ul>
Achieve net carbon zero and be climate resilient	<ul style="list-style-type: none"> <li>• Assessment of alternatives to diesel powered hand tools</li> <li>• Re-use of collected green by mulching it and using it on flower and shrub beds</li> <li>• Work with Leisure and Natural Infrastructure to develop, implement and maintain Biodiversity Net Gain within the councils parks and open spaces</li> </ul>

Corporate Framework Objective	Service's contribution to the Corporate Framework Objectives
	<b>Environmental Protection and Animal Welfare &amp; Licensing</b>
Provide responsive and responsible local leadership	<ul style="list-style-type: none"> <li>• Work alongside Herts Waste Partnership and DCN/LGA on national waste matters.</li> <li>• Ensure all waste data is reported correctly at county and national levels</li> <li>• Ensure all business establishments have suitable waste disposal contracts in place</li> <li>• Undertake enforcement action in relation to fly-tipping and other environmental and animal welfare offenses</li> <li>• Ensure all animal related establishments have the relevant licenses in place and do their utmost to ensure animal welfare</li> </ul>
Expand our position as a great place to do business	<ul style="list-style-type: none"> <li>• Ensure all business establishments have suitable waste disposal contracts in place</li> <li>• Provision of advice and support to property management companies on matters relation to waste and environment</li> <li>• Ensure all animal related establishments have the relevant licenses in place and do their utmost to ensure animal welfare</li> <li>• Liaison with local funeral directors on burials and memorials at council cemeteries</li> </ul>
Support and enable sustainable communities	<ul style="list-style-type: none"> <li>• Community engagement and education on waste and recycling programmes and their impacts</li> <li>• Provision of and support for community outreach programmes including clothes swaps, “nappy natters” and period poverty campaigns</li> <li>• Liaison with BW Foundation on the provision of Muslim Burials</li> </ul>
Achieve net carbon zero and be climate resilient	<ul style="list-style-type: none"> <li>• Promotion of waste reduction, reuse and recycling and retain a top recycler position.</li> <li>• Electric fleet used by Environmental Enforcement and Animal Welfare officers</li> </ul>

## Projects, Policies and Strategies

Corporate Framework Objective	Project Title	Lead Officer	Project Description & Proposed Outcome(s)	Projected End Date	Internal/External Partners	Additional Capital or Revenue cost and/or saving
Provide responsive and responsible local leadership	Procurement of new Fleet Maintenance Contract	Waste and Environment Manager	The current vehicle maintenance contract expires in July 2026. This project will ensure that a new maintenance contract is in place by this time. Potential impacts of annual fleet replacement programme.	July 2026	External Consultants, Procurement, Human Resources, Legal, incumbent Contractor	TBC but is expected to require additional funding as will unlikely be like for like service provision.
Achieve net carbon zero and be climate resilient Support and enable sustainable communities	Introduction of Trade Food Waste Collection	Waste and Environment Manager	DEFRA have mandated all waste collection organisations to provide a consistent waste collection service to businesses that mirrors that received by domestic householders. This will include separate collections of dry mixed recyclables and a weekly collection of food waste. TRDC will be obliged to provide collection if asked to do so from April 2025 requiring additional fleet and crew resource.	Spring 2025	Local businesses, HCC (disposal) vehicle and equipment suppliers	Subject of an OBC application for increased budget (statutory service requirement)

## Projects, Policies and Strategies

Corporate Framework Objective	Project Title	Lead Officer	Project Description & Proposed Outcome(s)	Projected End Date (Month/Year)	Internal/External Partners	Additional Capital or Revenue cost and/or saving
Provide responsive and responsible local leadership	Procure and Implement new Cemetery Management System	Environmental Strategy Manager	Implement a purpose-built solution to integrate deathcare management software and georectified mapping providing a better customer service and back office efficiencies.	September 2025	Procurement, Finance, Digital	Non cashable efficiency savings expected with the service
Provide responsive and responsible local leadership, Support and enable sustainable communities, Achieve net carbon zero and be climate resilient	Implement new, digital, Garden waste administration system	Environmental Support Manager	Introduction of new digital administration systems to manage sign up and renewal of the garden waste service providing a better customer service and back office efficiencies.	June 2025	Bartec, Granicus and colleagues in Digital Services	Savings anticipated also with service efficiencies
Provide responsive and responsible local leadership, Support and enable sustainable communities, Achieve net carbon zero and be climate resilient	New Vehicle Maintenance Provision	Environment and Waste Manager	Source a new contractor to provide effective and efficient vehicle maintenance to the council's fleet of vehicles.	July 2026	Procurement, Finance, current contractor, Human Resources	Determined through completion of full tender process



## Key Performance Indicators to support the Corporate Framework

KPI Ref	KPI Title	2023/24 Actual	2024/25 Target	2025/26 Target	2026/27 Target	2027/28 Target
EP10	Percentage of household waste diverted from landfill'	61.9%	63%	At current time this is difficult to predict as the inclusion of commercial food waste tonnages will be merged with total domestic waste and classified as "Total Municipal Waste" at some point in the future.		
EP11	Percentage of collections made on the correct day	99.8%	99%	99%	99%	99%
EP12	Number of fly tips collected per quarter	N/A	95%	95%	95%	95%

## Service Volumes

These are monitored by the service area and not reported on externally. Details can be provided if required.

Description	Projected annual volume for 2024/2025	Estimated annual volume for 2025/26	Notes / explanation for estimated change
The kg of household waste collected per head per annum	380	370	As a result of Simpler Recycling and EPR Regs
Percentage of eligible properties signed up to the Garden Waste scheme	78	78	
Reduce fly tipping across the district	600	500	Ongoing awareness raising and active promotion of successful prosecutions
Residual household waste Kgs per household	314	314	
Tonnes of Household waste collected and sent to disposal	13000	13000	Based on last 2 years data.

Page 106

## Risk Management

Our [Risk Register Summary](#) is published on our website and updated quarterly. These include; our strategic, operational and climate change risks.

Three Rivers District Council

**Committee Report**  
**Local Cycling and Walking**  
**Infrastructure Plan (LCWIP) Update**

Date: 26/09/2024

Report Originator:	Head of Service sponsor:	Date Originated:
Tom Rankin	Kimberley Rowley	26/09/2024
Lead Member Name: Cllr Louise Price	Area of Responsibility: Infrastructure and Economic Development	
CMT Date:	01/10/2024	
JLT Date:	07/10/2024	
<b>REASON FOR REPORT</b>		
Reason	Legal and Finance Feedback:	JLT/CMT Feedback:
This report is being brought to the General Public Services, Community Safety & Infrastructure committee to provide an update following the LCWIP public consultation.	Finance and Legal No changes	CMT No changes
<b>PROPOSED ROUTE FOR FURTHER APPROVAL</b>		
Meeting	Date	
Full Council (if required)	N/A	

## PART I

### Local Cycling and Walking Infrastructure Plan (LCWIP) Update

#### 1 Summary

- 1.1 This draft report provides an update on the LCWIP project including the key findings from the public consultation held between the 22 May to the 17 July 2023.

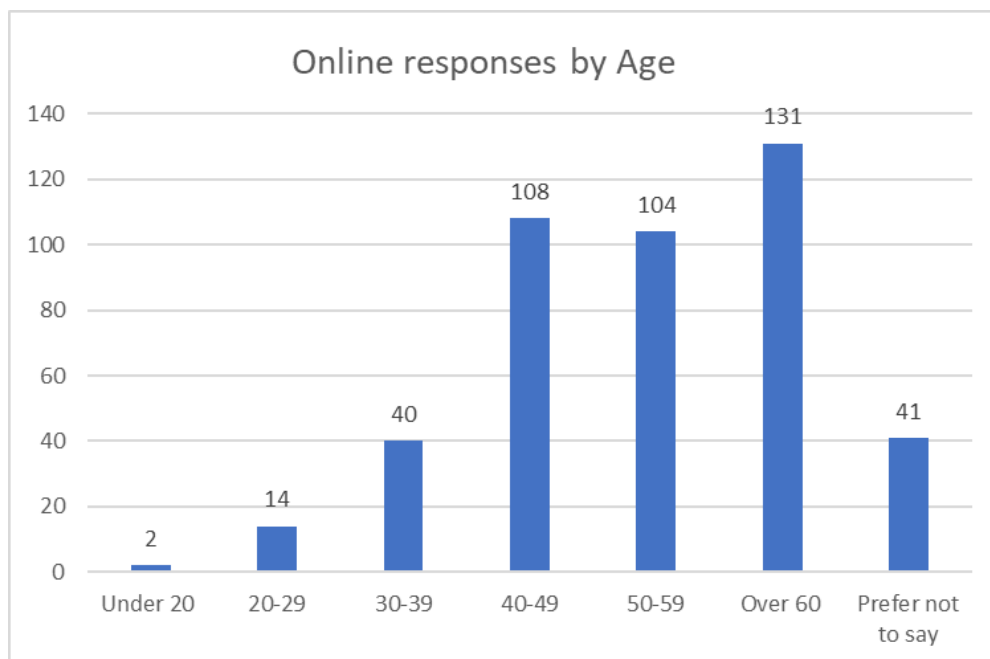
#### 2 Background

- 2.1 The LCWIP is a new, strategic approach to planning sustainable active travel networks, developed to support the aims and objectives of the National Cycling and Walking Investment Strategy and required to enable the local Highway, Traffic and Transport Authority, the County Council, to apply for national funding for these routes.
- 2.2 The LCWIP process enables the identification of cycling and walking improvements required at the local level. The process enables a long-term approach to developing local cycling and walking networks over a ten-year period and is a vital component of the Government's strategy to increase the number of trips made by both forms of active travel.
- 2.3 The TRDC LCWIP has been developed jointly with the County Council (a requirement) and Watford Borough Council (a logical partner given the distribution of settlements in the District around the Watford conurbation, and a partner which was required by the County Council). Other neighbouring Local Authorities have been consulted as part of the LCWIP process as were a range of relevant stakeholders, including all District Council (and other partner Local Authority) Members.

- 2.4 The TRDC LCWIP was approved for public consultation by the Infrastructure, Housing & Economic Development Committee on the 11 October 2022 with 5 proposed priority cycle route improvements and 5 proposed priority walking route improvements.
- 2.5 Three documents were provided for the public consultation giving an overview of the LCWIP proposal which have been detailed in 2.5.1 to 2.5.3. The consultation requested feedback on the 10 priority routes identified. Potential future routes were included in the report to provide context but were not specifically asked to be commented upon.
- 2.5.1 Local Cycling and Walking Infrastructure Delivery Plan: this detailed 78-page report detailed the background of how the strategic routes have been assessed and proposed. This covered both Watford and Three Rivers districts and their associated LCWIPs.
- 2.5.2 Three Rivers Local Cycling and Walking Infrastructure Executive Summary: This shorter report focused on providing an overview of the LCWIP and the proposed interventions in Three Rivers district.
- 2.5.3 Appendix A: This document provided a detailed look at each of the proposed interventions and what specific improvements could be made.
- 2.6 The LCWIP public consultation ran from the 22 May to the 17 July 2023 led by Hertfordshire County Council (HCC) in partnership with Three Rivers District Council (TRDC).

### **3 Overview of the Public Consultation Report**

- 3.1 The consultation closed on the 17 July 2023. Participants were given multiple ways to provide feedback and a total of 1,542 responses were received across all methods. In-person engagement sessions were also held to facilitate direct interaction between residents and council officers.
- 3.2 Hertfordshire County Council completed an analysis of the responses to the public consultation and have recently shared this draft report with Three Rivers District Council which is summarised below.
- 3.3 There was a disparity with the age distribution of online respondents with those in the age groups 40-49, 50-59 and over 60 made up 78% of respondents or 343 of the total 440 respondents. This is indicated in the graph below.



3.4 Responses to the consultation were predominantly from Chorleywood, accounting for 55% of online responses and approximately 90% of email responses.

3.5 The majority of comments received in the consultation were in relation to concerns around congestion caused by implementing all routes followed by increased pollution caused by diverted traffic using alternative routes. These concerns are mostly related to the proposed modal filter on route 14 which is proposed to be removed from the proposed interventions.

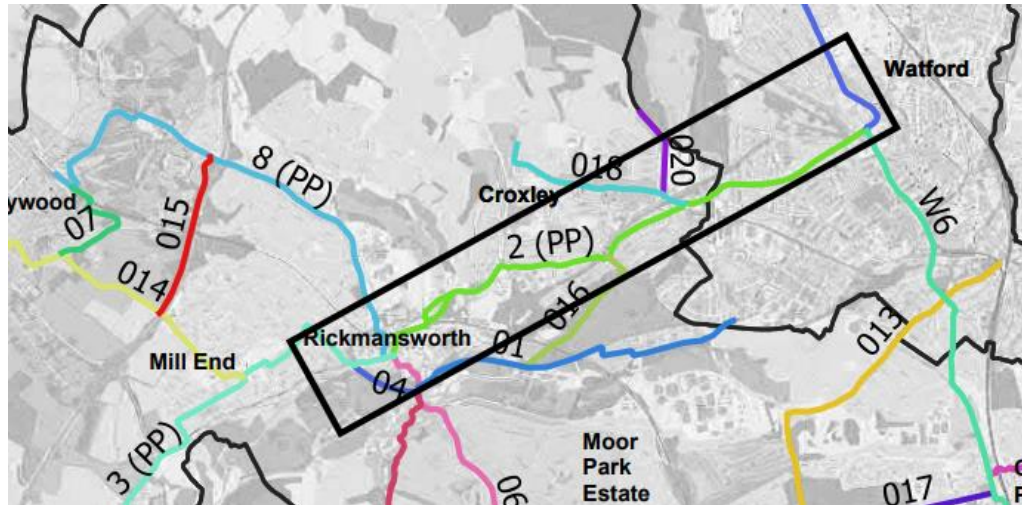
#### 4 Overview of the Route Specific Feedback from the Public Consultation Report

4.1 The table below shows the number of comments made specific to a route.

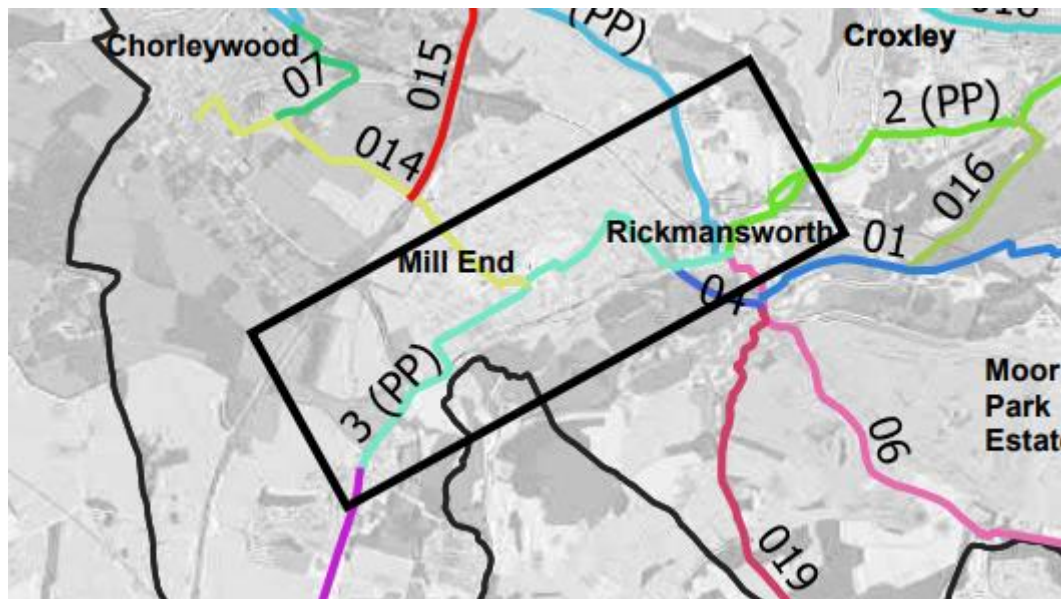
Route	No. of comments	In support	Neutral	Object
Route 2 - Watford via Croxley Green A412 to Rickmansworth Highstreet	6	2	3	1
Route 3 - Ebury Road, parallel with Uxbridge Road and then past Woodoaks Farm on A412	9	4	3	2
Route 8 - Chorleywood Train Station across the common and down the A404	129	6	32	91
Route 14 - Starts on Stag Lane in Chorleywood and comes out via Shepherds Lane towards William Penn LC	143	4	38	101
Route 21 - Maple Cross, on the end of route 3 along A412	3	2	1	0
route 7 - Chorleywood Bottom (not priority route)	127	4	32	91

4.2 An overview of the feedback received of each route is detailed below.

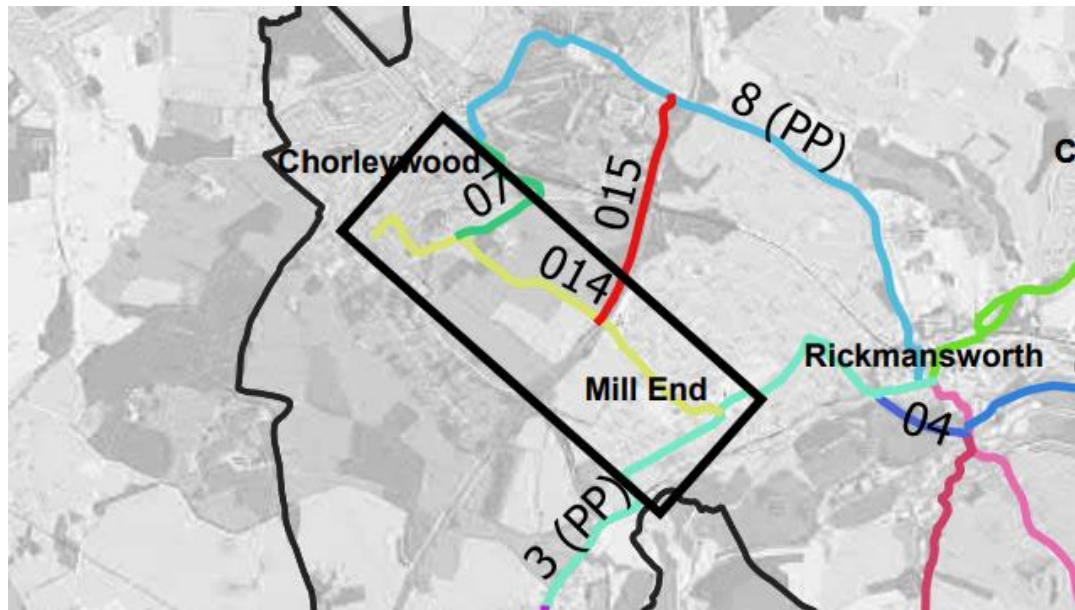
- 4.2.1 **Route 2 - Watford via Croxley Green A412 to Rickmansworth Highstreet:** There were few comments received for route 2 and overall, they were positive towards the proposal.



- 4.2.2 **Route 3 - Ebury Road, parallel with Uxbridge Road and then past Woodoaks Farm on A412:** The main comments received on route 3 were focused on the current one-way section on Berry Lane and that the route is not direct. The cycle route leaves Uxbridge Road to continue along Nightingale Road, due to highway width restrictions along Uxbridge Road. Due to house frontages and on street parking meaning there is no scope to increase space and provide cycling infrastructure on the Uxbridge Road.



- 4.2.3 **Route 14 - Starts on Stag Lane in Chorleywood and comes out via Shepherds Lane towards William Penn LC:** This route received the highest number of comments, mostly against the proposed modal filter on Shepherds Lane under the M25 motorway.

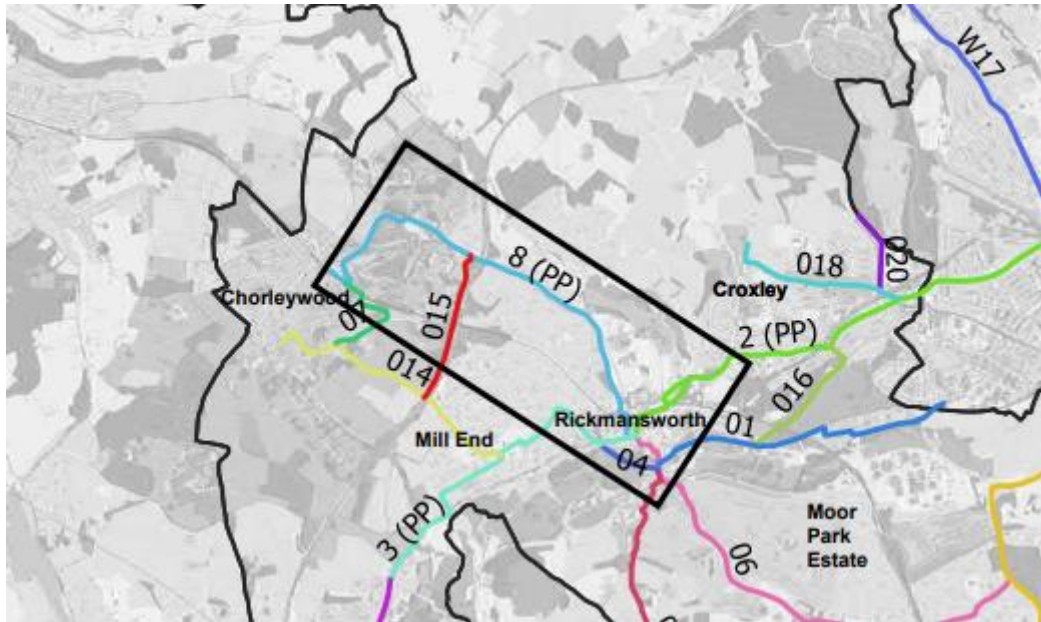


4.2.4 **Route 21 - Maple Cross, on the end of route 3 along A412:** Comments received on this route were positive with requests for on onward connections to be provided into Buckinghamshire. Additional comments received were looking at the route in more detail which would be looked at in further detail during later stages of design.



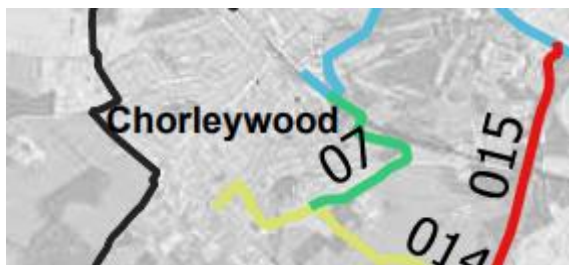
4.2.5 **Route 8 - Chorleywood Train Station across the common and down the A404:** The route faced strong opposition against using Chorleywood Common and more generally making Common Road one way and the resulting congestion in Chorleywood.





4.2.6 **5 proposed walking routes in South Oxhey:** No comments were received on the walking routes across any of the platforms.

4.2.7 **Other:** Further comments were received on route 7. The route runs along Chorleywood Bottom, with a modal filter being suggested on Shepherds Bridge. This route is part of TRDC local cycling network and although was feature on the map was not one of the priority routes and not part of this consultation. However, comments were received and were not in support of this proposal. An alternative suggestion to signalise the bridge instead was investigated and not deemed feasible due to highway conflicts that would be created.



## 5 Post Consultation Review

5.1 Following a review of the LCWIP feedback, officers from Hertfordshire County Council and Three Rivers District Council investigated concerns raised as well as other suggestions and proposed alternative routes. This was done in consultation with highways via site visits and meetings. A more detailed review of this work can be viewed in Appendix 1: Summary of Proposed Changes.

5.2 Given the concern raised on the Chorleywood proposals it was decided to invite Chorleywood Residents Association and Chorleywood Parish Council to a meeting to discuss the LCWIP in Chorleywood and possible alternative options. A meeting was held on the 19 September 2024 with Chorleywood Residents Association, Chorleywood Parish Council and Ward Councillors which focused on the Chorleywood area and routes 8 and 14.

Representatives from Hertfordshire County Council and Three Rivers District Council provided an update on the LCWIP development and the proposed next steps. The attendees were informed of the route changes proposed below in 5.3

such as the removal of the modal filter on route 14 and the removal of the use of the common and Common Road for route 8.

Representatives from Chorleywood Residents Association and Chorleywood Parish Council suggested alterations to routes 8 and 14. These suggestions will be reviewed by officers for inclusion prior to the LCWIP final version being agreed or as part of local route developments.

5.3 Hertfordshire County Council and Three Rivers District Council propose to progress the LCWIP development to the next stage by making the necessary amends to the routes based on the consultation review. The table below shows the proposed changes to the LCWIP routes:

Route	Description of Route	Proposed Changes
2	Watford via Croxley to Rickmansworth High Street	None at this stage.
3	Rickmansworth to Denham Way via Nightingale Road and Springwell Avenue	Include the alternative route through Townfield alongside Fire station.
8	Rickmansworth Station across the common to Chorleywood Station	Route across the common and alternative one way along Common Road to be removed, consider extending route along the A404 to Clement Danes school.
14	Stag Lane and Shepherds Lane, Mill End	Remove modal filter but maintain the minor junction improvements and look at slowing vehicle speeds to improve conditions for cycling.
21	Chalfont Road to towards Denham and Bucks border	None at this stage.
7	Not a priority LCWIP route, this is a TRDC local route	Route to remain as local cycling route but modal filter to be removed as not supported.
Walking Routes	5 routes in South Oxhey	None at this stage.

## 6 Options and Reasons for Recommendations

- 6.1 There has been a significant level of response on the draft LCWIP with many comments received by email, online survey and through the engagement events. Whilst there is some public support for encouraging and increasing cycle and walking provision in Three Rivers district this is less evident in specific areas where the proposed routes (and route interventions) have raised significant objection. This is most evident in Chorleywood where the modal filter and use of the common and Common Road saw significant objection.
- 6.2 More generally the routes outside Chorleywood have received less comment and are more supported albeit some alternatives/suggestions have required investigation. Notwithstanding these, it is suggested the majority of these routes (outside Chorleywood) remain as proposed in the draft LCWIP, as detailed in the table above.
- 6.3 Whilst the identified interventions on routes are only high levels suggestions at this stage, it is proposed the route in Chorleywood will be amended to remove the modal filter on route 14. However, improvements along Shepherds Lane will remain to improve access to the leisure centre, schools, park and residential areas. Route 8 across the common and alternative one way along Common Road will be also removed.

- 6.4 Continuing discussions with Chorleywood outside of the LCWIP development will allow Officers to understand how and if cycling provision can be supported here. If further route suggestions come forward, these may be included within our local routes or as a possible amendment to the LCWIP during the technical stage prior to adoption as noted in 6.6.
- 6.5 Approval to continue developing the LCWIP taking into account the public consultation responses and the proposed changes detailed above will allow officers and partners to work together to redraft an LCWIP ready for adoption and to begin seeking funding for the improvement of cycling and walking infrastructure in Three Rivers district.
- 6.6 Other proposed routes deemed viable may be included as part of an amendment to the LCWIP during the technical development stage such as the suggestions to extend route 8 along the A404 to Clement Danes school.

## **7 Policy/Budget Reference and Implications**

- 7.1 The recommendations in this report are within the Council's agreed policy and budgets and will wherever possible be delivered through by external funding. The relevant policy is entitled Corporate Framework 2020-2023 and was published on 18 September 2020. Further details are included in the Regulatory Services Service Plan.
- 7.2 The recommendations in this report relate to the achievement of the following performance indicators:
- Delivery and implementation of a Cycling and Walking Strategy

## **8 Legal, Equal Opportunities, Community Safety, Public Health, Customer Services Centre**

- 8.1 None specific

## **9 Financial**

- 9.1 The delivery and adoption of the LCWIP is within existing budgets. The proposed Plan purely sets out a Policy perspective and does not commit the District Council to deliver any of its proposed schemes. Any proposals not provided for within current budgets will be brought forward for consideration as part of the normal budget process.

## **10 Staffing Implications**

- 10.1 The vacant role of Principal Sustainable Transport Officer was filled in July 2024 providing the staffing resource to oversee the development of the LCWIP. This project is not expected to require additional staffing resources outside of the Transport and Parking team. Officers are continuing to closely work with HCC Officers to finalise a LCWIP for the District.

## **11 Climate Change and Sustainability Implications**

- 11.1 The LCWIP referenced in this report will support the transition to sustainable forms of travel in the district, reduce emissions to net-zero carbon and increase sustainability across a wide range of areas. Progression of this Plan will contribute to the completion of safer, more attractive routes for all people to cycle and walk. Each route connects two or more key destinations including local

settlements, schools and educational sites, employment areas and community facilities.

## 12 Communications and Website Implications

13 The project will be managed using existing resources, staffing and communications support.

## 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>

14.2 The subject of this report is covered by the Regulatory Services plan. Any risks resulting from this report will be included in the risk register and, if necessary, managed within this plan.

<b>Nature of Risk</b>	<b>Consequence</b>	<b>Suggested Control Measures</b>	<b>Response</b> <i>(tolerate, treat, terminate, transfer)</i>	<b>Risk Rating</b> <i>(combination of likelihood and impact)</i>
Infrastructure Plan not adopted due to public lack of support	Schemes within the District could potentially be ineligible for central government funding	The plan was developed to a high standard using input and review from multiple expert and local groups, Councillors and organisations to ensure potential concerns are addressed.	Tolerate	3

## 15 Recommendation

15.1 It is recommended that:

i) Members note the report and approve the proposed changes as a result of the public consultation and further investigations detailed in the table below:

<b>Route</b>	<b>Description of Route</b>	<b>Proposed Changes</b>
2	Watford via Croxley to Rickmansworth High Street	None at this stage.
3	Rickmansworth to Denham Way via Nightingale Road and Springwell Avenue	Include the alternative route through Townfield alongside Fire station.
8	Rickmansworth Station across the common to Chorleywood Station	Route across the common and alternative one way along Common Road to be removed, consider

		extending route along the A404 to Clement Danes school.
14	Stag Lane and Shepherds Lane, Mill End	Remove modal filter but maintain the minor junction improvements and look at slowing vehicle speeds to improve conditions for cycling.
21	Chalfont Road to towards Denham and Bucks border	None at this stage.
7	Not a priority LCWIP route, this is a TRDC local route	Route to remain as local cycling route but modal filter to be removed as not supported.
Walking Routes	5 routes in South Oxhey	None at this stage.

ii) Officers continue to pursue the LCWIP for presentation of a Plan for adoption at a future Committee meeting.

Report prepared by: Tom Rankin, Principal Sustainable Travel Planner and Transport Officer

### **Background Papers**

- **Local Cycling and Walking Infrastructure Delivery Plan (document from the LCWIP public consultation)**
- **Three Rivers Local Cycling and Walking Infrastructure Executive Summary (document from the LCWIP public consultation)**
- **Appendix A (document from the LCWIP public consultation)**

### **APPENDICES / ATTACHMENTS**

- **Appendix 1: Summary of Proposed Changes**

## Appendix 1: Summary of Proposed Changes

Related Route	Location	Suggestion	Review	Amendment to document
	Long Lane, Chorleywood	Long Lane to be investigated as to whether signage can be amended, camera enforcement would be an option. Sat nav diversions can be avoided.	Understand use of Long Lane by HGV's is long standing issue, to be progressed within HCC outside of the LCWIP	No
8	Colley Land, Chorleywood	Need to review Colley Land and access if this is a possible alternative route to line up with crossing and route around the common.	After site visit, agreed that Colley Land is not a suitable alternative. Route is steep and narrow and limited options to improve.	No
7 (not priority route)	Railway Bridge on Chorleywood Bottom	Shepherds Bridge, Chorleywood Bottom modal filter possible change to a signalised option instead. (Route 7) This could allow shuttle running and for cyclists and vehicles to use it.	On design review with both Road Safety and HIG Lead this is not possible due to space constraints, conflict between vehicles, pedestrian and cyclists. Signalising both Shire Lane and Chorleywood Bottom would not be viable.	No
	Green Street, Chorleywood	Green Street, improve existing infrastructure, get vegetation cut back and maintained. Flag for future development.	Agree with maintenance of existing shared footway. Flag for future development opportunities. Potential for Route 8 to be extended to Clement Danes School	Yes
14	Shepherds Lane by M25	Modal filter is not possible at this location due to farm, leisure centre and schools.	Support removal of modal filter given constraints. Look at tightening junctions, improving crossings and lowering speed along Shepherds Lane. Remove modal filter from LCWIP	Yes

14	Stag Lane, Bridleway 19, Chorleywood	Stag Lane, Bridleway 19 as an alternative to get to Mill End and Rickmansworth.	RoW aware of a potential planning application for the area which could provide an opportunity to upgrade the bridleway and provide footpath to the primary school along Stag Lane. Add to LCWIP if a planning application is received, flag for future development of footpath and links to RoW network (bridleway 19).	Yes
8	Common Road, Chorleywood	Common Road one way alternative to the route across the Common (Route 8) from the LCWIP.	No issues raised by PTU during consultation. Buses 336 stops on Common Rd 9 times a day mon-fri and 7 times on Saturday. Not suitable as one way route due to bus frequency and diversion needed. Remove One way alternative to route 8.	Yes
	Rickmansworth Train Station	No step free access at Rickmansworth Station.	Review step free access programme to stations with TfL. For progression outside of the LCWIP process.	No
8	A404, St. Clement Danes School	Outside Clement Danes address speed as currently 40mph	Possible consideration for school zone but unlikely given the current nature of the road, it's unlikely this would meet speed management criteria for 20's without considerable changes to road layout. This would be looked at as part of any possible extension of route 8 to Clement Danes.	To be looked at should route 8 be extended to Clement Danes.



8	Station approach/Shire Lane, Chorleywood	Widen footpath and add signals to the railway bridge at Station approach/Shire Lane	On design review with both Road Safety and HIG Lead this is not possible due to space constraints, conflict between vehicles, pedestrian and cyclists. Signalising both Shire Lane and Chorleywood Bottom would not be viable.	No
8	A404	Potential crossing on Rickmansworth Rd, A404 opposite the Parish Council Offices	Discussed crossing here with Road Safety, Lower speed limit would need to be extended to cover crossing. This would help facilitate the route across the common. (As this is proven difficult and unsupported, The route across the common (section of Route 8) will be removed and look to extend the route to Clement Danes instead.	To be looked at should route 8 be extended to Clement Danes
	Various Train Stations	Add in desirable locations for secure bike storage. From Bike Theft data, would suggest secure cycle storage needed at Chorleywood Train Station, Rickmansworth Town Centre and train station. South Oxhey Parade and Carpenders Park station	Suitable locations to be agreed with TRDC. Appendix of locations could be added. Potential issues with existing bike storage and ASB, call for CCTV- be mindful of this when considering future sites. Discuss EV bike charging possibilities. Considering additional cycle parking at Chorleywood but limited opportunities at expense of parking bays. No evidence of	Yes

			pressure for EV bike charging	
8	Common Road, Chorleywood	Common Road Route 8 one way option to be removed, look at option to replace with the route around the edge of the common alongside the road.	This has been investigated and unlikely to be a viable option as would still require being on the Common and this is unsupported. Remove routes in or around the common.	Yes
6 (not priority route)	Moor Park	Local route through Moor Park has been identified as through private estate and not for public access.	Check local route, public have right to pass over private estate roads to access station.	No
2	Park Road/ High Street, Rickmansworth	Link from Route 2 at Park Rd roundabout to the High Street, Footpath 30, concerns over pedestrians and cyclists being encouraged to use narrow footpath.	Footpath is narrow. Alternative route via cloisters would require ramp to address steps to the district offices car park, not ideal but there is existing painted cycle lane on the Cloisters. For alternative along High Street it would require removal of parking which is unlikely to be supported by members.  Consider ending route at Park Rd Roundabout with High Street and leaving it up to people to make their on way from here?	No
19	Rickmansworth	Look at upgrading towpath surfacing and canal path connections to Aquadrome. Believe some work ongoing with Sustrans and Aquadrome access. Also, where route 19 could use towpath instead. Towpaths need to be highlighted in LCWIP - Canals and river Trust.	HCC aware of Sustrans approach. TRDC would encourage towpath improvements linking NCN6 with Ebury Way but recognise limitations around Batchworth Lock.	Yes

6	The Oaks/ Eastbury Road, Oxhey Hall	Review route through The Oaks to Eastbury Road, Possibility of this as a cycle route connecting to the Ebury Way. On desktop review, looks to be going through residential roads and short sections of footpath which connect them.	Discuss with HCC. Potential alternative but may be concerns from residents. This route was reviewed during site visit. Route is suitable to be used and requires better signage. The route was well used during site visit. There is lighting that also lines the footpath. Would require widening as overgrown vegetation there but on site visit seems a viable option to connect to the Ebury way. Add as a link to Ebury Way.	Yes
		Batchworth Bridge lighting issues to relevant team for assessing.	Future towpath feasibility study to be added to work programme. Batchworth Bridge issues raised previously with other HCC teams and will be progressed outside of the LCWIP process (Currently tied up in a petition). TRDC are having discussions with CRT re: Ebury Way entrance. Sustrans also have aspirations for Riverside Rd.	No – Work being carried out by HLB team to investigate options here.
	Rickmansworth Highstreet	Additional secure cycle parking in the High Street in appropriate locations to be discussed.	TRDC have recently replaced cycle stands at 3 different locations in High Street.	
3	Townfield, Rickmansworth	Alternative route for route 3 to use Townfield and path alongside of the Fire station on Rectory Road.	Townfield agreed as additional alternative route to be added to the LCWIP.	Yes

	Uxbridge Road, Mill End	Footpath 65 improvements Route from Uxbridge Road to Aquadrome.	Ongoing discussions with HCC RoW re FP65. To be progressed outside of the LCWIP process.	No
	Riverside Drive, Rickmansworth	Traffic light phasing on Riverside Drive, long wait for cyclists crossing	Refer to Signals team for review of phasing. To be progressed outside of the LCWIP process	No
21	Uxbridge Road/ Denham Way	Questions raised around the cycle route on the NW side of the Uxbridge Road when existing shared use cycling exists on SE side and room towards the Denham end to widen the path for increased provision. (refers to route 21)	Discussed at gateway meeting. This would be reviewed and considered at the next stage of design when route progressed.	No
	Oxhey Lane/A4008	Oxhey Lane/A4008, route to Bushey station.	Not viewed as strategic route	No
	A4125 Hampermill lane/ Sandy Lodge Lane	Improvement in pedestrian access from Oaklands Avenue, WD19, leading to the TFL Rail Station at Moor Park and to the footbridge over the Colne at Hampermill.	Not identified as a priority route. Footpath widths along Hampermill lane and safety are a wider HCC issue. Bridge on Watford Rural 002FP02	No
	Croxley Green	Suggest a cycle path on Croxley Green by removing strip of grass between footpath and road and widening path for cyclists and pedestrians.	The Green is common Land and unlikely to be supported/managed by CGPC	No



This page is intentionally left blank



Three Rivers Local Cycling and Walking Infrastructure Plan (LCWIP)  
EXECUTIVE SUMMARY | FEBRUARY 2023

# What is an LCWIP?

A Local Walking and Cycling Infrastructure Plan (“LCWIP”) is a transport planning process used to identify and prioritise ways to make it easier and more pleasant to walk and cycle in your local area.

Page 128  
According to the Department for Transport’s Cycling and Walking Investment Strategy (2017), the LCWIP’s aim is to **“make walking and cycling the natural choices for shorter journeys or as part of longer journeys”**.

Three Rivers and Hertfordshire County Council have worked in partnership to produce this LCWIP for Three Rivers District, with a focus on the areas that have the greatest potential demand for walking and cycling.

## The LCWIP process includes...



Analysing existing travel patterns and the potential for new journeys

Identifying where people start and end their journeys



Mapping the most commonly used routes

Speaking to local people about barriers to walking/cycling



Checking the main walking and cycling routes by bike or on foot

Identifying what kind of improvements are needed



Prioritising potential improvements for future delivery



# Why are LCWIPs important?



## Health

Physical inactivity costs the NHS billions of pounds per year. Walking and cycling more will prevent illnesses and take the pressure off health services.



## Safety

Improving walking and cycling infrastructure will make it safer for residents to travel sustainably, reducing injuries and helping people of all ages feel comfortable.



## Climate

Transport is one of the biggest contributors to climate change. Helping people shift towards walking and cycling will reduce emissions in a very cost-efficient way.



## Clean air

Doubling walking and cycling trips would prevent 8,300 premature deaths every year, as lower levels of traffic will reduce congestion and cause less pollution.



## Local economy

Cycling contributes £5.4bn to the economy and supports 64,000 jobs. Having good walking and cycling links helps businesses hire staff and attract visitors.

Having an adopted LCWIP will help us to secure more funding for local walking and cycling projects, and make sure that our projects provide the best value for money by focussing on those areas likely to have the biggest increases in walking and cycling.

The LCWIP will also help us to coordinate other opportunities to carry out walking and cycling improvements, to build up a network of routes – for example, through new development or other works – and create healthier, safer and more pleasant streets.

# Context

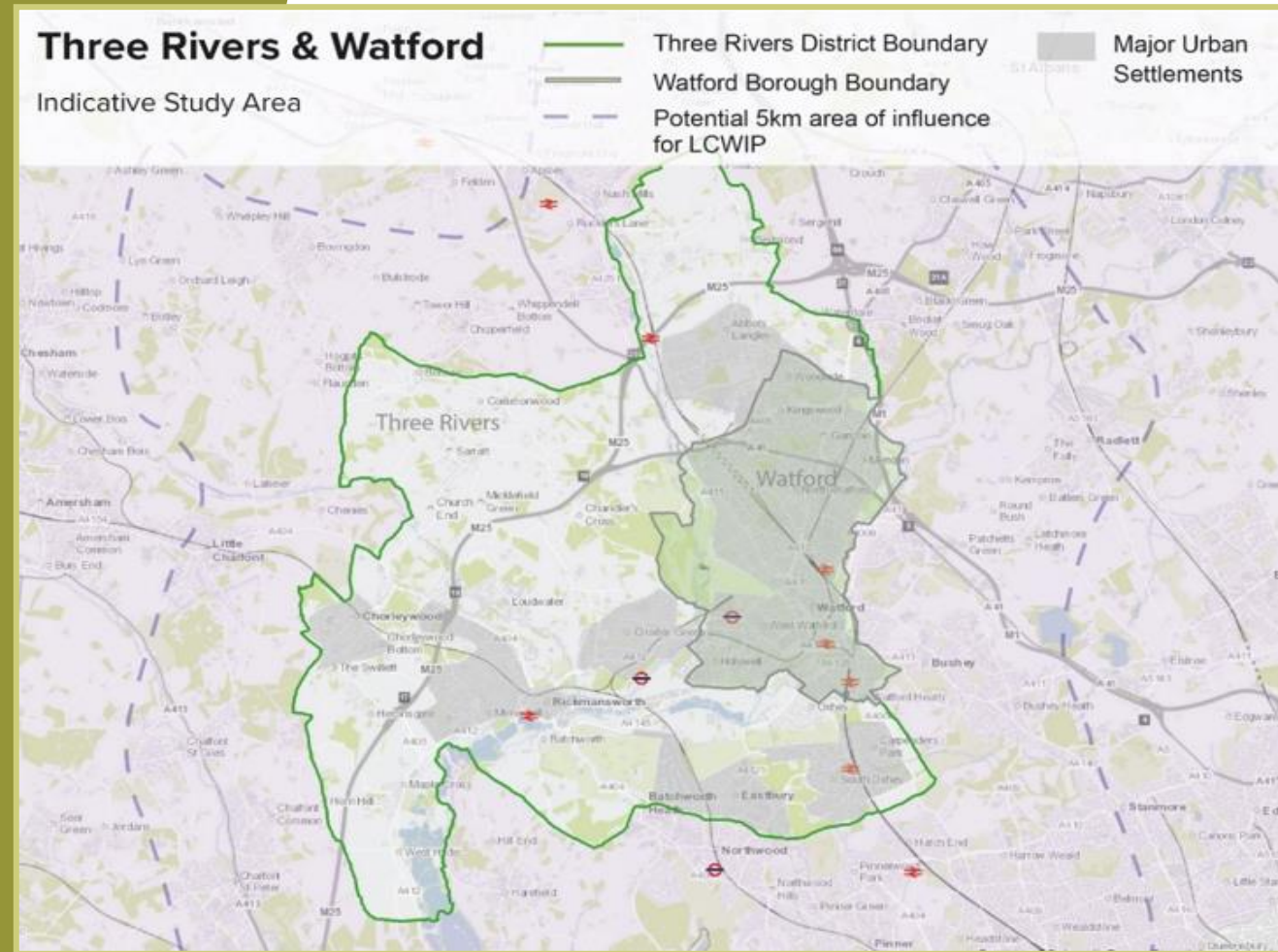
There are strong geographical links between Watford and Three Rivers so the LCWIP considers the route network across both authorities. The Watford part of the LCWIP has already been finalised and adopted. Further details can be found in the full technical report.

Three Rivers District is located to the West of the study area and is made up of more suburban and rural characteristics with strategically important transport corridors.

Three Rivers district is served by National Cycle Network 6, which follows the Ebury Way. There is also the Grand Union Canal which can be walked or cycled.

In the 2022 County Travel Survey, 20% of TRDC respondents reported that walking was their main mode of travel on their chosen travel day.

17% of journeys **under 1 mile** in Three Rivers were undertaken by car, a distance which can be easily walked or cycled.



Over 60% of journeys in Three Rivers are currently made by car, but...

# Potential for more walking and cycling

33% of journeys are less than 1 mile



63% of journeys are less than 5 miles

Page 134

Many of these journeys can be walked in **less than 20 minutes...**



Right now, **over half** of these journeys are taken by car...

... or cycled in just **6 minutes!**



... or you could cycle for just **30 minutes!**

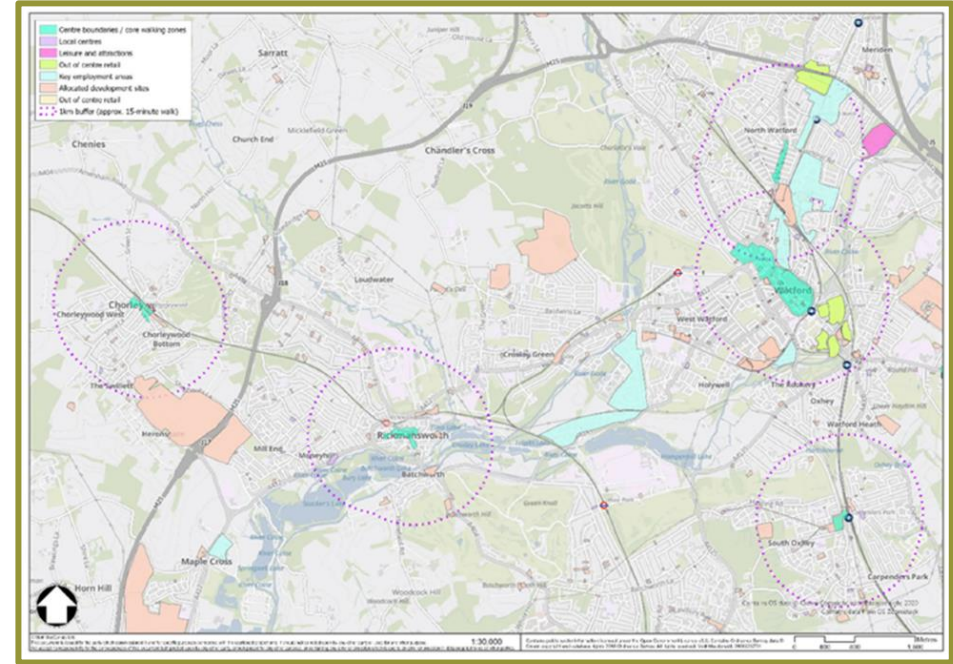
Despite high levels of car ownership and car use, there is a strong potential for higher levels of walking and cycling for short journeys. Three Rivers already has one of the higher levels of cycling in Hertfordshire, and infrastructure improvements will support people to make this choice more often.

A recent travel survey also showed that there was a desire for improved walking and cycling routes with 20% of those who commented highlighting this need.

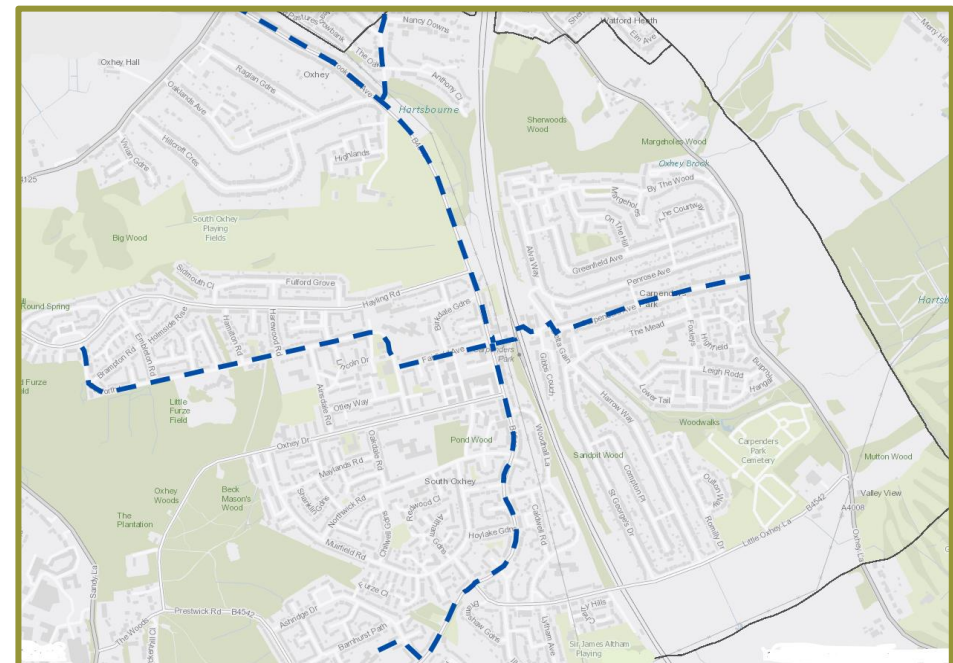
# Walking routes

Originally three core walking zones were identified in Three Rivers;

Rickmansworth Town Centre, Carpenders Park and Chorleywood. In this iteration of the LCWIP Carpenders Park was identified as the local priority.

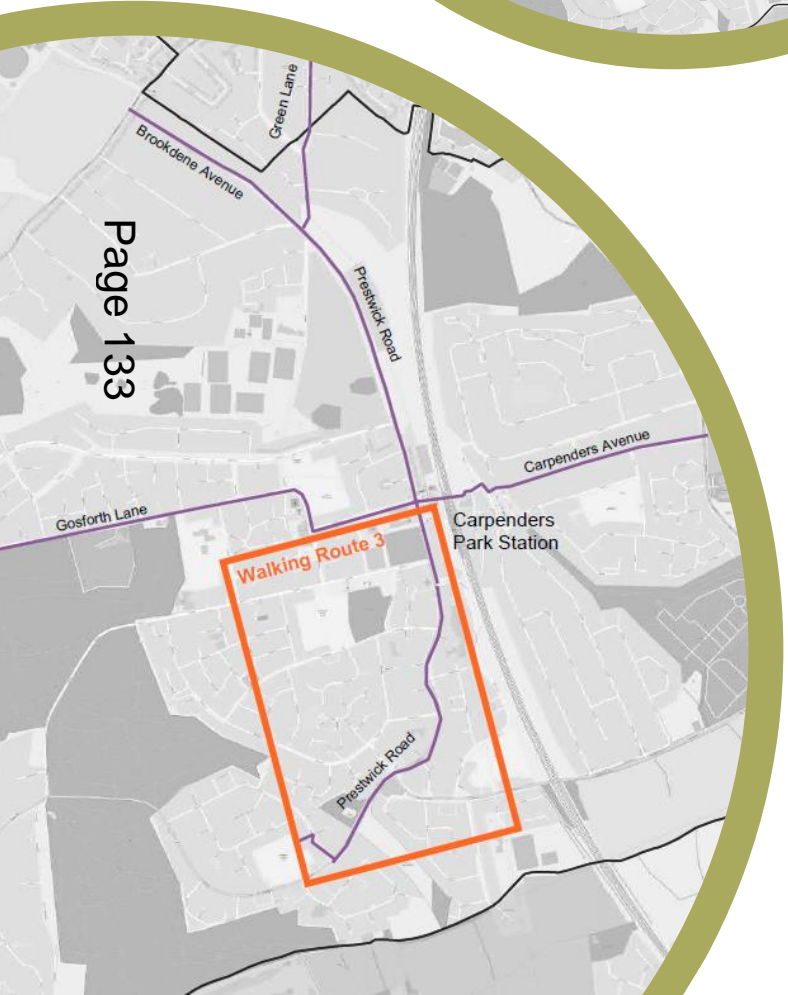
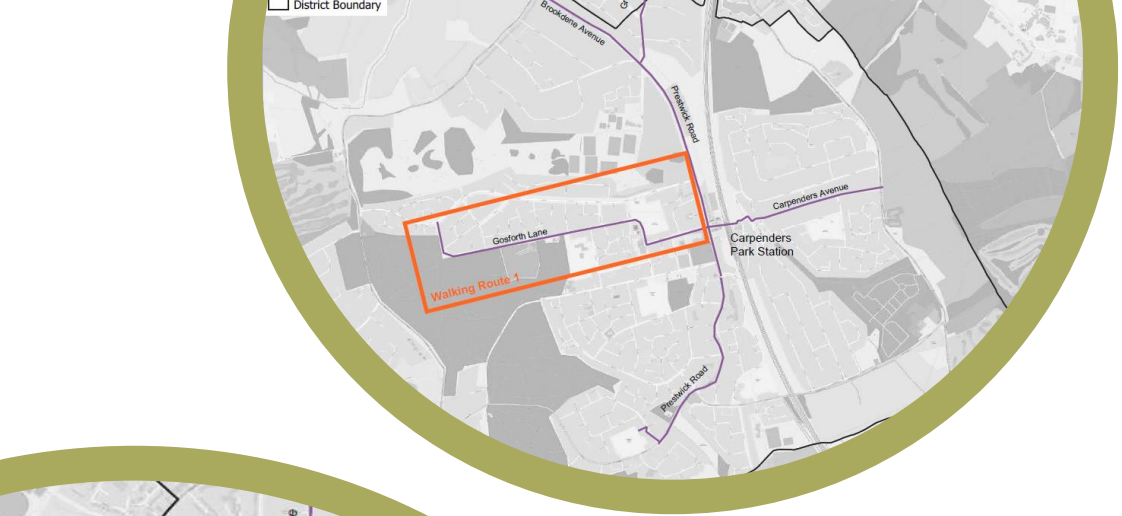


Five key walking routes providing access to Carpenders Park were then identified along with the improvements to make it easier to walk along them.

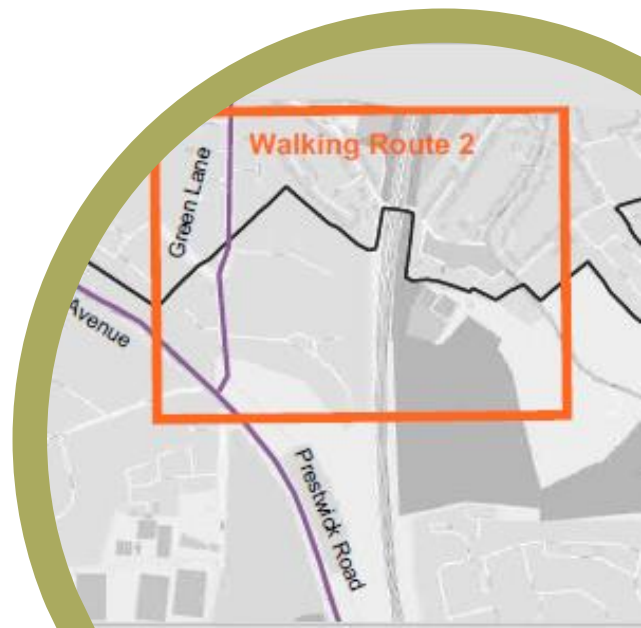


Want more detail?

View the full report <http://www.hertfordshire.gov.uk/lcwips>



The 5 walking routes prioritised for improvements in Carpenders Park.



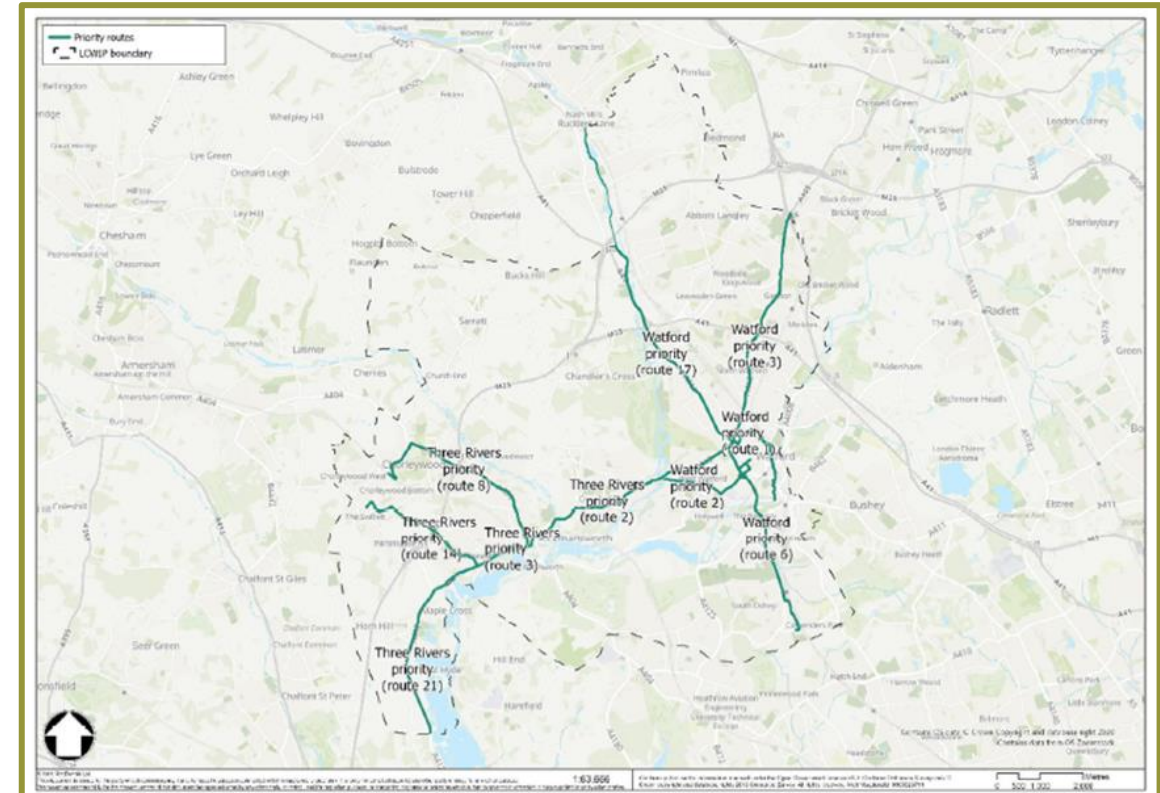
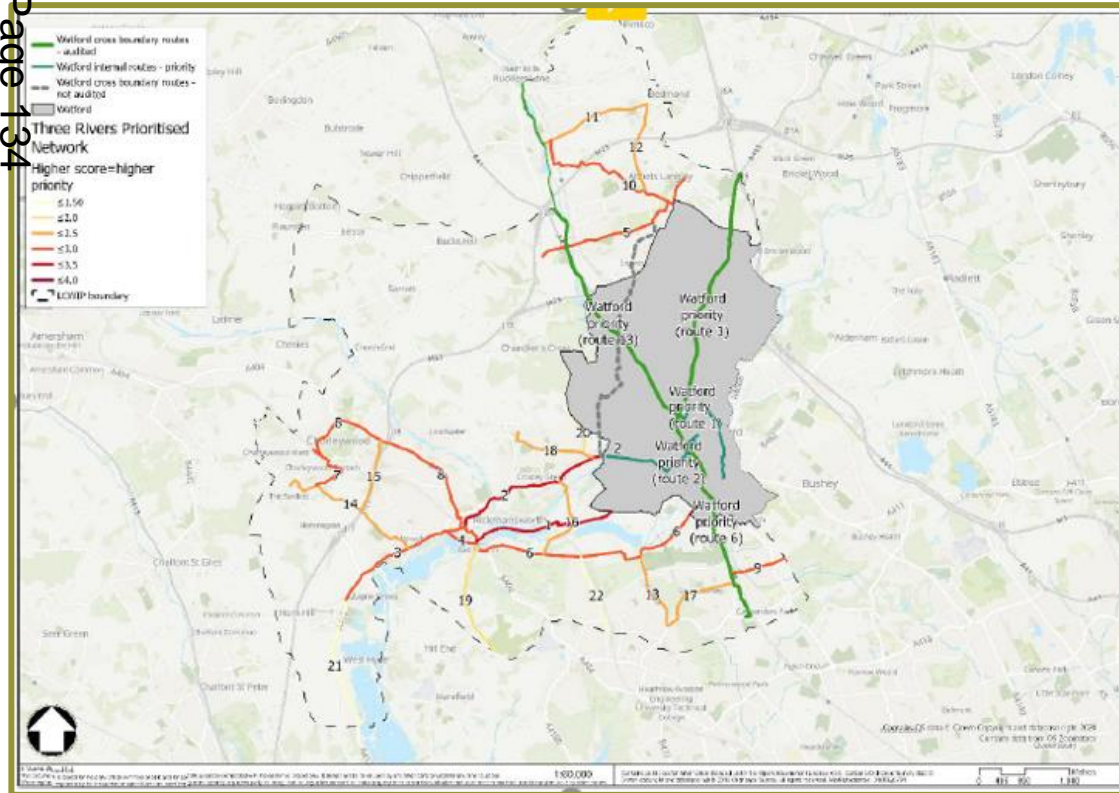
# Cycling routes

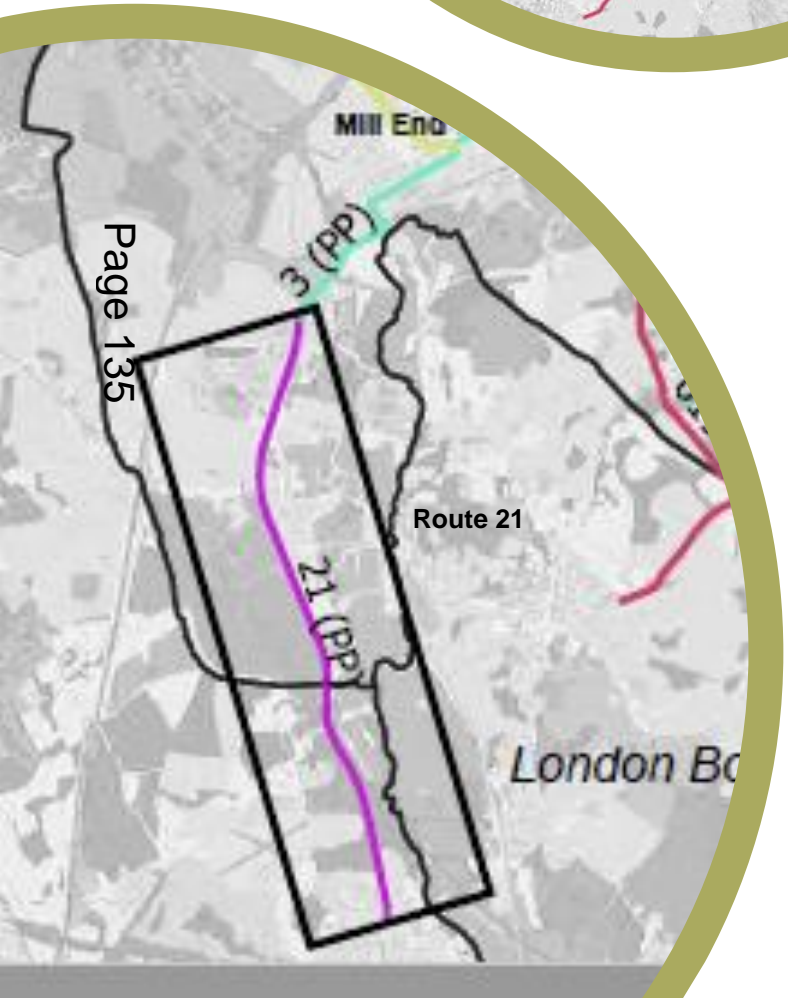
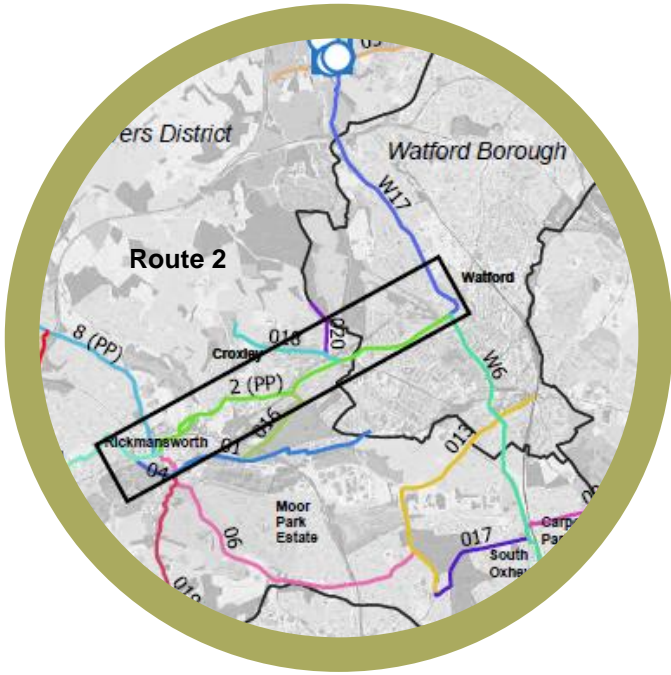
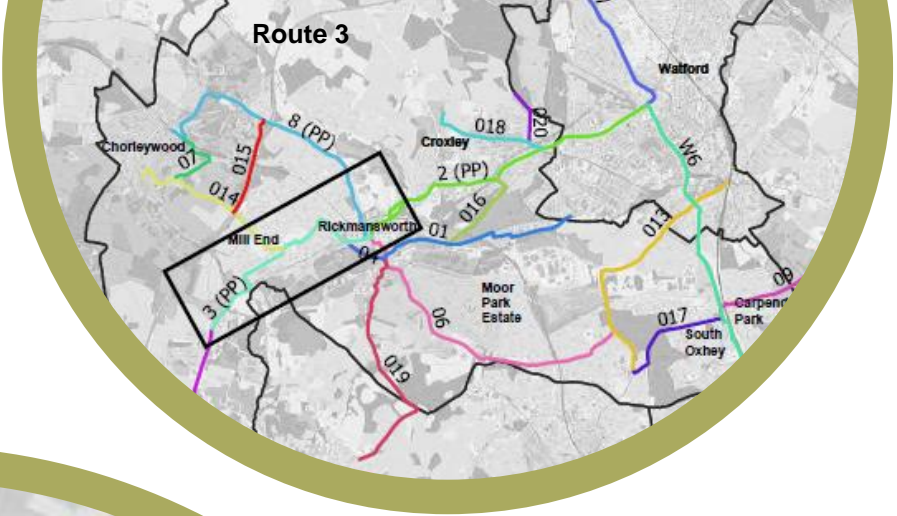
We have identified a key cycling network across the Watford and Three Rivers area. The routes were then given a score. The higher the score the higher the priority

- **Primary routes** are those with the most demand. They usually connect large residential areas with key destinations, such as town centres.
- **Secondary routes** are routes which connect smaller settlements and other destinations, such as schools and employment sites.
- **Priority routes** 5 routes have been prioritised for further detailed assessments.

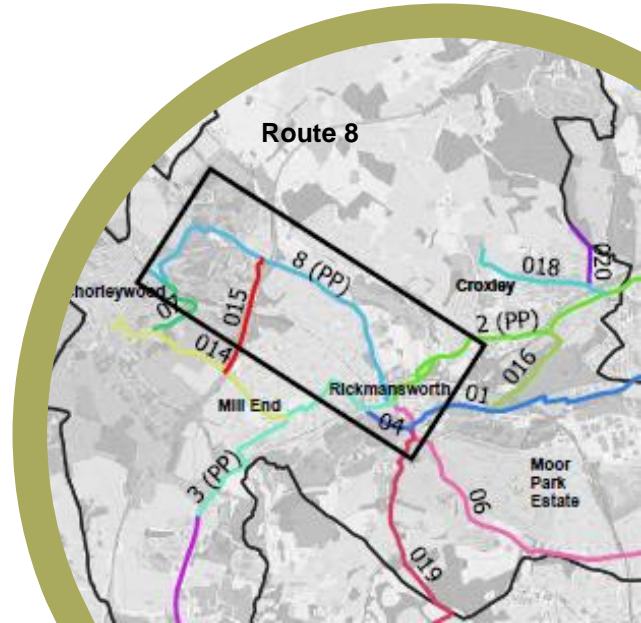


Page 134





The 5 cycling routes prioritised for improvements in Three Rivers.



# Infrastructure Improvements

We have assessed all of the priority routes and suggested changes to make them better for people walking and cycling.

The tables show the types of scheme being considered on parts of each route.

Priority Walking Routes	Route No
Carpenders Park Station to Hayling Road	1
Carpenders Park Station to Watford Heath	2
Prestwick Road South to Greenfields School	3
Carpenders Park Station to Oxhey Lane	4
Prestwick Rd North to Hampermill Lane	5

Page 136

Priority Cycling Routes	Proposed Measures	Route No
Rickmansworth – Watford A412	2 way cycle tracks, improved crossings, public realm improvements and footpath widening.	2
Rickmansworth - West	Traffic calming and speed reductions, junction upgrades, 2 way cycle track and crossing improvements (part).	3
Rickmansworth - Chorleywood	Traffic calming and speed reductions, widening of shared use path, 2 way cycle track, modal filter.	8
Shepherds Lane	Traffic calming and speed reductions, improved side road crossings, 2 way cycle track (part), Quietway.	14
Maple Cross South	2 way cycle track, crossing improvements, low traffic route.	21

Want more detail?  
View the full breakdown of potential measures in Appendix B of the Technical Report

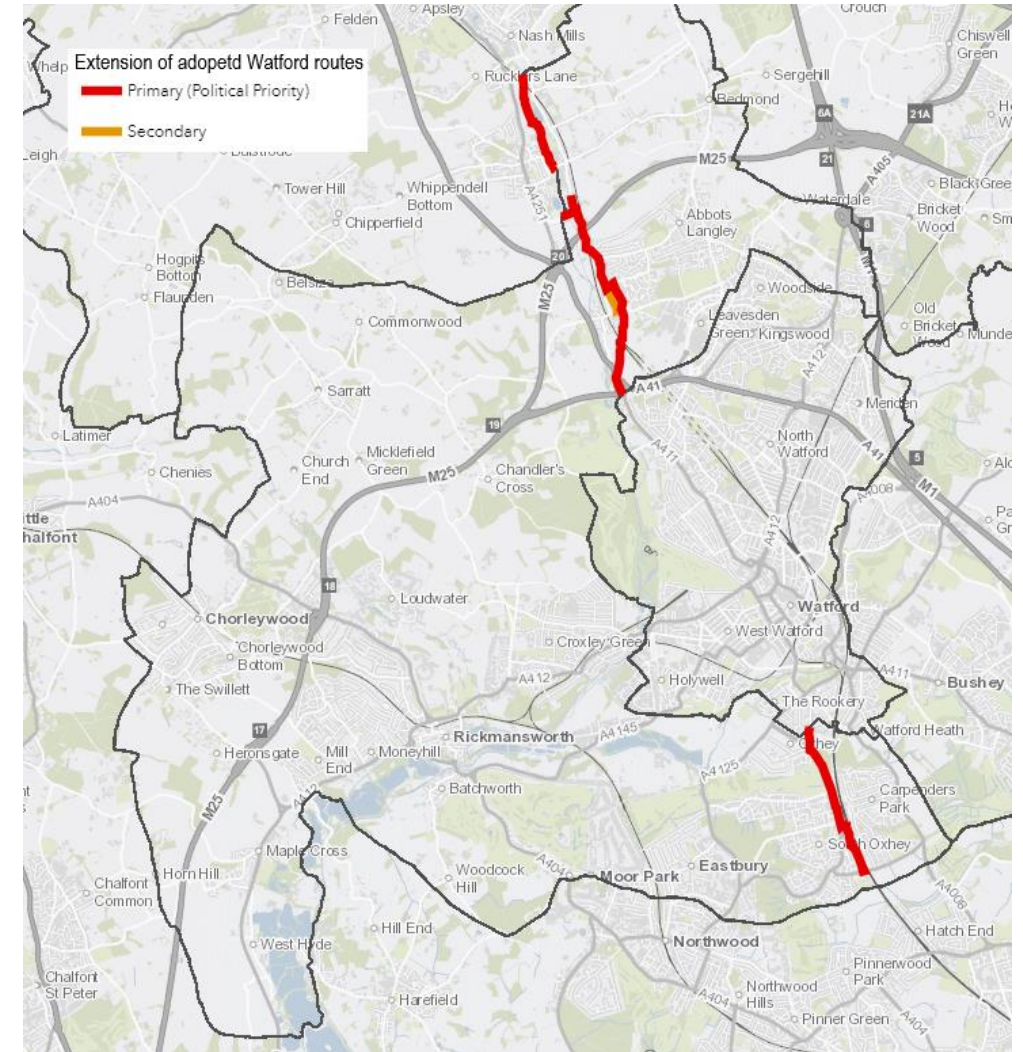


# Cycle routes that cross district borders

There are also some sections of the cycling routes that are on both Watford and Three Rivers district. This map shows the TRDC sections of routes that cross over into Watford Borough.

Watford priority route 17 extends to the north of Watford in TRDC

Watford Priority route 6 extends south through Oxhey in TRDC. Both are indicated in red on the map.



Want more detail?

View the full report <http://www.hertfordshire.gov.uk/lcwips>

# Respond to the consultation

Visit [www.hertfordshire.gov.uk/lcwips](http://www.hertfordshire.gov.uk/lcwips) to read the full Technical Report, browse the proposal maps in full, log your comments on a map or respond to a short survey with your thoughts.

# Policy context

## National policy

Gear Change (2020)

Local Transport Note 1/20 (2020)

Cycling and Walking Investment Strategy 1/2 (2017/2022)

Future of Mobility: Urban Strategy (2019)

Clean Air Strategy (2019)

Bus Back Better (2021)

Inclusive Transport Strategy (2018)

Future of Freight (2022)

Net Zero Strategy (2022)

National Disability Strategy (2021)

National Planning Policy Framework (2021)

Decarbonising Transport (2021)

## County-wide policies

Local Transport Plan (2018)

South West Hertfordshire Cycle Study (2013)

South West Growth and Transport Plan (2019)

Hertfordshire County Council, Adoption of the Place and Movement Approach

A414 Corridor Strategy (2018)

Emergency Active Travel Fund (2020)

Other LCWIP's in Development

Hertfordshire County Council Active Travel Strategy (2013)

## District/Borough policies

Three Rivers District Council Local Plan (2011)

Watford Borough Council Local plan 2020-2036

Watford High Street and Cultural Hub Masterplan (2019)

Major scheme developments in WBC and TRDC

This page is intentionally left blank

**General Public Services, Community Safety and Infrastructure  
Tuesday, 17 September 2024**

PART I

**Three Rivers District Council CCTV Policy 2024 – 2028.**

**1 Summary**

- 1.1 The New CCTV Policy replaces the Three Rivers District Council CCTV Codes of Practice 2021 and forms part of a wider CCTV review currently taking place at Three Rivers District Council. The review includes the purchase of new Community Safety Partnership CCTV cameras, this new policy and an agreement with Hertfordshire County Council to attach CCTV cameras to their street furniture.
- 1.2 The policy depicts Three Rivers District Council's approach to both CCTV systems owned and operating in the district. The two systems, Three Rivers District Council CCTV system (TRDC CCTV) and Three Rivers Community Safety Partnership CCTV system (TRCSP CCTV), are monitored, maintained and operate separate from one another. The policy outlines the cameras positions, who is responsible for them and the legislation that they operate under.

**2 Details**

- 2.1 The new policy replaces the previous codes of practice due to changes in legislation and new operating procedures. The new policy includes:
  - 2.1.1 The Codes of Practice from the Surveillance Camera Code of Practice 2021.
  - 2.1.2 The addition of all cameras owned by the Council.
  - 2.1.3 Deployment procedures for the Community Safety Partnership CCTV system.

**3 Options and Reasons for Recommendations**

- 3.1 **Option one:** The council adopts the new policy – The policy is up to date in its legislation and clearly identifies Three Rivers District Council's compliance with the principles laid out in the Surveillance Camera Code of Practice 2021. The policy stipulates how both staff and members of the public can access any recorded footage and explains the need for CCTV and the laws under which the council can use CCTV in the district.

**4 Policy/Budget Reference and Implications**

- 4.1 The proposed policy will impact on the following performance indicators:

CP56 - Number of Legislative Enforcement Actions taken for ASB.
- 4.2 The impact of the recommendations on this/these performance indicator(s) is:

The use of CCTV by the police to capture evidence relating to crime and disorder is imperative in assisting the number of enforcement actions taken in the district.

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

None specific.

## **5 Financial Implications**

5.1 There are no budget implications by adopting this policy. Expenditure is within current budgets.

## **6 Legal Implications**

6.1 Legal services support the Community Safety Partnership on relevant Anti-social behaviour Powers and Enforcement.

## **7 Equal Opportunities Implications**

7.1 Impact assessment

Has a relevance test been completed for Equality Impact? Attached at Appendix B	Yes
Did the relevance test conclude a full impact assessment	No

## **8 Staffing Implications**

8.1 None arising

## **9 Environmental Implications**

9.1 Climate and Sustainability Assessment attached Appendix C

## **10 Community Safety Implications**

10.1 Positive impact on Community Safety, the adoption of this policy will allow the renewal and enhancement of the CCTV project to which this policy forms part of.

## **11 Public Health implications**

11.1 None specified.

## **12 Customer Services Centre Implications**

12.1 None specified.

## **13 Communications and Website Implications**

13.1 The new policy will be available on the website.

## **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 Strategy and Partnerships 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>
Increase in residents lack of understanding of the use of CCTV	Increased complaints relating to the installation of CCTV cameras	Adoption of New Policy and communicate this with Staff and Members	Tolerate	4-Low

- 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.

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

**Impact Score**

4 (Catastrophic)

3 (Critical)

**Likelihood Score**

4 (Very Likely (≥80%))

3 (Likely (21-79%))

2 (Significant)

2 (Unlikely (6-20%))

1 (Marginal)

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:**

The Committee adopts the new CCTV policy 2024 – 2028 and recommends to Full Council.

And

The Committee agrees to give delegated Authority to Associate Director of Corporate, Customer and Community to authorise minor changes to the policy, such as terminology, clarification, or administrative corrections with no significant impact.

Report prepared by: Jemma Duffell

Community Safety Office

**APPENDICES / ATTACHMENTS**

Appendix A - Three Rivers CCTV Policy 2024

Appendix B - Equality Impact assessment

Appendix C - Climate and Sustainability Assessment



## 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-users<sup>1</sup>. They analyse how all our work as a council might impact differently on different groups<sup>2</sup>

They help us make good decisions and evidence how we have reached these decisions.<sup>3</sup>

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 needed<sup>4</sup>

<b>Title</b> <sup>5</sup>	Three Rivers CCTV Policy 2024	<b>ID No</b> <sup>6</sup>	CP0008
<b>Team/Service</b> <sup>7</sup>	Community Safety Team within Strategy and Partnerships		
<b>Focus of EIA</b> <sup>8</sup>	<p>The projects aim is to produce a new policy for the Three Rivers CCTV Camera systems. The policy will be inclusive and clearly outline Three Rivers approach to CCTV in the district. Identifying the roles and responsibilities of the Council to each system and to deliver Three Rivers compliance with legislation.</p> <p>The CCTV policy forms part of a wider scope to renew and improve the entire CCTV system in Three Rivers.</p>		
<b>Assessment of overall impacts and any further recommendations</b> <sup>9</sup>			
Overall assessment of the project indicates that the policy itself will have a positive impact on staff and residents of Three Rivers due to it clearly identifying processes and legislation.. Residents will be able to find answers to any questions they have regarding CCTV within the policy. There may be a small number of residents that will see the new policy as part of the CCTV system and this may cause concerns			

about personal privacy but the policy, once read, will reassure the residents that its intension is to clearly outline what any CCTV can and cannot be used for.

**Potential Issues**

No changes made to this policy will negatively impact on people with protected characteristics.

**Mitigating Actions**

**Actions Planned** <sup>10</sup>

No further action to be taken in relation the new policy, Further EQIA'S will form part of the additional projects that run alongside this policy.

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:**

**Date:**

**Equalities Lead Officer:** Shivani Davé

**Date:** 30/08/2024

**Guidance end-notes**

---

<sup>1</sup> 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.

## <sup>2</sup> 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

### <sup>3</sup> 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.

### <sup>4</sup> 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.

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

<sup>6</sup> **ID no:** The unique reference for this EIA. This will be added by Community Partnerships

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

<sup>8</sup> **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.

<sup>9</sup> **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?

<sup>10</sup> **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.

# 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.
Yellow (2)	Some possible negative impacts for sustainability. Recommendation to review these aspects and find ways to mitigate.
Red (1)	<b>Considerable inconsistency with the council's sustainability objectives. Strong recommendation to avoid.</b>
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 [Joanna.Hewitson@threerivers.gov.uk](mailto:Joanna.Hewitson@threerivers.gov.uk).

Key to the colour coding of answers is given at the top of the page.

<b>Name of project/policy/procurement and date</b>		Three Rivers District Council CCTV p
<b>Brief description (1-2 sentences):</b>		This new policy forms part of a wider s

Homes, buildings, infrastructure, equipment and energy			
Question	Impact (select from list)	Score (-1 to 4)	Justification or mitigation
1 What effect will this project have on overall energy use (electricity or other fuels) e.g. in buildings, appliances or machinery?	Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.	0	
2 What effect will this project have on the direct use of fossil fuels such as gas, petrol, diesel, oil?	Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.	0	
3 Does this project further maximise the use of existing building space? <i>E.g. co-locating services; bringing under-used space into use; using buildings out-of-hours</i>	Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.	0	
4 Will any new building constructed or refurbished be highly energy efficient in use? <i>(e.g. high levels of insulation, low energy demand per sq. m., no servicing with fossil fuels such as gas heating, EPC</i>	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 / unputs in your project? <i>E.g. re-used or recycled construction materials; timber in place of concrete</i>	Neutral or not applicable. 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? <i>E.g. modular and off-site construction; use of electrical plant instead of petrol/diesel,</i>	Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.	0	
7 Will this increase the supply of renewable energy? <i>e.g. installing solar panels; switching to a renewable energy tariff</i>	Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.	0	

8	<b>Do any appliances or electrical equipment to be used have high energy efficiency ratings?</b>	Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.	0	
	<b>Average Score</b>		<b>#DIV/0!</b>	

<b>Travel</b>				
	<b>Question</b>	<b>Impact</b>	<b>Score (0-4)</b>	<b>Justification or mitigation</b>
9	Reducing travel: what effect will this project have on overall vehicle use?	Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.	0	
10	Will this project use petrol or diesel vehicles or EV, hybrid?	Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.	0	
11	Will this support people to use active or low-carbon transport? <i>E.g. cycling, walking, switching to electric transport</i>	Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.	0	
12	Will it be easily accessible for all by foot, bike, or public transport, including for disabled people?	Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.	0	
13	Has the project taken steps to reduce traffic? <i>Using e-cargo bikes; timing activities or deliveries to be outside peak congestion times</i>	Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.	0	
	<b>Average Score</b>		<b>#DIV/0!</b>	

<b>Goods and Consumption</b>				
	<b>Question</b>	<b>Impact</b>	<b>Score (0-4)</b>	<b>Justification or mitigation</b>
14	Has this project considered ways to reuse 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	
15	Does it 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	
16	Does it use products and resources that are re-used, recycled, or renewable?	Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.	0	
17	Does it enable others to make sustainable choices within their lifestyles, or engage people about this?	Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.	0	



18	Is there a plan to reduce waste sent to landfill in manufacture?	Some positive impact for sustainability. Recommendation to further enhance this aspect where possible and proceed.	3	The Policy is a digital document accessed online.
19	Is the material used able to be re-used, re-purposed, or recycled at end of its life?	Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.	0	
20	Has it taken steps to ensure any food it offers is more sustainable? <i>E.g. less and high-quality (high welfare) meat and dairy; minimises food waste; seasonal produce; locally sourced.</i>	Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.	0	
<b>Average Score</b>			<b>3.00</b>	

### Ecology

Question	Impact	Score (0-4)	Justification or mitigation
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,	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? E.g. native plants, trees, and flowers	Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.	0
23	Does it make changes to existing habitats and have a negative impact on nature? <i>E.g. use of pesticides, reduced extent and variety of plants, planting non-native species</i>	Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.	0
24	Does it help people understand the value of biodiversity, and encourage residents to support it in their private and community spaces?	Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.	0
<b>Average Score</b>			<b>#DIV/0!</b>

### Adaptation

Question	Impact	Score (0-4)	Justification or mitigation
25	Does any planned project, construction or building use include measures to conserve water?	Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.	0
26	Does any the project, consider how to sustainably protect people from extreme weather?	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 considered how to mitigate flood risk? <i>E.g. Sustainable Drainage Systems (SuDS); de-paving areas; green roofs</i>	Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.	0
28	Does any planned infrastructure or building work increase the overall footprint of 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
29	Has the project considered its own resilience to future extreme heat, flood risk, or water shortage?	Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.	0

<b>Average Score</b>		#DIV/0!	
<b>Engagement and Influence</b>			
<b>Question</b>	<b>Impact</b>	<b>Score (0-4)</b>	<b>Justification or mitigation</b>
30 Does this project raise awareness and understanding of the climate and ecological emergency, and the steps that people can take?	Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.	0	
<b>Average Score</b>		#DIV/0!	
Total Overall Average Score		<b>3.00</b>	

*Now assesment is compelete copy and paste box into your business case, committee report. (under environmental implications 6). Whole assesment can be an appendix. Procurement tenders are expected to submit complete report with application.*

<b>Climate and Sustainability Impact Assessment Summary</b>	
Homes, buildings, infrastructure, equipment and energy	#DIV/0!
Travel	#DIV/0!
Goods and Consumption	3.00
Ecology	3.00
Adaptation	#DIV/0!
Engagement and Influence	#DIV/0!
<b>Total Overall Average Score</b>	<b>3.0</b>

and proceed.  
 mitigations where possible.

**to review these aspects and find mitigations.**

it otherwise proceed.

olicy 2024

scope to renew and enhance the CCTV systems within Three Rivers.

Impact (select from list)	Revised Score (1-4)
Neutral or not applicable. Recommendation to consider how benefits could be achieved in this	0
Neutral or not applicable. Recommendation to consider how benefits could be achieved in this	0
Neutral or not applicable. Recommendation to consider how benefits could be achieved in this	0
Neutral or not applicable. Recommendation to consider how benefits could be achieved in this	0
Neutral or not applicable. Recommendation to consider how benefits could be achieved in this	0
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	0

**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.

Neutral or not applicable. Recommendation to consider how benefits could be achieved in this	0
	#DIV/0!

Impact (select from list)	Revised Score (0-4)
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
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
Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.	0
	#DIV/0!

Ways to optimise sustainability and work towards net zero carbon:
<ul style="list-style-type: none"> <li>- Reduce the need to travel e.g. through remote meetings, or rationalising routes and rounds.</li> <li>- Share vehicles or substitute different modes of travel, rather than procuring new fleet.</li> <li>- Specify electric, hybrid, or most fuel efficient vehicles for new fleet or for services involving transport.</li> <li>- Support users and staff to walk, cycle, or use public transport e.g. with cycle parking, training, incentives.</li> <li>- Use zero-emission deliveries</li> <li>- Model and mitigate the project's effect on traffic and congestion e.g. retiming the service or deliveries</li> </ul>

Impact (select from list)	Revised Score (0-4)
Neutral or not applicable. Recommendation to consider how benefits could be achieved in this	0
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	0
Neutral or not applicable. Recommendation to consider how benefits could be achieved in this	0

Ways to optimise sustainability and work towards net zero carbon:
<ul style="list-style-type: none"> <li>- Procure goods through sharing, leasing, or product-as-a-service models rather than ownership.</li> <li>- Use pre-owned and reconditioned goods, and reduce reliance on procuring new goods.</li> <li>- Use recycled materials, and procure items that can be reconditioned or recycled at end-of-life.</li> <li>- Use lifecycle costing in business cases to capture the full cost of operation, repair and disposal of an item.</li> <li>- Ensure meat and dairy is high-quality, high-welfare.</li> <li>- Design waste, including food waste, out of business models e.g. separating (and composting) food waste; replacing single-use items with reusable items.</li> <li>- Use contact points with residents, community groups and businesses to engage and enable them to adopt low-waste, low-carbon behaviours.</li> </ul>

Some positive impact for sustainability. Recommendation to further enhance this aspect where	3
Neutral or not applicable. Recommendation to consider how benefits could be achieved in this	0
Neutral or not applicable. Recommendation to consider how benefits could be achieved in this	0
	<b>3.00</b>

Impact (select from list)	Revised Score (0-4)
Neutral or not applicable. Recommendation to consider how benefits could be achieved in this	0
Neutral or not applicable. Recommendation to consider how benefits could be achieved in this	0
Neutral or not applicable. Recommendation to consider how benefits could be achieved in this	0
Neutral or not applicable. Recommendation to consider how benefits could be achieved in this	0
	<b>#DIV/0!</b>

**Ways to optimise sustainability and work towards net zero carbon:**  
**(Seek advice from Landscapes Team if required)**

- 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

Impact (select from list)	Revised Score (0-4)
Neutral or not applicable. Recommendation to consider how benefits could be achieved in this	0
Neutral or not applicable. Recommendation to consider how benefits could be achieved in this	0
Neutral or not applicable. Recommendation to consider how benefits could be achieved in this	0
Neutral or not applicable. Recommendation to consider how benefits could be achieved in this	0
Neutral or not applicable. Recommendation to consider how benefits could be achieved in this	0

**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.

	#DIV/0!
--	---------

Impact (select from list)	Revised Score (0-4)
Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.	0
	#DIV/0!
	3.0

**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 emergency.

Three Rivers District Council

# Closed Circuit Television Policy

August 2024

## **Contents**

Page 2	Introduction
Page 2	Purpose and Scope
Page 3	Objectives
Page 4	Principles
Page 4	CCTV Codes of Practice
Page 6	Location, Monitoring and Footage requests
Page 9	Deployment Procedure
Page 11	Data Protection and Retention
Page 14	Management and Review
Page 15	Glossary
Appendix A	Confidentiality Agreement
Appendix B	Three Rivers Community Safety Partnership Information Sharing Agreement

### **Certificate of Agreement**

The content of this Policy is hereby approved by Three Rivers District Council, the Three Rivers Community Safety Board, and the Three Rivers Community Safety Coordinating Group in respect of Three Rivers District Council Closed Circuit Television Systems. Compiled by Three Rivers District Council Community Safety Team in consultation with the above groups and Three Rivers Neighbourhood Policing Teams.

Signed for on behalf of Three Rivers District Council

**Name:** Kimberley Grout

**Position Held:** Associate Director of Corporate, Customer & Community

**Dated:** August 2024

Signed for on behalf of Three Rivers Community Safety Board

**Name:** Councillor Andrew Scarth

**Position Held:** Lead Member for Community Safety and Partnerships

**Dated:** August 2024

Signed for on behalf of Hertfordshire Constabulary

**Name:** Andrew Palfreyman

**Position Held:** Chief Inspector - Three Rivers

**Dated:** August 2024

This policy can be found on the Three Rivers Council Website at [www.threerivers.gov.uk/cctv](http://www.threerivers.gov.uk/cctv)



## 1. Introduction

- 1.1 Three Rivers District Council operates two Closed Circuit Television (CCTV) systems:
  - 1.1.1. CCTV cameras that are wholly owned, monitored, maintained, and operated by Three Rivers District Council (hereafter called **TRDC CCTV System**). The TRDC CCTV systems operate in Three Rivers House, Batchworth Depot (including refuse vehicle cameras), The Aquadrome and in our Temporary Accommodation in South Oxhey and Rickmansworth. These cameras are managed and maintained by Three Rivers District Council Property Services except for the cameras at the Temporary Accommodation which is maintained and managed by Watford Community Housing (WCH), on behalf of the Council.
  - 1.1.2. CCTV cameras that are owned and managed by Three Rivers Community Safety Partnership (hereafter called the **TRCSP CCTV System**) but monitored and maintained under contract to Hertfordshire CCTV (hereafter called HCCTV).
- 1.2. The TRCSP camera system operates in locations throughout the district and is managed by the Three Rivers Community Safety team on behalf of the Community Safety Partnership.
- 1.3. Both CCTV Systems comprise of multiple cameras that are fully operational with pan, tilt and zoom facilities, whilst others are fixed cameras with motion triggered on-site recording.
- 1.4. For the purposes of this document, in relation to Data Protection and UK General Data Protection Regulations (GDPR), the 'owner' and the 'data controller' of all CCTV Systems is Three Rivers District Council.

## 2. Purpose and Scope

- 2.1. The purpose of this policy is to state the intention of Three Rivers District Council and the Three Rivers Community Safety Partnership, to manage, use and operate CCTV and to support the objectives of all CCTV Systems. This policy does not include the use of body worn cameras, the purpose and scope for the use of these can be found in [Three Rivers District Council Lone Worker Policy](#) nor does it include the CCTV system operating at Watersmeet, although the scope and purpose of this system can be found in the separate Watersmeet CCTV policy document, the policy will adhere to the requirements of the Codes of Practice laid out within this policy.
- 2.2. Three Rivers District Council and the Three Rivers Community Safety Partnership use CCTV for the following purposes:
  - To provide a safe and secure environment for residents, staff, and visitors
  - To prevent loss of or damage to public spaces, buildings, and/or assets
  - To assist in the detection, prevention and prosecution of Crime
  - To help reduce the fear of Crime.

In relation to refuse vehicle camera fitment, the primary purposes are –

- Safety: Cameras offer a panoramic view, ensuring no corner goes unseen
- Operational Efficiency: Cameras help streamline operations. Reversing in congested areas, navigating through tight spots, or ensuring accurate collections, truck cameras make the job significantly easier
- Legal Protection: Incidents on the road can sometimes lead to legal complications. Having recorded footage from truck cameras can provide an unbiased account, potentially safeguarding drivers and businesses from false claims

2.3. Compliance with this policy and with the arrangements that sit under it ensure that Three Rivers District Council use of CCTV is proportionate in response to identified problems and operates with due regard to the privacy of individuals.

2.4. The Council and the Three Rivers Community Safety Partnership recognises that it is their responsibility to ensure that the scheme should always comply with all relevant legislation to ensure its legality and legitimacy in a democratic society.

2.5. The policy provides guidance on the appropriate use of the CCTV systems and the legislation it complies with, including:

- The Human Rights Act 1998 Article 8
- Data Protection Act 2018
- UK General Data Protection Regulations (“GDPR”)
- The Regulation of Investigatory Powers Act 2000
- The Protection of Freedoms Act 2012
- Surveillance Camera Code of Practice 2021
- Criminal Procedure and Investigations Act 1996

2.6. The TRDC CCTV System and the TRCSP CCTV System shall be operated with respect for all individuals, recognising the individual right to be free from inhuman or degrading treatment and avoiding any form of discrimination based on Age, Disability, Gender Reassignment, Marriage or Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex or Sexual Orientation.

### **3. Objectives**

3.1. The objectives of the CCTV Systems within this policy, which form the lawful basis for the processing of data, are:

- To help reduce the fear of crime and antisocial behaviour.
- To help detect and deter crime and antisocial behaviour.
- To provide evidential material for court proceedings.
- To aid in the overall management of public health and safety.
- To enhance community safety, assist in developing the economic well-being of the Three Rivers District and to encourage greater use of the

town centres, shopping areas, car parks and similar locations within the district.

- To assist the Council in their enforcement and regulatory functions within the district of Three Rivers; and
- To assist in traffic management.

3.2. Within this broad outline, Three Rivers District Council and the Three Rivers Community Safety Partnership will periodically review and publish specific key objectives based on local concerns in the Annual Community Safety Report.

#### **4. Principles**

4.1. The CCTV Systems will be operated in accordance with the principles and requirements of the Human Rights Act 1998.

4.2. The operation of the CCTV Systems will also recognise the need for formal authorisation of any covert 'directed surveillance' or crime-trend 'hotspot' surveillance, as required by the Regulation of Investigatory Powers Act 2000 and Police Policy. In these instances, the formal process outlined in the policy will be followed.

4.3. The CCTV Systems will be operated in accordance with the Data Protection Act 2018:

- They will be operated fairly and within the law.
- They will only be used for the purposes in which they are intended, and any other purpose which may be identified within the policy.
- They will be operated with due regard to the principle that everyone has the right to respect for his or her private and family life and home.
- Public interest will be recognised by ensuring the security and integrity of operational procedures.

4.4. Copyright and ownership of all material recorded by virtue of the CCTV Systems will remain with the Council as 'data controller'. Once an image or images has/have been disclosed to a partner such as the Police, the partner then becomes the Data Controller for the copy of that image(s). It is then the responsibility of that partner to comply with the Data Protection Act in relation to any further disclosures.

4.5. All persons operating the cameras must be trained and act with the utmost probity. Camera operators will be mindful of exercising prejudices, which may lead to complaints of the CCTV Systems being used for purposes other than those for which it is intended. The operators may be required to justify their interest in, or recording of, any individual or group of individuals or property.

4.6. Throughout this Policy it is intended, as far as reasonably possible, to balance the objectives of the CCTV Systems with the need to safeguard the rights of the individual. Three Rivers District Council as the 'owner' of both systems operates a complaints procedure (see 4.8) that ensures accountability for use of the CCTV Systems.

- 4.7. Cameras will not be used to investigate private residential property. Where the equipment permits, 'privacy zones' may be programmed into the system. These zones will ensure that the cameras do not survey the interior of any private residence. All contracted or directly employed staff of the Council, WCH, HCCTV and Hertfordshire Constabulary that have access to the CCTV Systems are contractually bound by regulations governing confidentiality and discipline.
- 4.8. A member of the public wishing to register a complaint about any aspect of the CCTV Systems may do so by using the Three Rivers District Council on-line portal [Compliments and complaints | Three Rivers District Council](#)
- 4.9. It is the responsibility of the Authorised Officers to ensure that every complaint is acknowledged within three working days and that a full response or progress report will be sent within ten working days.
- 4.10. Three Rivers District Council understands the need for transparency and clarifies the following points for Employees Only:
1. All employees are entitled to request a list of where and when cameras are active and a rational around the monitoring and privacy zones in the area in which they work.
  2. This policy provides clear guidance around access to CCTV footage and for what purpose it can be obtained. Employees may follow this process to request footage.
  3. The TRDC CCTV system, although active 24 hours a day, is not monitored 24 hours a day. Footage from specific times and dates can be obtained if needed.
  4. The police have the right to request CCTV footage from any system in relation to a Criminal investigation, Employees should be made aware that Police have a process to follow to request footage and that no footage will be released to police or any other agency without the appropriate process being followed.
  5. All individuals, including employees have the right to register a complaint regarding CCTV and it's usage in the workplace. In this case the employees should refer to the grievance procedure<sup>1</sup>.

## **5. CCTV Codes of Practice**

- 5.1. The Council will adopt the following guiding principles in line with the principles set out in the Surveillance Camera Code of Practice 2021:
- Use of a CCTV system must always be for a specified purpose which is in pursuit of a legitimate aim and necessary to meet an identified pressing need.
  - The use of a CCTV system must take into account its effect on individuals and their privacy, with regular reviews to ensure its use remains justified.

---

<sup>1</sup> [HR policies and procedures – Intranet \(watford.gov.uk\)](#)

- There must be as much transparency in the use of a CCTV system as possible, including a published contact point for access to information and complaints.
- There must be clear responsibility and accountability for all CCTV system activities including images and information collected, held, and used.
- Clear rules, policies and procedures must be in place before a CCTV system is used, and these must be communicated to all who need to comply with them.
- No more images and information should be stored than that which is strictly required for the stated purpose of a CCTV system, and such images and information should be deleted once their purposes have been discharged.
- Access to retained images and information should be restricted and there must be clearly defined rules on who can gain access and for what purpose such access is granted; the disclosure of images and information should only take place when it is necessary for such a purpose or for law enforcement purposes.
- CCTV system operators should consider any approved operational, technical and competency standards relevant to a system and its purpose and work to meet and maintain those standards.
- CCTV system images and information should be subject to appropriate security measures to safeguard against unauthorised access and use.
- There should be effective review and audit mechanisms to ensure legal requirements, policies and standards are complied with in practice, and regular reports should be published.
- When the use of a CCTV system is in pursuit of a legitimate aim, and there is a pressing need for its use, it should then be used in the most effective way to support public safety and law enforcement with the aim of processing images and information of evidential value.
- Any information used to support a CCTV system which compares against a reference database for matching purposes should be accurate and kept up to date.

## **6. Location, Monitoring and Footage requests**

### Location

- 6.1. The areas covered by the CCTV systems to which this Policy refers are:
- Public areas within Three Rivers District Council's administrative buildings.
  - Areas in the district such as Rickmansworth, South Oxhey, Abbots Langley, Mill End and Chorleywood, where cameras may be deployed, Council owned Temporary Accommodation in Bury Lane, Rickmansworth and Lincoln Drive, South Oxhey. Locations of the deployable cameras are published on the Three Rivers District Council website at [www.threerivers.gov.uk](http://www.threerivers.gov.uk).
- 6.2. Mobile cameras may be deployed to cover any area within the boundaries of Three Rivers District Council. In line with the 'Deployment Procedure' section of this Policy.

- 6.3. CCTV may be installed in a covert manner, if authorised. Some cameras may be enclosed within 'all weather domes,' for aesthetic or operational reasons. The presence of all cameras will be identified using appropriate signage that will be placed in the locality of the camera and at main entrance points to relevant areas.
- 6.4. The signs will indicate:
- The presence of CCTV monitoring.
  - The 'owners' of the System.
  - The contact telephone number



#### Monitoring

- 6.5. To ensure compliance with the Information Commissioner's Data Sharing Code of Practice 2021 and to ensure that images recorded continue to be of appropriate evidential quality, the TRCSP CCTV System shall be maintained in accordance with the requirements of the Policy under a maintenance agreement. The maintenance agreement will provide for 'emergency' attendance on site by a specialist CCTV engineer to rectify any loss or severe degradation of image or camera control.
- 6.6. Faults identified, should be reported to and for the attention of the Community Safety Officer at [antisocialbehaviour@threerivers.gov.uk](mailto:antisocialbehaviour@threerivers.gov.uk) . It will be the responsibility of the Community Safety Officer to report the concern to HCCTV in line with the maintenance agreement.
- 6.7. The responsibility for the monitoring and maintenance of the CCTV systems is as follows:

The TRCSP CCTV system is the responsibility of HCCTV who will:

- Monitor and control all the cameras.
- Store data received from the cameras for 25 days.
- Provide reactive monitoring.
- Dial into each mobile camera two times a day to check connectivity.
- Send an engineer within seven working days if a camera fault arises.

- 6.8. The TRDC CCTV system is the responsibility of TRDC Property Services who will:
- Monitor and control the cameras.
  - Store the data.
  - Provide reactive monitoring.
  - Ensure that an engineer addresses a faulty camera within 7 days.
- 6.9. 'The Authorised Officer' is the designated person who holds responsibility for the overseeing of each CCTV system, all enquiries in relation to CCTV should be directed to the appropriate Authorised Officer as follows:
- TRDC CCTV system - Three Rivers District Council's Facilities Manager.
  - TRDC CCTV system Temporary Accommodation - WCH Letting and Temporary Accommodation Manager, Three Rivers Council Housing Operations Manager or Housing Solutions Manager or a partner organisation.
  - TRCSP CCTV system - Three Rivers District Council's Community Safety Officer.
- 6.10. The Authorised Officers (6.9) will be responsible for the implementation of this policy. It will be the role of the Authorised Officer to ensure that contracts for the monitoring/maintenance of any of the CCTV systems are adhered to.

#### Footage Requests

- 6.11. The CCTV Systems can record images from selected cameras in real-time, produce hard copies of recorded images, replay, or copy any pre-recorded data at their discretion and in accordance with the Policy. Only Authorised Officers or contractors can retrieve footage from the cameras as below:
- For footage from TRDC CCTV system - TRDC Facilities Manager
  - For footage from TRCSP CCTV system – HCCTV staff
  - For footage from the TRDC CCTV Temporary Accommodation cameras - WCH Lettings and Temporary Accommodation Manager, Three Rivers Council Housing Operations Manager or Housing Solutions Manager
- 6.12. Public access to the TRDC CCTV Systems will be prohibited except for lawful, proper, and sufficient reasons. Any person granted permission will always be accompanied by an Authorised Officer who will record the visit as follows: -
- Date, time and duration of visit.
  - Authorised Officer accompanying the visitor or visitors.
  - Names and status of visitors; and
  - Purpose of visit
- 6.13. All visitors must sign the Visitors' Log, which incorporates a Declaration of Confidentiality. Any occurrence, which leads to comment during the visit, will also be the subject of record. No visits will take place or continue whilst a live incident is running.

6.14. Requests for public access to the TRCSP CCTV system can be accessed by visiting the Hertfordshire CCTV website <https://www.hertfordshirecctv.co.uk/public-viewing-request-form/> If the request is in relation to an incident that has been reported to the Police, the member of public must contact the relevant Police force as no footage relating to a crime will be released to anyone other than the Police.

Operation of the System by the Police

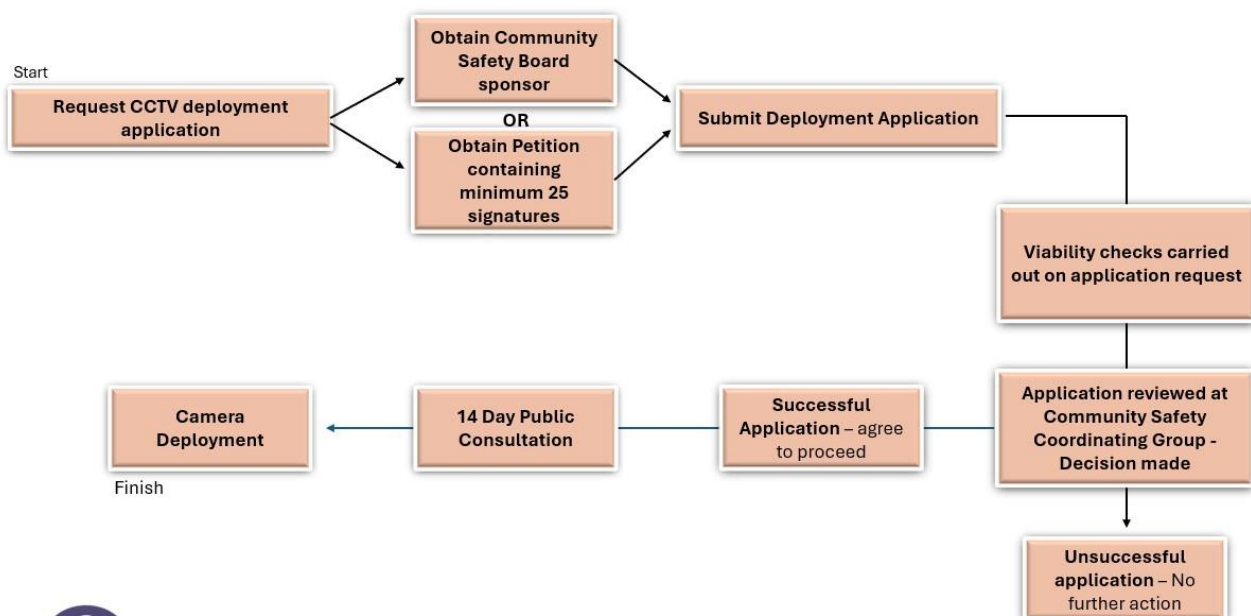
6.15. Under some circumstances the Police may make a request to assume direction of the TRDC CCTV System to which this Policy applies. Any requests may be made by email to the Authorised Officer by a Police Officer not below the rank of Inspector.

6.16. Hertfordshire Constabulary can access the footage from the TRCSP CCTV System to which this Policy applies. An information sharing agreement will be maintained by the Community Safety Partnership for this purpose.

**7. Deployment Procedure for Three Rivers Community Safety Partnership CCTV**

7.1. The procedure laid out in the Policy is applicable to all, without exception, Staff, Contractors, Police, Councillors, and members of the public.

Diagram1 – CCTV Deployment process



Three Rivers Community Safety Partnership CCTV deployment process

Application Submission

7.2. Applications for the deployment of the TRCSP CCTV can be made by:

- Any member of the Community Safety Partnership, with a Community Safety Board Member sponsor.



- Public petitions: validly submitted in accordance with the Council's petition scheme as set out within the constitution.<sup>2</sup>

7.3. All viable applications will be assessed at the Community Safety Coordinating Group (CSCG), with a majority decision for successful or unsuccessful.

Evidence to support application

7.4. Any application requires evidence to support the deployment of cameras. The public and/or Council Members are encouraged to report anti-social behaviour or issues within an area to either Hertfordshire Police on 101 or <https://www.herts.police.uk/> or through the Three Rivers Community Safety Team [online reporting form](#). This will help to create a record that can be used as evidence.

Process

7.5. All applications, once received, become the responsibility of the Council's Community Safety Officer who is responsible for checking that the application is viable in terms of a suitable place to deploy the camera too. The application is then passed to all members of the Community Safety Coordinating Group who make the final decision on redeployments.

7.6. The Coordinating Group will be responsible for assessing and prioritising applications for the deployment of CCTV cameras using the following points as guidance in reaching their decision:

- The reason for the request.
- If needed, is the application signed by a sponsor?
- Have the requirements under current legislation been met?
- Does the deployment require authorisation under RIPA and if so, has the appropriate authorisation been obtained?
- Is the deployment of the CCTV scheme justified?
- Is the deployment likely to achieve its objectives?
- Can the success of these objectives be measured?
- Is the equipment available?
- Will the deployment clash with other deployments? If so, which is to be given priority?
- Is there sufficient time to meet the request for the deployment of cameras?

7.7. The Community Safety Coordinating Group will provide a written response to all requests for the deployment of CCTV cameras, whether the application is successful or not. No camera will be deployed without authorisation from the Community Safety Coordinating Group unless it is an emergency request, which can be authorised by the Community Safety Coordinating Group Chairperson.

7.8. If successful, no cameras will be deployed without a 14-day public consultation, with any resident or business it is deemed may be affected

---

<sup>2</sup> <https://www.threerivers.gov.uk/services/your-council/council-constitution>

by the camera, unless it is an emergency, at which time consultation letters will be sent out advising residents of the camera's arrival. This must be authorised by the Community Safety Coordinating Group Chairperson. Only then will the Community Safety Officer instruct HCCTV to arrange deployment of the CCTV camera.

### Permissions

- 7.9. In the event of an operation being mounted under the Regulation of Investigatory Powers Act 2000 (governing covert surveillance by public bodies) it is essential that if the cameras are to be mounted on property not owned by Three Rivers District Council or other Community Safety partners that the owner/occupier of the premises is spoken to personally and gives their written consent. This consent should be kept for the duration of the cameras use in this location. It is vital the owner/occupier is made aware that any images obtained from the camera mounted on their premises may be used as evidence and that under the rules of disclosure the defendant may be able to deduce from where the observations were conducted and that there is a possibility that they may be named in court.
- 7.10. Three Rivers District Council, in agreement with Hertfordshire County Council, may use approved columns and posts owned by Hertfordshire County Council. The agreement gives Three Rivers Designated Contractor permission to deploy cameras to these columns without the need for additional permission.
- 7.11. Special care must be taken when deploying a camera onto a listed building. Authorisation for the deployment may need to be obtained from Three Rivers District Council's planning department.
- 7.12. The installation of the CCTV cameras will be conducted as per the service level agreement between Three Rivers District Council and Hertfordshire CCTV (HCCTV). HCCTV will provide the Community Safety Officer with a copy of their Health and Safety Policy and Safe Working Practices regarding the installation, removal, and replacement of cameras.

## **8. Data Protection and Retention**

- 8.1. All personal data obtained by virtue of the CCTV Systems within this policy shall be processed as laid out in 4.3. 'Processing' means obtaining, recording, or holding the information or data or conducting any operation or set of operations on the information or data, including:
  - Organising, adapting, or altering the information or data.
  - Retrieving, consulting about, or using the information or data.
  - Disclosing the information or data by transmission, dissemination or otherwise making available; or
  - Aligning, combining, blocking, erasing, or destroying the information or data
- 8.2. Data will be stored securely in accordance with the requirements of the

Data Protection Act 2018 and additional, locally agreed procedures. The Council's Community Safety Officer is responsible for the storage and retention of all paperwork connected with the TRCSP CCTV scheme with the same responsibility being held by the Council's Facilities Manager for the TRDC CCTV scheme. All documentation will be retained for two years from the date of the application.

- 8.3. The operation of the CCTV Systems has been notified to the Office of the Information Commissioner in accordance with Data Protection Legislation and as stated in 1.4 the 'data controller' is Three Rivers District Council.
- 8.4. All data will be processed in accordance with the principles of the Data Protection Act 2018, which include in summary, but are not limited to, the following:
- All personal data will be obtained and processed fairly and lawfully.
  - Personal data will be held only for the purposes specified.
  - Personal data will be used only for the purposes, and disclosed only to the people, shown within this Policy.
  - Only personal data, which is adequate, relevant, and not excessive in relation to the purpose for which the data is held, will be held.
  - Steps will be taken to ensure that personal data is accurate and where necessary, kept up to date.
  - Personal data will be held for no longer than is necessary.
  - Individuals will be allowed access to information held about them and, where appropriate, permitted to correct or erase it; and
  - Procedures will be implemented to put into place security measures to prevent unauthorised or accidental access to, alteration or disclosure of, or loss and destruction of information.

Request for information (Subject Access)

- 8.5. Any request from an individual for the disclosure of personal data, which they believe is recorded by virtue of any CCTV System will be directed in the first instance to the Data Protection and Resilience Manager at Three Rivers District Council [enquiries@threerivers.gov.uk](mailto:enquiries@threerivers.gov.uk)
- 8.6. The principles of Part 3, Chapter 3 of the Data Protection Act 2018 (Rights of the Data Subjects) shall be followed in respect of every request.
- 8.7. If the request cannot be complied without identifying another individual, permission from all parties must be obtained (in the context of the degree of privacy they could anticipate from being in that location at that time) in accordance with the requirements of the legislation. If permission cannot be obtained, footage not relating to that individual will be obscured.
- 8.8. Any person making a request must be able to prove his identity and provide sufficient information to enable the data to be located.
- 8.9. A copy of this Policy shall be published on the Councils' website and will be made available to anyone on request.

#### Exemptions to the Provision of Information

- 8.10. In considering a request made under the provisions of Part 3, Chapter 3 of the Data Protection Act 2018, reference may also be made to Schedule 2, Part 1 of the Act, which includes, but is not limited to, the following statement:

*“Personal data held for the purposes of the prevention or detection of crime, or the apprehension or prosecution of offenders is exempt from the subject access provisions in any case to the extent to which the application of those provisions to the data would be likely to prejudice any of the matters mentioned in this subsection.”*

#### Criminal Procedures and Investigations Act 1996

- 8.11. The Criminal Procedures and Investigations Act 1996 introduced a statutory framework for the disclosure to defendants of material that the prosecution would not intend to use in the presentation of its own case. This material is known as ‘unused material.’ Disclosure of unused material under the provisions of this Act should not be confused with the obligations placed on the data controller by Part 3, Chapter 3 of the Data Protection Act 2018, known as subject access.

#### Declaration of Confidentiality

- 8.12. Every Authorised Officer with responsibility under the terms of this Policy, who has any involvement with the TRDC CCTV System to which it refers, will be required to sign a declaration of confidentiality. (See Appendix A)
- 8.13. Every individual with responsibility under the terms of this Policy, who has any involvement with the TRCSP CCTV System to which it refers, will adhere to the terms of the Community Safety Partnership Information Sharing Agreement. (See Appendix B)
- 8.14. Each individual having responsibility under the terms of this Policy, who has any involvement with the CCTV Systems to which it refers, will be subject to the Council’s Code of Conduct.
- 8.15. The Authorised Officers will have primary responsibility for ensuring that there is no breach of security, and that this Policy is complied with. Any severe breach of conduct will be dealt with accordingly, including, if appropriate, by criminal proceedings.

### **9. Management and Review**

- 9.1. The CCTV Systems will be evaluated periodically. Designated Three Rivers staff will be responsible for the review of TRDC CCTV, and the Three Rivers Community Safety Team will be responsible for reviewing the TRCSP CCTV. The evaluation will normally include the following:
- An assessment of the incidents monitored by the System.
  - A review of the Policy.
  - A review of the continuing relevancy of the purposes of the System; and
  - Any other factors which have been identified.

- 9.2. The results of any evaluation will be used to review, develop, and make any alterations to the specified purpose and objectives of the scheme as well as the functioning, management, and operation of the System. The TRCSP CCTV review will be shared at the Community Safety Board and Community Safety Coordinating Group before any changes are made to the current scheme.
- 9.3. Any major changes to this Policy, i.e. changes that have a significant impact on the Policy or upon the operation of the CCTV Systems, will require approval at Three Rivers District Council Policy and Resources Committee and the Community Safety Partnership.
- 9.4. It has been agreed that minor changes, such as terminology, clarification, or administrative corrections with no significant impact, will be included in the Policy with agreement from the Associate Director for Corporate, Customer and Community who has delegated authority.

## **Glossary**

TRDC	Three Rivers District Council
TRDC CCTV	Three Rivers District Council Closed Circuit Television
TRCSP	Three Rivers Community Safety Partnership
TRCSP CCTV	Three Rivers Community Partnership Closed Circuit Television
HCCTV	Hertfordshire Closed Circuit Television
HCC	Hertfordshire County Council
CSCG	Community Safety Partnership
CSB	Community Safety Board
RIPA	Regulation of Investigatory Powers Act

### **Appendix A**



Community Safety  
Board Confidentiality :

### **Appendix B**



TRDC Community  
Safety ISA 2021v2.odt



This page is intentionally left blank



Corporate Management Team – 3 September 2024 & 1 October 2024  
Joint Leadership Team – 2 September 2024 and 7 October 2024

GENERAL PUBLIC SERVICES, COMMUNITY SAFETY AND INFRASTRUCTURE  
COMMITTEE  
15 OCTOBER 2024

PART I

**Proposals for an Off Street Parking Places Order to allow parking controls to be implemented at new parking bays at School Mead, Abbots Langley, Herts.  
(DoF)**

**1 Summary**

- 1.1 Following the approval of planning permission to install hardstanding and associated development to facilitate the creation of parking bays at School Mead, Abbots Langley, Officers are now seeking to implement a form of Traffic Order (an Off Street Parking Places Order) on these parking bays.

**2 Details**

- 2.1 The approved parking bays are to be constructed on the edge of a site comprising an area of allocated open space, encircled by the highway of School Mead. The open space is primarily laid to grass with some small trees around the edges of the area. Parking bays have been historically installed by the District Council to the eastern, southern and western edges of the amenity area with a timber knee rail separating these from the green itself.
- 2.2 The bays on the western side of the open space, adjacent to the highway on School Mead, are orientated parallel to the road. There are currently approximately 8 spaces although these are not formally marked. These spaces are currently not restricted and serve as overflow spaces to the parade of shops (albeit it is understood some longer term residential use may also occur).
- 2.3 There is a parade of shops to the west of the parking bays, a community centre and church to the south and a school to the east (Tanners Wood JMI), interspersed with residential properties. The 14 existing parking bays adjacent to the shops are covered by a Traffic Regulation Order which imposes a 1 hour limit and a 2 hour no return period Monday to Saturday 8.00am to 6.30pm.
- 2.4 A footpath runs long the northern edge of the area, adjacent to Hazelwood Lane, with more informal pathways across the open space.
- 2.5 The new parking bays are shown on the plan at **Appendix A**. 20 bays will be created, a net gain of 12 bays.
- 2.6 Whilst the land is owned by Watford Community Housing Trust consent has been given, through a licence agreement, for the works to be implemented. Once the bays are constructed a Off Street Parking Places Order can be imposed.
- 2.7 It is considered necessary to impose an Order on the new parking bays to encourage short term churn to alleviate the parking pressures for those visiting the shops/businesses. These units currently comprise a funeral directors, a fish and chip shop, a Chinese takeaway, a café, a pizza takeaway and a Spar retail unit.

- 2.8 The Order process 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.
- 2.9 For information, existing parking on the verge on the corner of School Mead and Hazelwood Lane already occurs but is to be formalised and improved in appearance as part of the planning permission/scheme. However, these 2/3 spaces will remain unrestricted.
- 2.10 Planning permission (reference 05/00793/FUL - *Demolition of existing building and erection of one 2 storey and one 3 storey building to provide 24 flats and 777sqm of commercial space with parking and landscaping at 17/22 School Mead*) was granted in 2005 for the 4 storey building facing the new parking bays comprising commercial units and flatted development. A parking scheme to the rear of the building was approved and a condition imposed to ensure it was implemented. This has occurred but it is Officer's understanding the parking spaces have not been allocated to specific units but have been offered to anyone interested .... This has resulted in overflow parking beyond the flatted development site and the use of the existing on street parking bays for longer term residential parking. Whilst on street parking provision can be used by anyone, subject to compliance with any restrictions, it is not the role of the Local Authority to provide parking for private interests.
- 2.11 Works have commenced on the construction of the bays and are planned for approximately 8 weeks.

### **3 Options and Reasons for Recommendations**

- 3.1 A new Order which similarly replicates the TRO and restrictions on the bays to the west is proposed. This is initially proposed as a 1 hour restriction (and 2 hours no return) to encourage short term use and churn to support the local businesses. The Order would operate Monday to Saturday 8am to 6.30pm. The replication of the existing controls would ensure it is clear to those using the bays on the parking controls in place. Longer term use of the bays would be possible in the evenings and on a Sunday and Bank Holiday.
- 3.2 An alternative proposal and considering the local businesses (and nearby facilities) and the duration of stay, is that a longer period could be imposed ie 2 hours. The concern would be that this means different timings on each side of the road leading to confusion and misinterpretation so it is not suggested this is a pursued option.
- 3.3 However, it is recognised there is likely to be demand for further flexibility in the parking restrictions given the current business uses at School Mead. In order to allow consistency there is a suggestion a 2 hour restriction could be imposed on all the bays (existing and proposed). Whilst this does not replicate the parking controls in our main centres it is recognised this is a local centre and a 2 hour control is already evident when controls exist in other local centres such as Tudor Parade. A consistent approach across all the bays would be manageable and enforceable.
- 3.4 However, any Order would be taken through the full statutory process which includes public consultation involving local residents and businesses which could amend the timings/controls suggested and imposed.

- 3.5 It is not the role of the Local Authority to cater for private interests with the provision of private parking. There is private parking available for the flatted development opposite the bays and other on street parking in the wider vicinity. In addition, the parking controls are not in force overnight or on Sundays/Bank Holidays and there are 2/3 spaces being formalised and provided at the top of School Mead which will be unrestricted.
- 3.6 The bays could remain unrestricted but this is not suggested appropriate given the known pressure on parking in the locality and the encouragement of churn for the businesses.
- 3.7 Any Order would be enforced by Civil Enforcement Officers as part of the current Parking Enforcement Service provided by Hertsmere BC.

#### **4 Policy/Budget Reference and Implications**

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

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

- 5.1 The Off Street Parking Places Order process and initial establishment of the physical changes, such as the implementation of the signage, required by the Order would be implemented by the Transport and Parking Projects team within existing resources.

#### **6 Financial Implications**

- 6.1 The Order process and the cost of the implementing the scheme will be contained within existing budgets. The enforcement of the bays would be contained within the existing costs of the parking enforcement service.

#### **7 Legal Implications**

- 7.1 Officers have sought specialist legal advice from external solicitors and traffic consultants who have confirmed the lawfulness of the proposal subject to the prescribed statutory process being followed. This advice has been sought due to the requirement for an Order to be imposed on privately owned land. The advice is that the land/area can only be made subject of an Off Street Parking Places Order once the bays have been implemented.
- 7.2 The Order 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 Order.
- 7.3 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 and/or

businesses might challenge the proposal and these will be considered as part of the statutory process.

## 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 website 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 <i>(tolerate, treat, terminate, transfer)</i>	Risk Rating <i>(combination of likelihood and impact)</i>
Challenge from local residents/businesses to parking controls	Proposal might not succeed	Order statutory processes followed with	Treat	4-6

		public consultation		
Increased parking demand arises	Displacement parking beyond the scheme	Monitor traffic & parking pressures.	Tolerate	6

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.

<b>Very Likely</b>	<b>Low</b>	<b>High</b>	<b>Very High</b>	<b>Very High</b>
	4	8	12	16
	<b>Low</b>	<b>Medium</b>	<b>High</b>	<b>Very High</b>
	3	6	9	12
<b>Likelihood</b>	<b>Low</b>	<b>Low</b>	<b>Medium</b>	<b>High</b>
	2	4	6	8
<b>Remote</b>	<b>Low</b>	<b>Low</b>	<b>Low</b>	<b>Low</b>
	1	2	3	4
<b>Impact</b>				
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%))

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 agree to an Off Street Parking Places Order to be implemented to impose parking controls on the new parking bays at School Mead (and vary the existing TRO and controls if required).

(ii) Committee confirm the initial controls proposed and to be consulted upon as:

- To replicate the existing controls on the new bays
- for 1 hour parking with 2 hours no return.
- the Order would operate Monday to Saturday 8am to 6.30pm

### **OR**

- To introduce a new TRO on all the existing and proposed bays
- for 2 hour parking with 2 hours no return.
- the Order would operate Monday to Saturday 8am to 6.30pm

### **AND**

(iii) Authority is delegated to the Director of Finance, in consultation with the Lead Member of General Public Services together with relevant Ward Councillors, to implement the 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 Proposal in connection with approval of the final Order scheme.

Report prepared by: Kimberley Rowley, Head of Regulatory Services

### **Data Quality**

Data checked by:

Kimberley Rowley, Head of Regulatory Services

Data rating:

1	Poor	
2	Sufficient	✓
3	High	

¶

## **APPENDICES / ATTACHMENTS**

Appendix 1 - Location Plan

This page is intentionally left blank



## Short Equality Impact and Outcome Assessment (EIA) Template

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-users<sup>1</sup>. They analyse how all our work as a council might impact differently on different groups<sup>2</sup>

They help us make good decisions and evidence how we have reached these decisions.<sup>3</sup>

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 needed<sup>4</sup>

<b>Title</b> <sup>5</sup>	Introduction of a new TRO on new parking bays	<b>ID No</b> <sup>6</sup>	RS003
<b>Team/Service</b> <sup>7</sup>	Transport and Parking Projects		
<b>Focus of EIA</b> <sup>8</sup>	Proposal for a Traffic Regulation Order to allow parking controls to be implemented at new parking bays at School Mead, Abbots Langley.		
<b>Assessment of overall impacts and any further recommendations</b> <sup>9</sup>			
<p>Parking controls will be imposed via a Traffic Regulation Order on new parking bays. The parking bays will be available to all motorists who will need to comply with the parking restrictions. Whilst disabled bays are not to be provided specifically as part of these works there is disabled blue badge provision in the immediate vicinity. The TRO will follow a statutory process which includes public consultation.</p> <p>No positive or negative impacts are foreseen on the basis of protected characteristics. It is therefore concluded that a full EIA is not required</p>			

<b>Potential Issues</b>	<b>Mitigating Actions</b>
None specific known at this time.	Preparation and implementation of the TRO will be kept under review with any issues considered as they arise.
<b>Actions Planned <sup>10</sup></b>	
None specific planned at this time .	

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:** K. Rowley

**Date:** 9/07/23

**Equalities Lead Officer:** Shivani Dave

**Date:** 10/07/24

## Guidance end-notes

---

<sup>1</sup> 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.

## <sup>2</sup> 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

### **<sup>3</sup> 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.

### **<sup>4</sup> 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.

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

<sup>6</sup> **ID no:** The unique reference for this EIA. This will be added by Community Partnerships

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

<sup>8</sup> **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.

<sup>9</sup> **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.

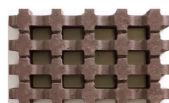
- 
- Countervailing considerations: These may include the reasons behind the formulation of the policy, the benefits it is expected to deliver, budget reductions, the need to avert a graver crisis by introducing a policy now and not later, and so on. The weight of these factors in favour of implementing 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?

<sup>10</sup> **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.



HAZELWOOD LANE

### Proposed Materials



Marshalls earth brown Grassguard (Grasscrete)



British Standard Kerb



Flat top edging for bay delineation



Timber bollard with red reflective strip 150 x 150 x 900

### Legend



Proposed hardened verge (Grasscrete)



Proposed tarmac surfacing



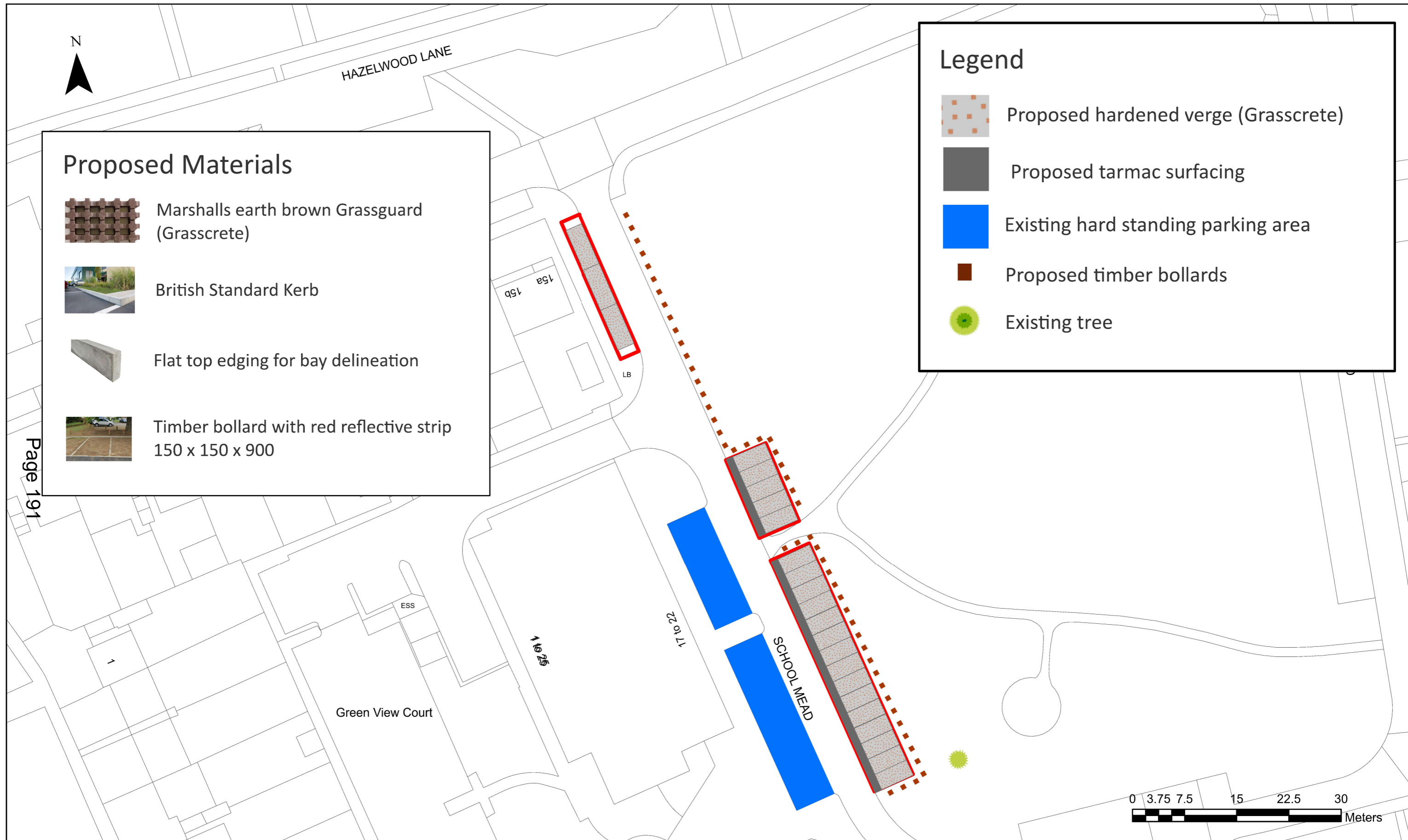
Existing hard standing parking area



Proposed timber bollards



Existing tree



© Crown copyright and database rights 2024 OS AC0000849984. You are permitted to use this data solely to enable you to respond to, or interact with, the organisation that provided you with the data. You are not permitted to copy, sub-license, distribute or sell any of this data to third parties in any form.

Drawing title:

# School Mead Verge Hardening - Proposed Block Plan

Drawing number:

VH02-PBP-V2

Notes

Date drawn:

March 24

Drawn by:

IB

Scale:

1:500

Size:

A3

This page is intentionally left blank



**GENERAL PUBLIC SERVICES, COMMUNITY SAFETY & INFRASTRUCTURE 01/09/2024 - 31/10/2025**

**WORK PROGRAMME**

<b>No.</b>	<b>Items to be considered</b>	<b>Link to Strategic Plan</b>	<b>Date of Next Meeting</b>	<b>Purpose of the Report</b>	<b>How the work will be done</b>	<b>Responsible Officer</b>	<b>Outcome Expected</b>
1.	Budget Management Report P3		15 Oct 2024	This report covers the committees financial position over the medium term (2024-2027) as at Period 3 (end of June)	Budget Management Report P3	Sally Riley, Finance Business Partner	
2.	PSPO - Permission to Consult		15 Oct 2024	The current PSPO is due for renewal in April 2025. It is a requirement of any renewal/extension/update/amend of a PSPO be subject to consultation. The rpeort seeks permission to consult and outlines proposed amendments to the existing order.	PSPO - Permission to Consult	Emma Sheridan, Associate Director – Environment	
3.	Draft Service Plans 2025-28		15 Oct 2024		Draft Service Plans 2025-28	Deborah Allen, Housing Operations Manager, Hannah Doney, Head of Finance, Charlotte Gomes, Landscapes	

Page 193

Agenda Item 13

No.	Items to be considered	Link to Strategic Plan	Date of Next Meeting	Purpose of the Report	How the work will be done	Responsible Officer	Outcome Expected
Page 194						and Leisure Development Manager, Kimberley Grout, Associate Director - Corporate, Customer & Community, Jason Hagland, Strategic Housing Manager, Joanna Hewitson, Climate Change and Sustainability Strategy Officer, Marko Kalik, Head of Planning Policy and Conservation, Stephen Rix, Associate Director Legal and Democratic (Monitoring Officer),	

No.	Items to be considered	Link to Strategic Plan	Date of Next Meeting	Purpose of the Report	How the work will be done	Responsible Officer	Outcome Expected
Page 195						Kimberley Rowley, Head of Regulatory Services, Emma Sheridan, Associate Director – Environment, Josh Sills, Head of Customer Experience, Matthew Stickley, Interim Democratic Services Group Manager, Craig Thorpe, Waste and Environmental Manager, Jane Walker, Head of Revenue and Benefits, Justin Wingfield, Head of Property and Major	

No.	Items to be considered	Link to Strategic Plan	Date of Next Meeting	Purpose of the Report	How the work will be done	Responsible Officer	Outcome Expected
Page 196						Projects, Emily McGuigan, Corporate Support Officer, Katie Stacey, Corporate Support Officer, Rebecca Young, Head of Community Partnerships	
	Three Rivers District Council CCTV policy 2024		15 Oct 2024	New policy for CCTV, containing clear responsibilities for both the Three Rivers CCTV system and Three Rivers Community Safety CCTV system.	Three Rivers District Council CCTV policy 2024	Jemma Duffell, Consultation and Partnership Officer	
5.	Capital Grants		15 Oct 2024	Proposal for the creation of a capital grants system	Capital Grants	Shivani Dave, Partnerships Manager, Rebecca Young, Head of Community Partnerships	
6.	Community Safety Annual		15 Oct 2024				

No.	Items to be considered	Link to Strategic Plan	Date of Next Meeting	Purpose of the Report	How the work will be done	Responsible Officer	Outcome Expected
	Report 2023-2024						
7.	Proposals for an Off Street Parking Places Order to allow parking controls to be implemented at new parking bays at School Mead, Abbots Langley, Herts.		15 Oct 2024	Following the approval of planning permission to install hardstanding and associated development to facilitate the creation of parking bays at School Mead, Abbots Langley, Officers are now seeking to implement a form of Traffic Order (an Off Street Parking Places Order) on these parking bays.	Proposals for an Off Street Parking Places Order to allow parking controls to be implemented at new parking bays at School Mead, Abbots Langley, Herts.	Kimberley Rowley, Head of Regulatory Services	
	Local Cycling and Walking Infrastructure Plan		15 Oct 2024	Hertfordshire County Council has been working with Three Rivers District Council to develop a strategic plan to improve walking and cycling over the next 10 years and predominantly link up large residential areas with key destinations. Officers would like to provide an update on the progress of the Local Cycling and Walking Infrastructure Plan (LCWIP).	Local Cycling and Walking Infrastructure Plan	Tom Rankin, Principal Sustainable Travel Planner and Transport Officer	

<b>No.</b>	<b>Items to be considered</b>	<b>Link to Strategic Plan</b>	<b>Date of Next Meeting</b>	<b>Purpose of the Report</b>	<b>How the work will be done</b>	<b>Responsible Officer</b>	<b>Outcome Expected</b>
9.	EV Strategy - final document for adoption		15 Oct 2024	Report following public consultation on the draft EV Strategy	EV Strategy - final document for adoption	Kimberley Rowley, Head of Regulatory Services	
10.	ASB Policy		15 Oct 2024	Report to agree the new ASB Policy	Report	Rebecca Young	
11.	W3RT Presentation		January 2025	To present on the work of Watford and Three Rivers Trust	Presentation	Rebecca Young	
12.	SLA Report		March 2025	To agree the annual Service Level Agreements for 2025-2028	Report	Rebecca Young	