

# **GENERAL PUBLIC SERVICES AND COMMUNITY ENGAGEMENT COMMITTEE**

## **NOTICE AND AGENDA**

For a meeting to be held on Tuesday, 1 July 2025 at 7.30 pm at Penn Chamber, Three Rivers House, Rickmansworth.

Members of the General Public Services and Community Engagement Committee:-

Councillors:

Sarah Nelmes (Chair)  
Christopher Alley  
Ian Campbell  
Lisa Hudson  
Stephen King

Steve Drury (Vice-Chair)  
Kevin Raeburn  
Paul Rainbow  
Narinder Sian

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*Joanne Wagstaffe, Chief Executive*  
*Monday, 23 June 2025*

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

For those wishing to speak:

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

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

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

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

Recording and reporting the Council's meetings is subject to the law and it is the responsibility of those doing the recording and reporting to ensure compliance. This will include the Human Rights Act, the Data Protection Legislation and the laws of libel and defamation.

The meeting may be livestreamed and an audio recording of the meeting will be made.

**1. Apologies for Absence**

**2. Minutes**

(Pages 5 - 8)

To confirm as a correct record the minutes of the meeting of the General Public Services, Community Safety and Infrastructure meeting held on 18 March 2025.

**3. Notice of Urgent 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. Petition received under Council Procedure Rule 18**

The Committee is asked to receive a petition which requests the Council to include Fairfield Avenue into the parking permit area being arranged for Gosforth Lane, as detailed below. The petition has been signed by 58 residents.

"We, the undersigned, call upon Three Rivers to include Fairfield Avenue into the parking permit area being arranged for Gosforth Lane. We have the same parking problems with people using the Social Centre and garage using Fairfield Avenue as a free car park, leaving residents with nowhere to park."

**6. Presentation from Amanda Williams on the work of the Watford and Three Rivers Trust**

(Verbal Report)

**7. Variation of the Public Spaces Protection Order (PSPO) with Restrictions for Dogs**

(Pages 9 - 50)

This report requests seeks agreement to variation of the Public Spaces Protection Order (PSPO) for the restriction for dogs for the remaining period of the current PSPO i.e. until 31<sup>st</sup> March 2028.

Recommendation

That approval is granted to vary the current PSPO relating to dog control for the remainder of the current PSPO.

**8. Community Safety Annual Report 2024-2025**

(Pages 51 - 60)

This report presents the Annual Community Safety Report 2024-25.

Recommendation

That members of the committee consider and comment on the Community Safety Annual Report.

**9. Housing Allocations Policy Review 2025**

(Pages 61 - 112)

This report sets out recommended changes to the Housing Allocations Policy and seeks approval for a public consultation on the proposed changes.

Recommendation

That the Committee agrees that the recommended changes to the Council's Housing Allocations Policy are progressed to a four week (minimum) public consultation.

**10. App Based Parking Payment Solution**

(Pages 113 - 130)

This report recommends the Council's approach to adopting a phone app-based parking payment solution. This system would be usable at existing 'pay by plate' locations including council car parks and certain on-street locations.

Recommendation

That:

- i) Members note the report and approve officers to progress the implementation of an app-based parking payment solution including entering an agreement/contract with a provider;
- ii) Members approve the mitigations outlined in 2.5;
- iii) Members agree to not pursue the National Parking Platform but plan for future compatibility as outlined in 5.2;
- iv) Members agree for officers to progress with procuring an app under the recommendation outlined in 5.4;
- v) Members delegate the final details to progress an app-based parking solution to the Director or Finance in conjunction with the relevant Lead Member, to implement the new system in the current financial year;
- vi) That public access to the report be immediate; and
- vii) That public access to the decision be immediate.

**11. Local Cycling and Walking Infrastructure Plan**

(Pages 131 - 262)

Following consideration of a draft LCWIP at GPSCS&I Committee in October 2024, Officers have made further amendments and redrafted the LCWIP for adoption (Appendix A). This updated document reflects the previously agreed amendments detailed at GPSCS&I which were based on the analysis of the response to the public consultation held from 22 May to 17 July 2023.

The LCWIP is a 10-year plan which enables Three Rivers district to benefit from central government funding to improve walking and cycling routes.

## Recommendation

That Members agree that the Local Cycling and Walking Infrastructure Plan (LCWIP) attached at Appendix A is adopted.

### **12. Other Business - if approved under item 3 above**

### **13. Work Programme**

(Pages 263 - 264)

To comment on the Committee's work programme.

### **Exclusion of Public and Press**

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

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

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

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





Three Rivers House  
Northway  
Rickmansworth  
Herts WD3 1RL

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

**Of a meeting held in the Penn Chamber, Three Rivers House, Rickmansworth, on  
Tuesday, 18 March 2025 from 7.30 - 8.14 pm**

**Present:** Councillors Sarah Nelmes, Andrew Scarth (in the Chair), Oliver Cooper,  
Lisa Hudson, Joan King, Kevin Raeburn, Narinder Sian and Mike Sims

### **Also in Attendance:**

Councillors Stephen King, Chris Lloyd and Chris Whately-Smith

### **Officers in Attendance:**

Michelle Howell, Interim Head of Finance  
Emma Lund, Senior Committee Officer  
Kimberley Rowley, Head of Regulatory Services

### **33 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Louise Price and Christopher Alley.

Councillor Mike Sims substituted for Councillor Christopher Alley.

### **34 MINUTES**

The minutes of the General Public Services, Community Safety & Infrastructure Committee meeting held on 14 January 2025 were confirmed as a correct record, subject to checking of the Committee's decision relating to resolution (ii) of the Parking Management Programme at Minute 27.

Subsequent to the meeting it was confirmed that the Committee had resolved that officers should bring an interim report to the Committee in 2026. Resolution (ii) of Minute 27 is therefore amended as shown below:

- (ii) Officers continue to develop the Parking Management Programme as outlined in this report for 24 months, bringing an interim report in 2026 and a further programme setting report in 2027.

### **35 DECLARATIONS OF INTEREST**

There were no declarations of interest.

### **36 NOTICE OF URGENT BUSINESS**

No urgent business had been notified.

### **37 PETITIONS RECEIVED UNDER COUNCIL PROCEDURE RULE 18**

### **37a GADE BANK HMO DEVELOPMENT**

Angela Horan, the Lead Petitioner, presented a petition which objected to the proposed development of 10 Gade Bank into a 6-bedroom House in Multiple Occupation (HMO).

Councillor Sarah Nelmes responded to the petitioner on behalf of Councillor Louise Price who was not present at the meeting, as follows:

*'From a planning perspective it is unlikely that planning permission would be required from the Council for a change of use from a dwelling house to a House in Multiple Occupation. If the house is to be occupied by fewer than 6 residents then planning permission is automatically granted by Government legislation known as the General Permitted Development Order (as amended), otherwise known as 'permitted development.' In such cases, the Council has no decision-making powers and therefore no ability to assess such a proposed development.*

*In terms of an Article 4 Direction to withdraw these permitted development rights, regard has to be had to national planning policy on this matter as well. The wording of the National Planning Policy Framework limits the ability of local planning authorities to implement Article 4 Directions unless they have significant justification and robust evidence for doing so. Such evidence would include, for example, if there were a significant increase in HMO conversions in the district which was having a significant and detrimental impact on local housing supply. This is not considered to be the case in Three Rivers given that there are actually currently only 14 registered HMOs within the district and currently no new HMO licence applications have come in. Furthermore, it is not considered appropriate to apply an Article 4 Direction to one solitary street within a district on the premise that a single dwelling may be converted to an HMO. Article 4 Directions take significant time and resources to implement, including needing the approval of the Secretary of State and a lengthy consultation prior to implementation. So it is very unlikely that an Article 4 Direction could take place if a dwelling in Gade Bank is converted to a HMO.*

*However, notwithstanding the planning position outlined, all HMOs - irrespective of size - must comply with the Management of Houses in Multiple Occupation Regulations 2006. These regulations, which are enforced by the Council's Residential Environmental Team, define the legal responsibilities for landlords and managers of HMOs in England and Wales. This would include matters such as the fire risk concerns and that sort of thing. Any HMO rented to 5 or more individuals forming 2 or more households and sharing facilities must hold a mandatory licence issued by the Council. The licensing process focuses on assessing the property's suitability and the landlord's ability to manage it effectively, prioritising safety and management standards such as amenities, space requirements and fire safety. No application for an HMO licence has currently been received by Residential Environmental Health for an address in Gade Bank.'*

### **37b OLD MILL ROAD PARKING**

Simon Ash, the Lead Petitioner, presented a petition which requested a limit to the number of vehicles parked between the chicane and the double yellow lines towards the Shell garage at Old Mill Road.

The Lead Member, Councillor Sarah Nelmes, responded as follows:

*'In responding to this petition we will request Officers record the request on the District Council's parking management request list, and in fact Councillor Whately-Smith has already done that so it is on that list.*

*We have significant numbers of requests for new parking controls and every request is carefully prioritised against an agreed set of criteria to determine whether it will be included in the Parking Management work programme. The next scheduled review of the work programme, and the re-ordering of it if any is required, is January 2027. If your request is*

*investigated you will hear about it through an initial public consultation exercise, when we consult all local addresses and the public to confirm the scale and nature of the problem. This could lead to a statutory legal process to create new parking restrictions but will depend on the response to the public consultation.'*

### **37c MONEYHILL PARADE PARKING**

Michael Charnock, the Lead Petitioner, presented a petition which requested that the Council suspends parking restrictions on Moneyhill Parade.

The Lead Member, Councillor Sarah Nelmes, responded as follows:

*'The objective of any parking scheme is to improve and manage the parking on the public highway, a situation that needed investigation in this location given the previous public requests we had received and initial support for considering parking in the locality. Whilst any scheme progressed will change the current parking situation and result in a degree of displacement parking it is intended there are wider benefits of any scheme, which includes in this scheme encouraging a short term parking churn outside the shops/businesses for customers to be able to park and improvements to road safety and the passage of through traffic. As with any parking scheme Officers have to consider the requirements of a number of different users (i.e. residents, visitors, employers and their employees) in formulating a scheme.*

*The Rickmansworth West parking scheme was initiated in 2017 following agreement from the Sustainable Development, Planning and Transport Committee (the report can be found here: [Sustainable Development, Planning and Transport Committee - 6 September 2016 | Three Rivers District Council](#) ). During investigation of the scheme it has incurred a lengthy process of public consultation. Over the past 7 years the Council has consulted extensively with both residents and businesses and taken into account feedback in how the scheme has been developed. We have consulted on this scheme by letter / post with two public exhibitions and this has included letters to residential and commercial properties in the scheme area and site notices erected on affected roads.*

*A further detailed Committee report on the scheme was presented to the Infrastructure, Housing and Economic Development Committee in November 2022, to determine which roads to pursue controls in and which to exclude.*

*Parking and business permits have been introduced to ensure there is parking made available for residents and businesses. The costs of those permits reflect those around the rest of the district and specifically for Rickmansworth in terms of business permits.*

*The Council has committed to reviewing the scheme within 12 months of implementation and as such the scheme will be reviewed later in the year to evaluate the impact of the new parking restrictions and to review any suggestions for improvement.'*

### **38 BUDGET MANAGEMENT REPORT P10**

The Interim Head of Finance presented the P10 budget report. It was noted that the comprehensive budget monitoring report had been presented to the Policy & Resources Committee on 10 March and this had sought approval to a change in the Council's 2024/25 – 2027/28 medium term financial plan.

The Interim Head of Finance highlighted that there was a forecast favourable variance for the revenue budget of £0.129m compared with the forecast reported at P8. The revenue budgets within each service area which had contributed to the variance were explained in detail and were also set out in the report.

Virements were detailed in Annex B and had predominantly been linked to the receipt of grants and corresponding expenditure within Community Partnerships, expenditure linked to the planned use of earmarked reserves for neighbourhood plans, and the transfer of a repairs and maintenance budget from Garden Waste to Street Cleansing.

The latest capital investment programme for 2024/25 was £5.241m and the forecast year-end position was estimated to be £5.056m, resulting a service variation of c£185,000. The forecast variances to agreed budgets were set out in Annexes C and D.

The Interim Head of Finance reported that all income streams (set out at Annex E) were currently on target to achieve budget income levels in 2024/25.

The Committee noted that the report had included three vacancies as at 31 January 2025, and of those vacancies employment offers had now been made in relation to two posts.

A Committee Member noted a budget increase related to the increased cost of removing abandoned vehicles and recommended that officers investigate whether these costs could be recharged to the last registered owner through tracing of the registration plate.

In response to a Member's question about the £100,000 transport infrastructure item which was being rephased into next year, officers responded that this was due to the fact that no significant capital schemes (for example, the verge hardening programme) had been progressed from that budget in the current year. Additionally, the development of the Local Cycling and Walking Infrastructure Plan, which was due to come forward for adoption later in the year, meant that no cycling schemes had been progressed. There had also been capacity issues arising from staff absence.

Committee Members asked questions about the details of the report which were responded to by officers.

RESOLVED:

That:

- (i) Members note and comment on the contents of the report.

### **39 WORK PROGRAMME**

The Committee noted its future work programme.

In response to a question officers advised that the work programme was reviewed regularly, and items for the meetings which were scheduled for later in the year would be added in due course. Officers were asked to note that it would be helpful to committee members to be notified of future agenda items via the work programme at an early stage.

**CHAIR**

## VARIATION OF THE PUBLIC SPACES PROTECTION ORDER (PSPO) WITH RESTRICTIONS FOR DOGS

General Public Services and Community Engagement Committee – 1 July 2025

(ADE)

### 1. Summary

- 1.1. This report requests that Council varies the Public Spaces Protection Order for the restriction for dogs for the remaining period of the current PSPO i.e. until 31<sup>st</sup> March 2028.

### 2. Background

- 2.1. The Council first implemented a PSPO relating to the control of dogs which came into effect on 1<sup>st</sup> April 2016. The PSPO was then extended in 2019 and then again in 2022. It was further extended in April 2025, via an Urgent Decision, to ensure it did not expire but allowing time for a full report to be considered in relation to the proposed variations as set out in this report.
- 2.2. The current level of Fixed Penalty Notice (FPN) is £100.
- 2.3. The [current PSPO](#) lists the following offences:
- Failing to remove dog faeces - district wide.
  - Failing to keep a dog on a lead- applies only to the area directly surrounding the café at The Aquadrome.
  - Failing to put a dog on a lead if directed to do so by an authorised officer - district wide.
  - Permitting a dog to enter or remain on specified land from which dogs are excluded - children's play areas, courts, outdoor gyms, skate areas, fenced picnic areas - district wide.
  - Permitting a dog to enter or remain on land used for the grazing of animal on Chorleywood House Estate - between 1st June and 30th September inclusive.
  - Restrict the number of dogs one person can be in charge of to a maximum of 4 - district wide.
- 2.4. Since the implementation of the PSPO the Council has issued six FPNs for a range of breaches and has also banned a commercial dog walker using the CPN route. More detail can be found via [www.threerivers.gov.uk/news/commercial-dog-walker-banned-three-rivers-area](http://www.threerivers.gov.uk/news/commercial-dog-walker-banned-three-rivers-area).

### 3. Public Consultation

- 3.1 The public consultation on the proposed extension of the PSPO along with proposals for amendment was undertaken from 26<sup>th</sup> November 2024 to 31<sup>st</sup> December 2024. The consultation was publicised through the council website, social media and e-updates.

- 3.2 In addition to the public consultation the proposals were directly communicated to Parish Councils, the Police, the Police and Crime Commissioner, Hertfordshire County Council and The Kennel Club.
- 3.3 The proposed variations consulted on were as follows:
- Failing to have a dog on a lead on land that is in active use for the grazing of animals. This variation reflects the changes to grazing on council land since the initial introduction of the PSPO and would replace the restriction detailed as shown in point 2.3.
  - Failing to put a dog on a lead within the Aquadrome. This variation reflects consultation feedback received as part of the development of the Aquadrome Management Plan and the adoption of the Aquadrome Asbestos Management Plan and would replace the restriction detailed in 2.3
  - Failing to put a dog on the lead in the area surrounding the café at Leavesden Country Park.
  - Failing to put a dog on the lead on land adjacent to the highway – district wide.
- 3.4 The consultation responses are shown in the Appendix. Seven Three Rivers' residents responded, two of which were dog owners. Three respondents advised that they had experienced problems with dogs. Three out of the seven also felt that there was a fairly or very big problem with dogs out of control and four residents felt that there was a problem with dog mess.
- 3.5 All participants feel that dog walkers should clean up after their dogs, be placed on leads by direction and be excluded from children's play areas.
- 3.6 In relation to the questions to do with dogs on grazing land and ungated children's play areas opinions were inconclusive.
- 3.7 Five respondents felt that dogs should continue to be kept on leads around the café in the aquadrome and four believe that the same should be introduced at Leavesden Country Park.
- 3.8 Three respondents were not in favour of having dogs on leads across the whole aquadrome site.
- 3.9 The majority of the respondents believed that four should be the maximum number of dogs permitted to be walked by any one person.
- 3.10 The majority also felt the proposals were proportionate.
- 3.11 The Council also received a submission from the Kennel Club, which raised a number of points, the key issues being as follows:
- Query on dog restrictions over Croxley Common Moor - officers response is that the restrictions are only in direct relation to the areas and timing of livestock presence.
  - Support expressed for measures to address dog fouling, but advocate for awareness raising rather than solely focussing on PSPOs – officers response is that the council promotes responsible dog ownership and this with continue.

- Support expressed for reasonable on-lead orders in specific areas but opposes the blanket ban on dogs being off-lead at Rickmansworth Aquadrome – officer response is that the proposal is reasonable to balance the needs to the dog owners, other users of the site and the protection of the nature reserve, its fragile ecosystems and to manage the risk of asbestos exposure.
- Support for dogs on lead by direction where officers enforcing are knowledgeable about dog behaviour to ensure fair application – officer response is this is in place.
- Opposition to blanket exclusions from public spaces and arbitrary limits on the number of dogs one person can walk, suggesting instead accreditation schemes for commercial dog walkers as a more effective way to promote responsible behaviour – officer response is that public consultation has and continues to demonstrate public support for this restriction.
- Advocation for flexibility within the order in relation to assistance dogs – officer response is that this is already considered and included.

#### **4 Options and reasons for recommendations**

- 4.1 Option 1 (Officer Recommendation) – Approve the variations of the current PSPO relating to dog control throughout the district for the remainder of the current PSPO, until 31<sup>st</sup> March 2028. By maintaining the current powers and adding the variations related to dog control ensures there are deterrents in place and penalties for those who fail to behave responsibly. It aids in balancing the needs of dog owners and other members of the community as well as the needs of our natural spaces and ecosystems and in dealing with anti-social behaviour.
- 4.2 Option 2 – Maintain the current PSPO relating to dog control throughout the district without implementing the additional proposed variations.

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

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

#### **6 Community Safety and Public Health**

- 6.1 Having the PSPO will aid ensuring that all members of the community can safely enjoy the amenity space provided by the council and will assist Officers in dealing with the activities of irresponsible dog owners across the district.

#### **7 Communications**

- 7.1 Signage throughout the district will be updated in due course. The website will also require updating. This can all be met within existing resources.

#### **8 Legal Implications**

- 8.1 The Anti-Social Behaviour, Crime and Policing Act 2014 (the Act) provides Local Authorities with powers to make Public Spaces Protection orders (PSPOs). These orders are intended to address activities carried out in public spaces which have a detrimental effect on those in the locality.

- 8.2 Under the Act, a PSPO runs for 3 years unless extended and/or varied in accordance with the provisions of the Act. The current PSPO period ends on 31<sup>st</sup> March 2028.

## **9 Financial Implications**

- 9.1 None specific to this report.

## **10 Staffing Implications**

- 10.1 The Council employs one Animal Welfare Licensing Inspector (AWLI) who is authorised to issue FPNs under the PSPO. The enforcement of this PSPO represents just one of a number of responsibilities of this officer, therefore proactive enforcement of the PSPO is limited.
- 10.2 So, whilst the PSPO can and has been enforced, with six FPNs being issued since implementation of the PSPO, the number is minimal. This does not mean that the PSPO is not needed, it remains a deterrent and is a tool to enforce should the need arise.

## **11 Equal Opportunities Implications**

- 11.1 An equalities impact assessment has been undertaken

## **12 Climate Change and Sustainability Implications**

- 12.1 A sustainability impact assessment has been undertaken resulting in a score of: 3.2

## **13 Risk and Health & Safety Implications**

- 13.1 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. 1
- 13.2 The subject of this report is covered by the Waste and Environment Service Plan. Any risks resulting from this report will be included in the risk register and, if necessary, managed within that plan.

| <b>Nature of Risk</b>   | <b>Consequence</b>                                       | <b>Suggested Control Measures</b> | <b>Response</b><br><i>(tolerate, treat, terminate, transfer)</i>             | <b>Risk Rating</b><br><i>(combination of likelihood and impact)</i> |
|---|--|-----------------------------------|--|---|
| Dogs are allowed to foul without their faeces being picked up | A resident falls ill through contact with dog faeces     | PSPO<br>Byelaws<br>Use of CPNs    | Publicise the enforcement powers of the council and restrictions of the PSPO | 2   |
| Aggressive and uncontrolled dogs                              | Risk of attack/injury on people, wildlife and other dogs | PSPO<br>Byelaws<br>Use of CPNs    | Publicise the enforcement powers of the council and                          | 6   |



|  |  |  |                          |  |
|--|--|--|--------------------------|--|
|  |  |  | restrictions of the PSPO |  |
|--|--|--|--------------------------|--|

- 13.3 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.

|   |                                   |             |                 |                 |
|---|-----------------------------------|-------------|-----------------|-----------------|
| 15 Very Likely<br>-----<br>14 Likelihood<br>-----<br>▼ Remote | Low<br>4                          | High<br>8   | Very High<br>12 | Very High<br>16 |
|   | Low<br>3                          | Medium<br>6 | High<br>9       | Very High<br>12 |
|   | Low<br>2                          | Low<br>4    | Medium<br>6     | High<br>8       |
|   | Low<br>1                          | Low<br>2    | Low<br>3        | Low<br>4        |
|   | Impact<br>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%))

- 15.1 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.
- 15.2 The effectiveness of the management of operational risks is reviewed by the Audit Committee annually. 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.

## 16 Recommendation

- 16.1 It is recommended that:

- 16.2 Approval be granted to vary the current PSPO relating to dog control for the remainder of the current PSPO.

## **17 Appendices**

- 17.1 Appendix 1: Response Data from public consultation
- 17.2 Appendix 2: EIQA
- 17.3 Appendix 3: Sustainability Impact Assessment

### **Background Papers:**

Report prepared by: Jennie Probert, Environmental Strategy Manager

### **Data Quality**

Data sources: Public Consultation on Dogs PSPO

Data checked by:

Carl Harris- Consultation Officer

Data rating: Tick

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

### **Background Papers**

Anti-Social Behaviour, Crime and Policing Act 2014

# Project Report

01 October 2024 - 31 December 2024

## Have Your Say Three Rivers

### Variations and extension of Public Spaces Protection Order



#### Visitors Summary

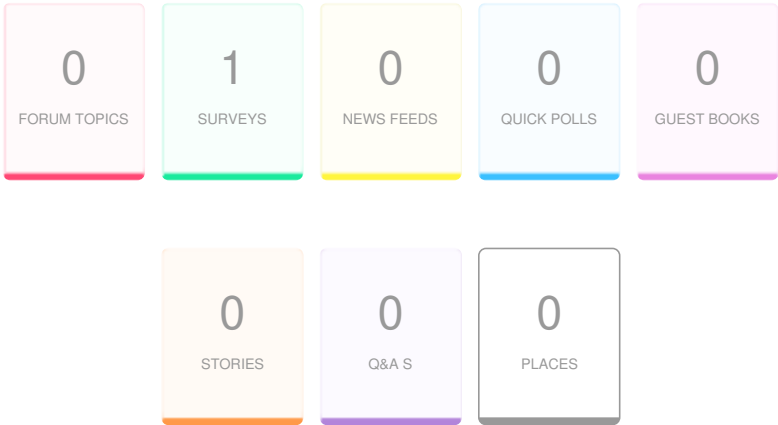


#### Highlights

|                   |    |                      |    |
|-------------------|----|----------------------|----|
| TOTAL VISITS      | 72 | MAX VISITORS PER DAY | 20 |
| NEW REGISTRATIONS | 2  |                      |    |
| ENGAGED VISITORS  | 7  | INFORMED VISITORS    | 39 |
|                   |    | AWARE VISITORS       | 56 |

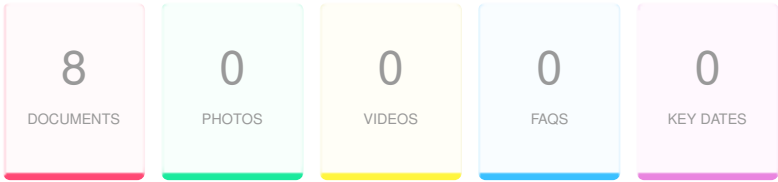
|                                 |              |                             |                               |
|---------------------------------|--------------|-----------------------------|-------------------------------|
| Aware Participants              | 56           | Engaged Participants        | 7                             |
| Aware Actions Performed         | Participants | Engaged Actions Performed   | RegisteredUnverifiedAnonymous |
| Visited a Project or Tool Page  | 56           |                             |                               |
| Informed Participants           | 39           | Contributed on Forums       | 000                           |
| Informed Actions Performed      | Participants | Participated in Surveys     | 700                           |
| Viewed a video                  | 0            | Contributed to Newsfeeds    | 000                           |
| Viewed a photo                  | 0            | Participated in Quick Polls | 000                           |
| Downloaded a document           | 20           | Posted on Guestbooks        | 000                           |
| Visited the Key Dates page      | 0            | Contributed to Stories      | 000                           |
| Visited an FAQ list Page        | 0            | Asked Questions             | 000                           |
| Visited Instagram Page          | 0            | Placed Pins on Places       | 000                           |
| Visited Multiple Project Pages  | 29           | Contributed to Ideas        | 000                           |
| Contributed to a tool (engaged) | 7            |                             |                               |

ENGAGEMENT TOOLS SUMMARY



| Tool Type   | Engagement Tool Name                         | Tool Status | Visitors | Contributors |            |           |
|-------------|--|-------------|----------|--------------|------------|-----------|
|             |  |             |          | Registered   | Unverified | Anonymous |
| Survey Tool | Public Space Protection Order (PSPO) options | Published   | 29       | 7            | 0          | 0         |

INFORMATION WIDGET SUMMARY



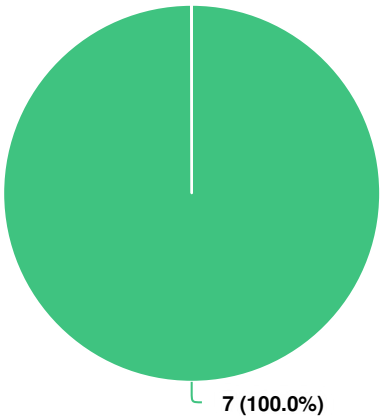
| Widget Type | Engagement Tool Name                  | Visitors | Views/Downloads |
|-------------|---------------------------------------|----------|-----------------|
| Document    | Chorleywood House Grounds PSPO.pdf    | 10       | 10              |
| Document    | The Aquadrome Cafe PSPO.pdf           | 7        | 7               |
| Document    | Dog Control - DRAFT CONSULTATION      | 6        | 8               |
| Document    | The Aquadrome PSPO (003).pdf          | 6        | 6               |
| Document    | Croxley Common Moor PSPO (003).pdf    | 5        | 6               |
| Document    | The Horsefield PSPO.pdf               | 4        | 4               |
| Document    | The Withey Beds PSPO (003).pdf        | 3        | 3               |
| Document    | Leavesden Country Park PSPO (003).pdf | 2        | 2               |
| Key Dates   | Key Date                              | 0        | 0               |

ENGAGEMENT TOOL: SURVEY TOOL

Public Space Protection Order (PSPO) options

|          |    |              |   |               |   |
|----------|----|--------------|---|---------------|---|
| Visitors | 29 | Contributors | 7 | CONTRIBUTIONS | 7 |
|----------|----|--------------|---|---------------|---|

In what capacity are you responding to this questionnaire?



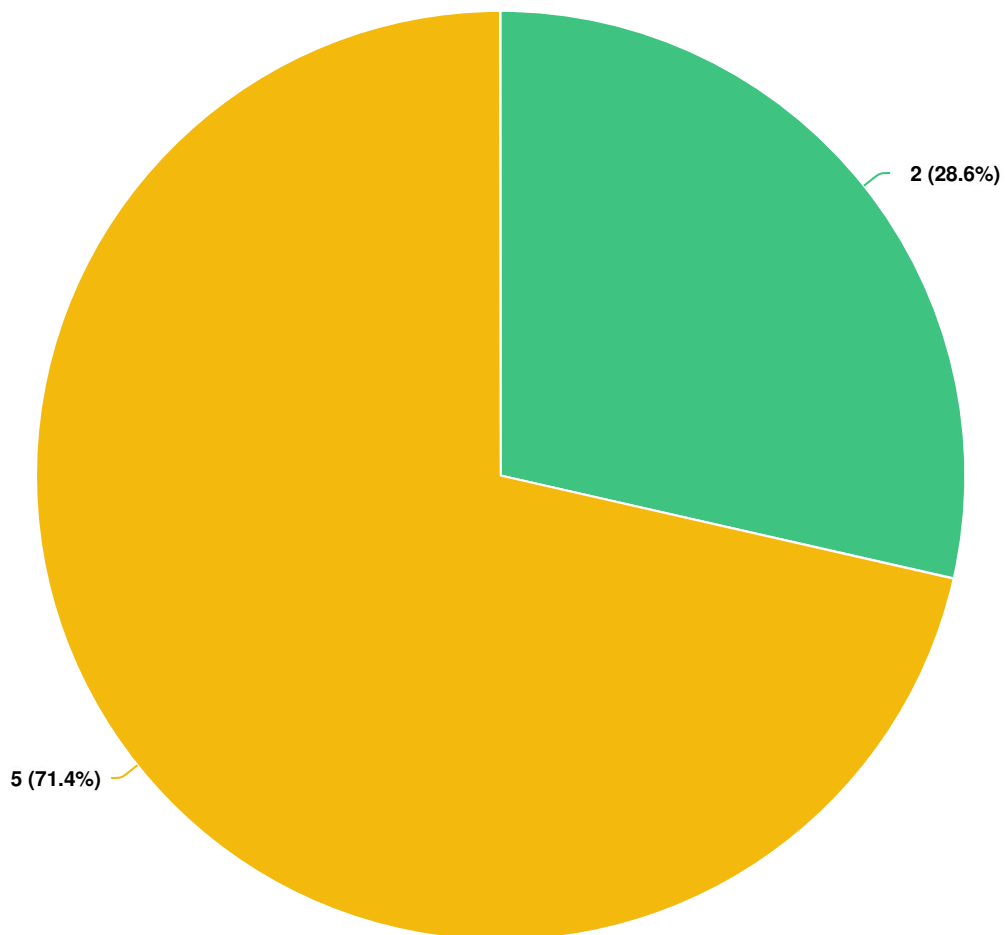
Question options

- I live in Three Rivers

Optional question (7 response(s), 0 skipped)

Question type: Radio Button Question

### Are you a dog owner?



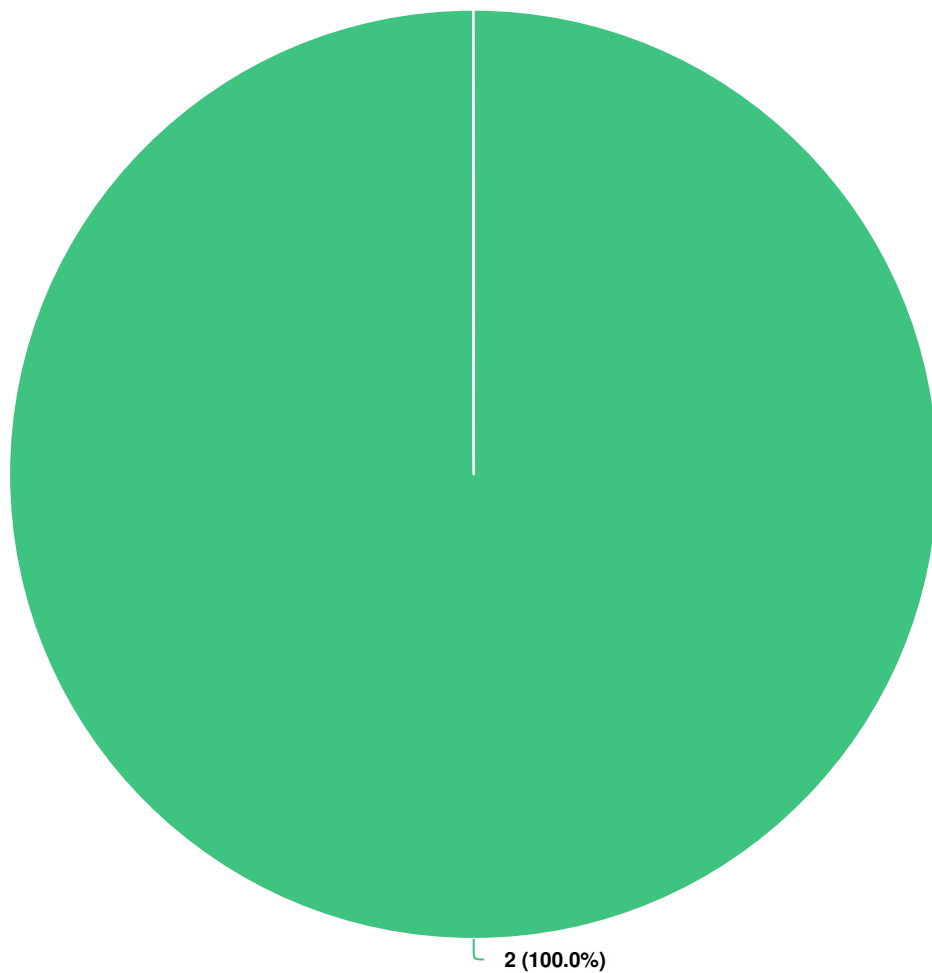
#### Question options

☒ Yes ☐ No

Optional question (7 response(s), 0 skipped)

Question type: Radio Button Question

**Are you an assistance dog \* owner ?**



**Question options**

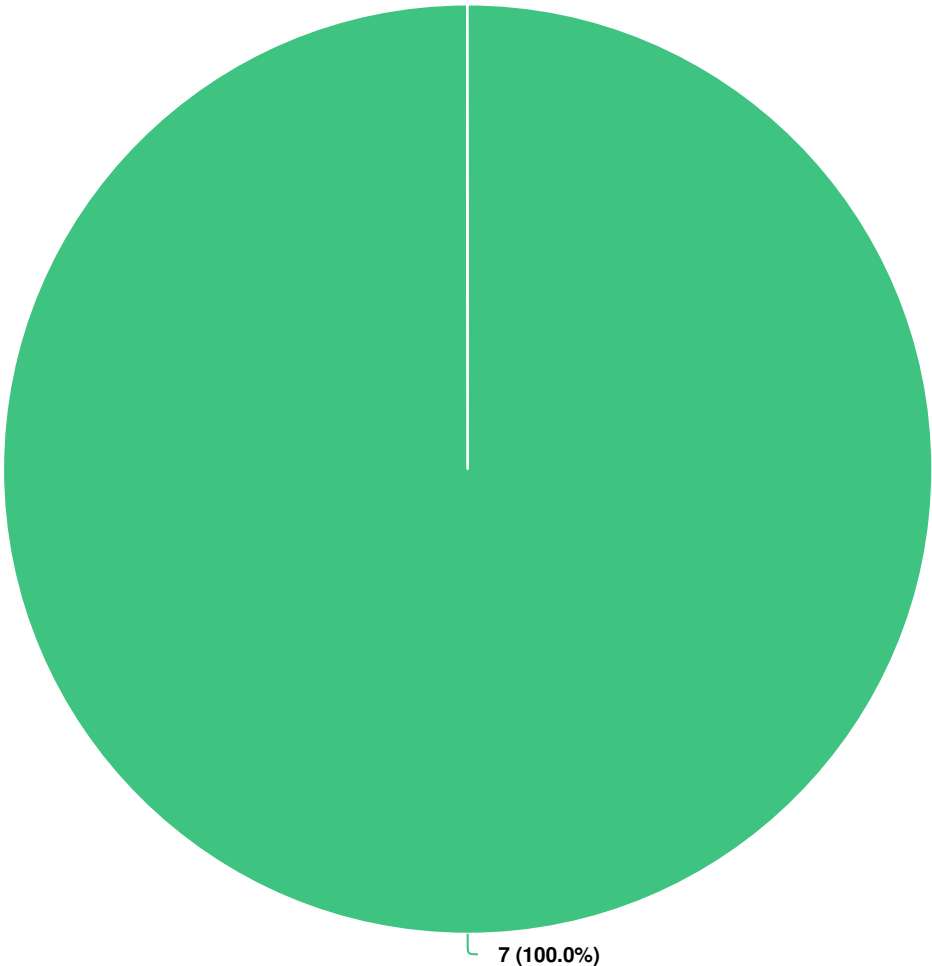
☒ No

*Optional question (2 response(s), 5 skipped)*

*Question type: Radio Button Question*



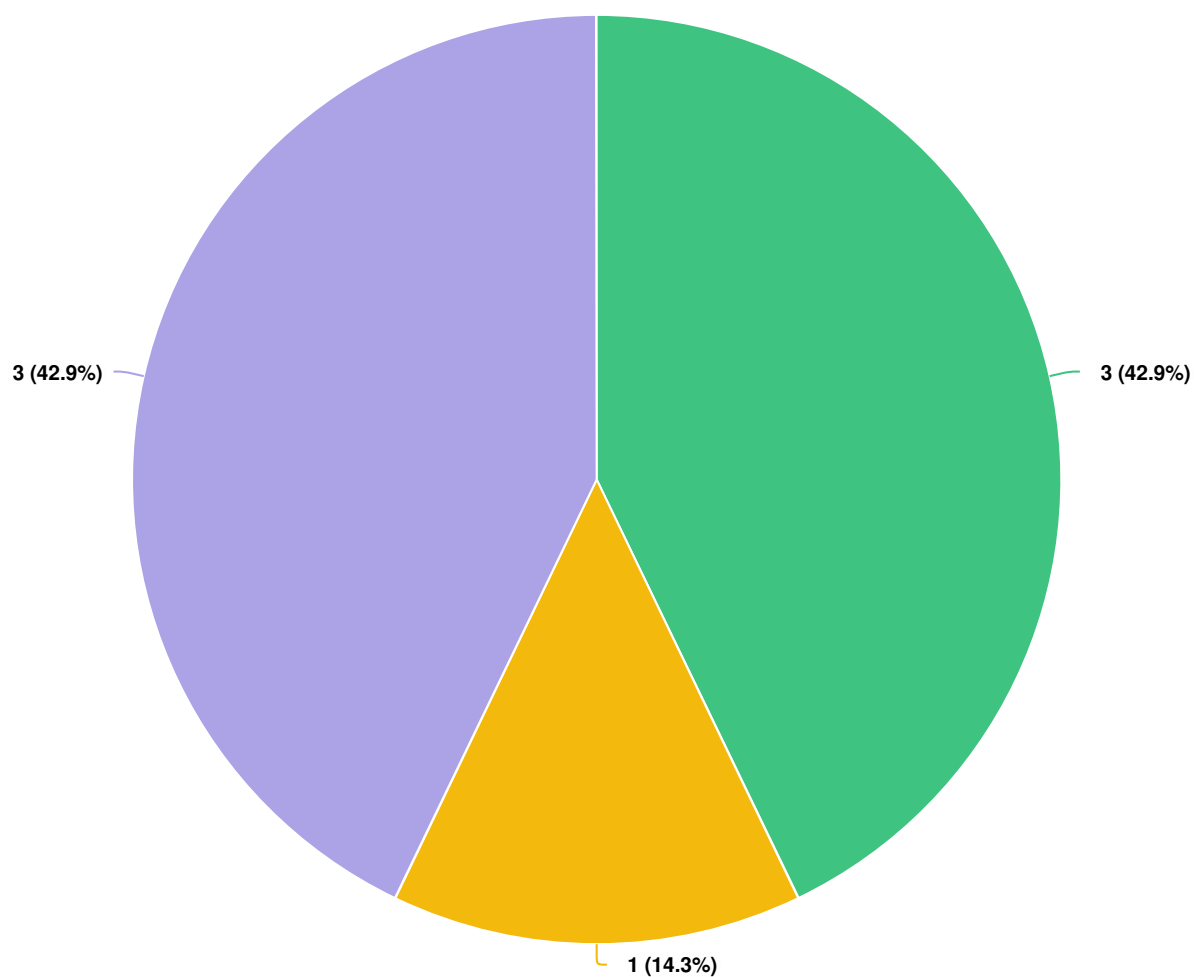
Are you a professional dog walker?



**Question options**  
☒ No

Optional question (7 response(s), 0 skipped)  
Question type: Radio Button Question

**Have you or a member of your family or someone you know had any problems regarding dog behaviour in Three Rivers in the past year?**



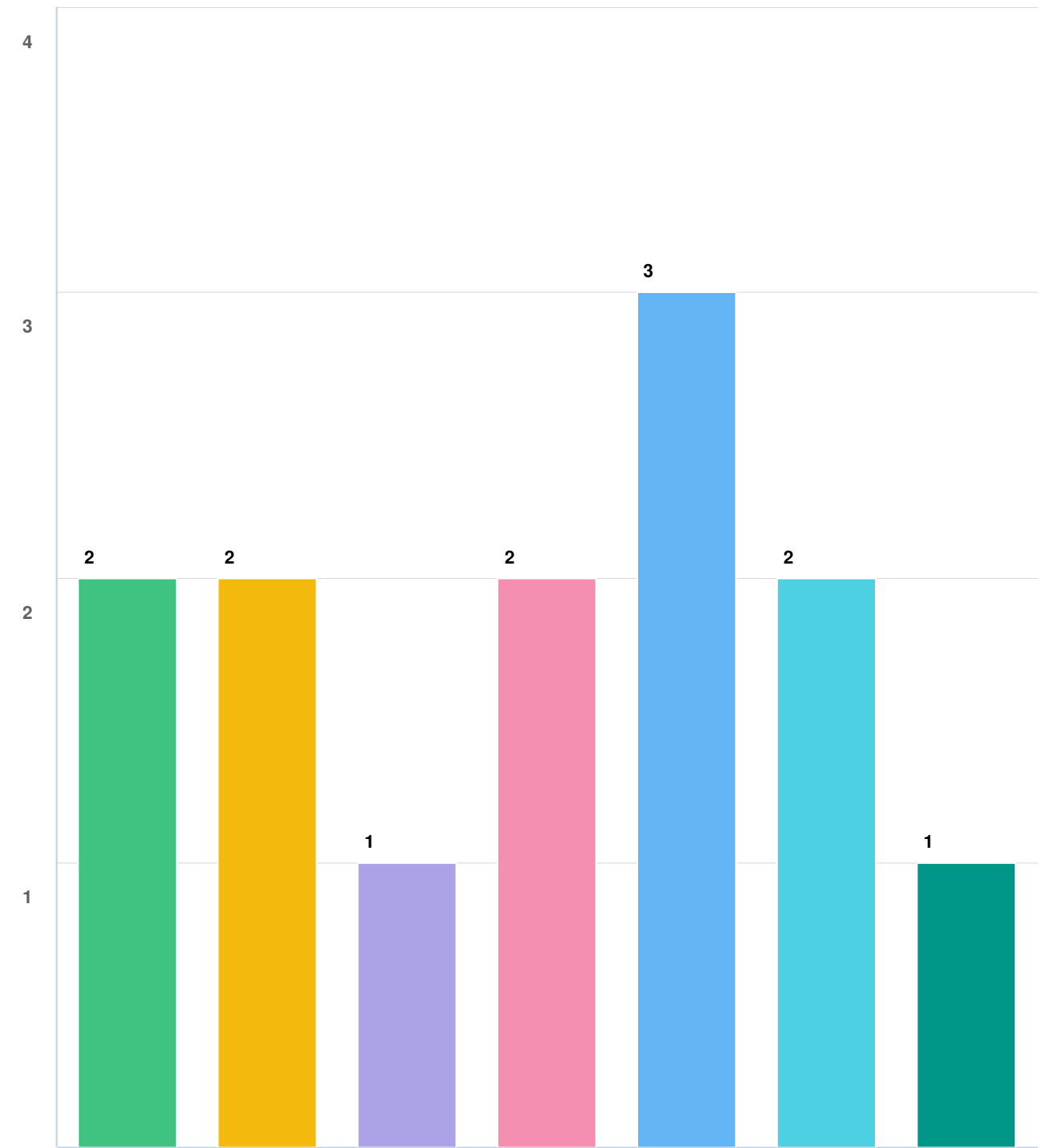
**Question options**

☒ Yes (me) ☐ Yes (someone I know) ☐ No

*Optional question (7 response(s), 0 skipped)*

*Question type: Radio Button Question*

As you answered yes to Have you or a member of your family or someone you know had any problems regarding dog behaviour in Three Rivers in the past year was this related to any of the following (please select all that apply)



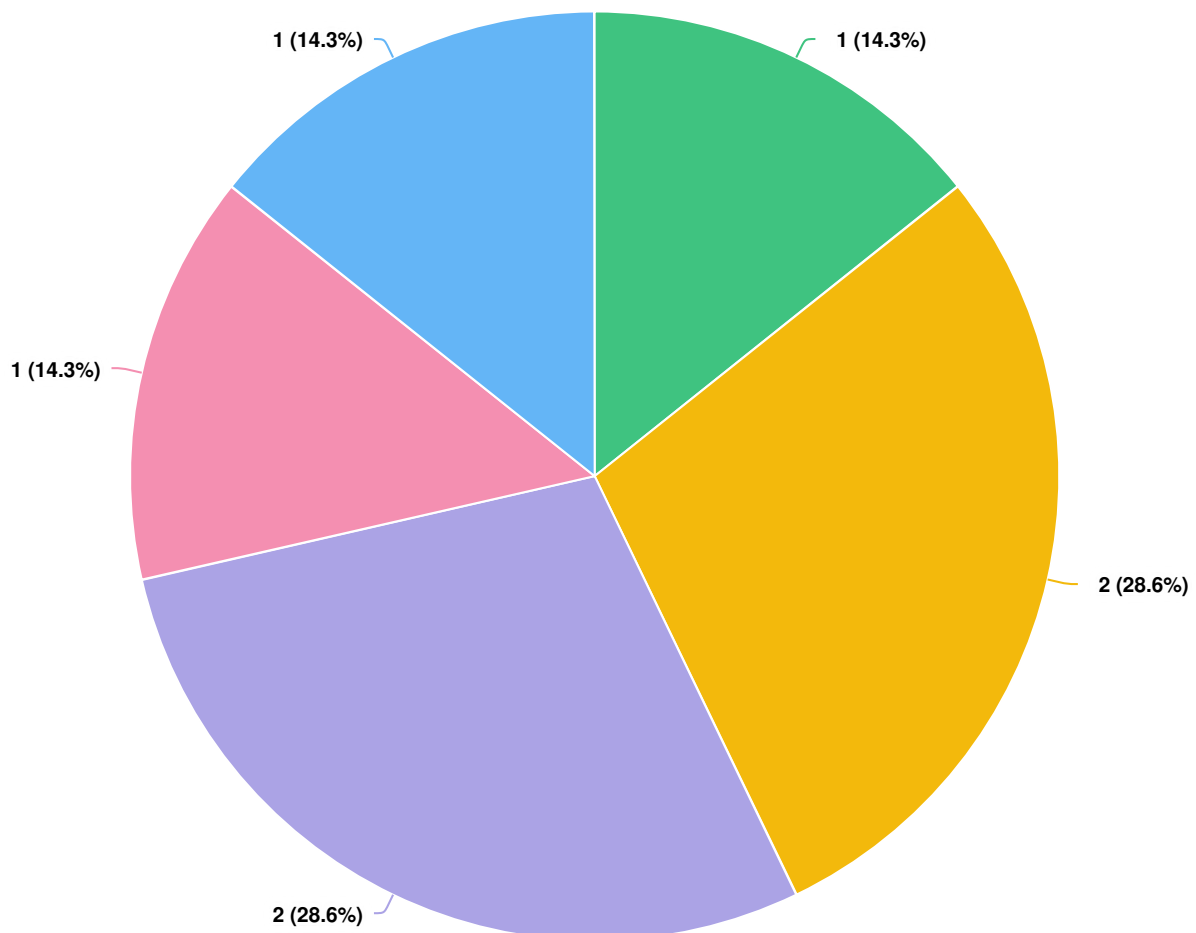
Question options

- Dog fouling
- Dog running out of control
- Dog attack on dog or another pet or animal
- Dog attack on person
- Dog loose in children's play areas or other dog free area
- Felt threatened by dogs behaviour
- Stray dog

Optional question (4 response(s), 3 skipped)

Question type: Checkbox Question

### Do you think that there is a problem with dogs being out of control in Three Rivers?



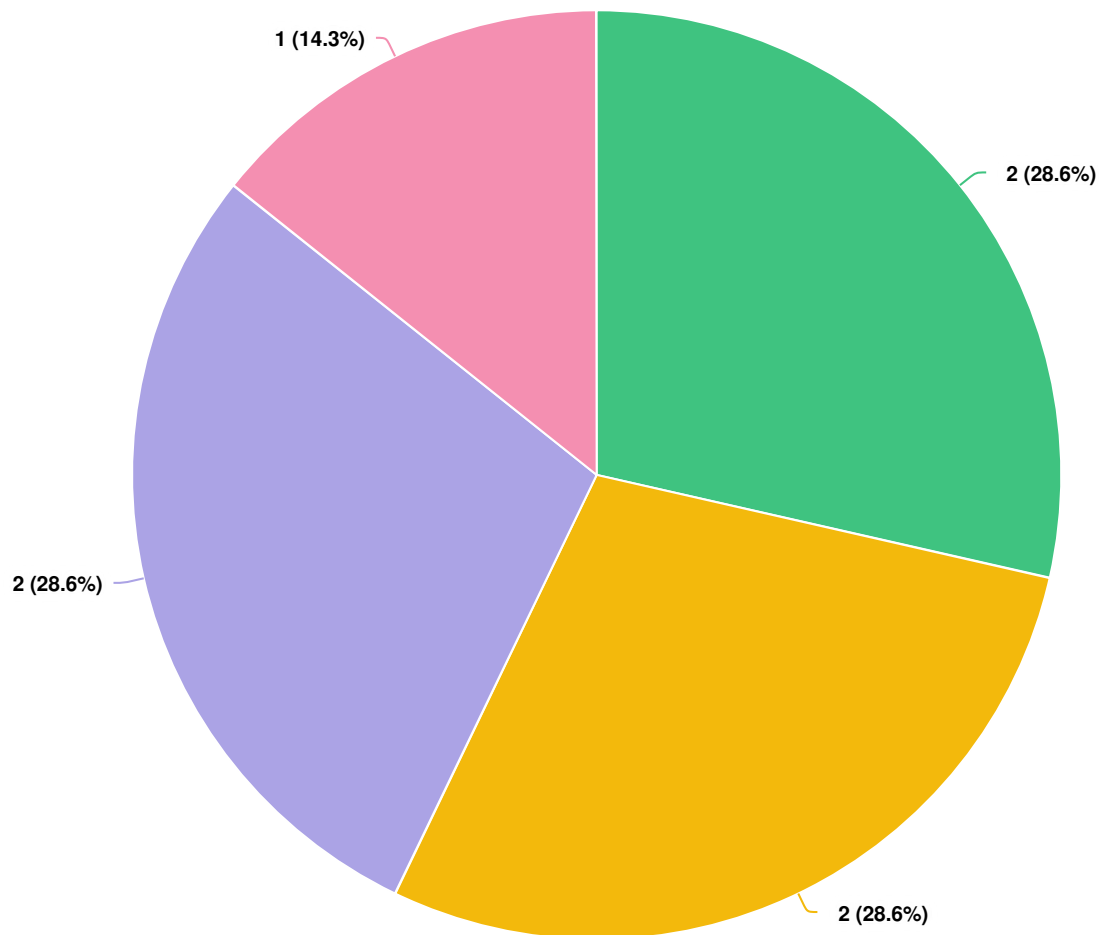
#### Question options

☐ A very big problem    ☐ A fairly big problem    ☐ A fairly small problem    ☐ Not a problem    ☐ Don't know

Optional question (7 response(s), 0 skipped)

Question type: Radio Button Question

### Do you think that dog mess is a problem in Three Rivers?



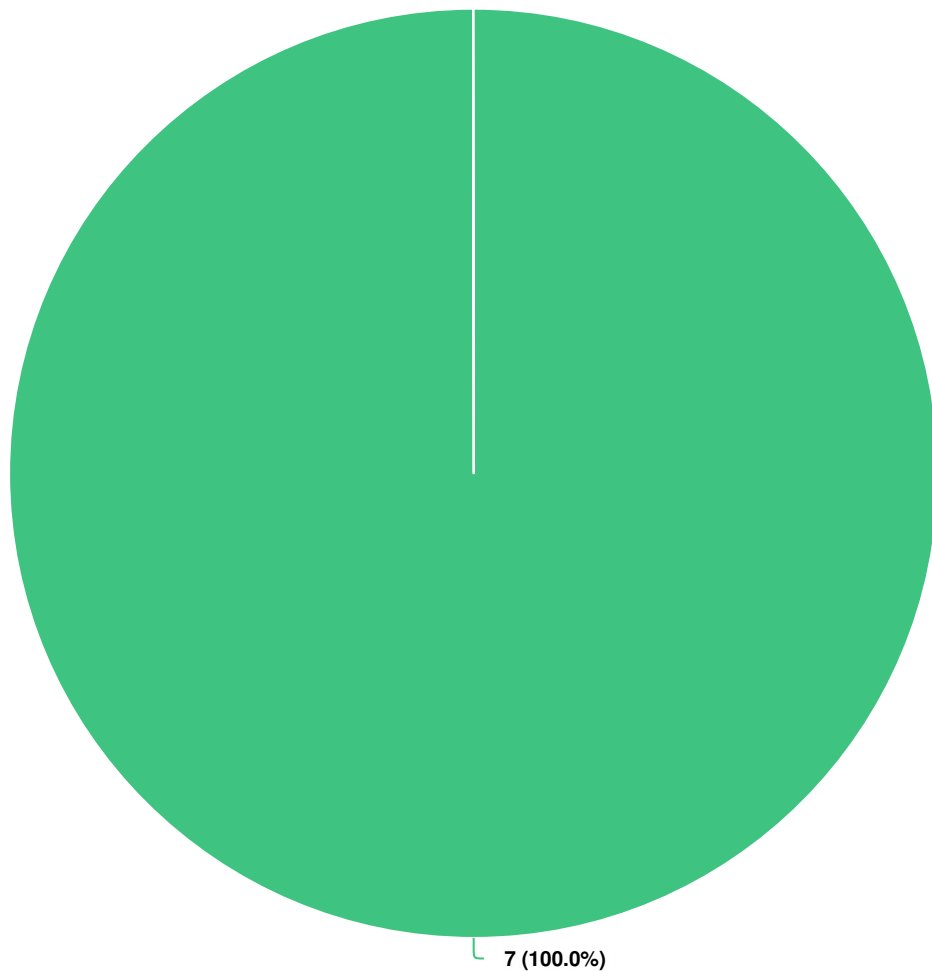
#### Question options

☐ A very big problem    ☐ A fairly big problem    ☐ A fairly small problem    ☐ Not a problem

Optional question (7 response(s), 0 skipped)

Question type: Radio Button Question

**Do you agree the following should be continued in Three Rivers A 'dog fouling of land' prohibition. Dog walkers must clean up after their dog.**



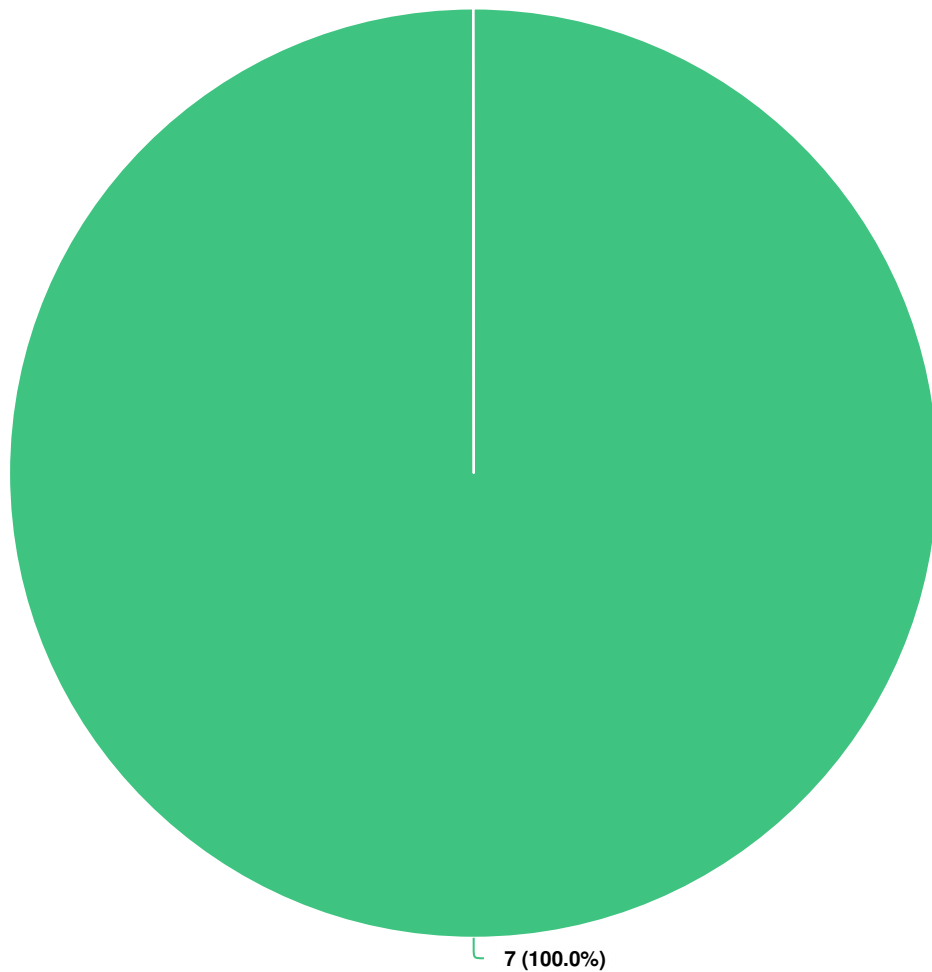
**Question options**

● Agree

*Optional question (7 response(s), 0 skipped)*

*Question type: Radio Button Question*

**Do you agree the following should be continued in Three Rivers: A 'dogs on leads by direction' requirement (as detailed above)**



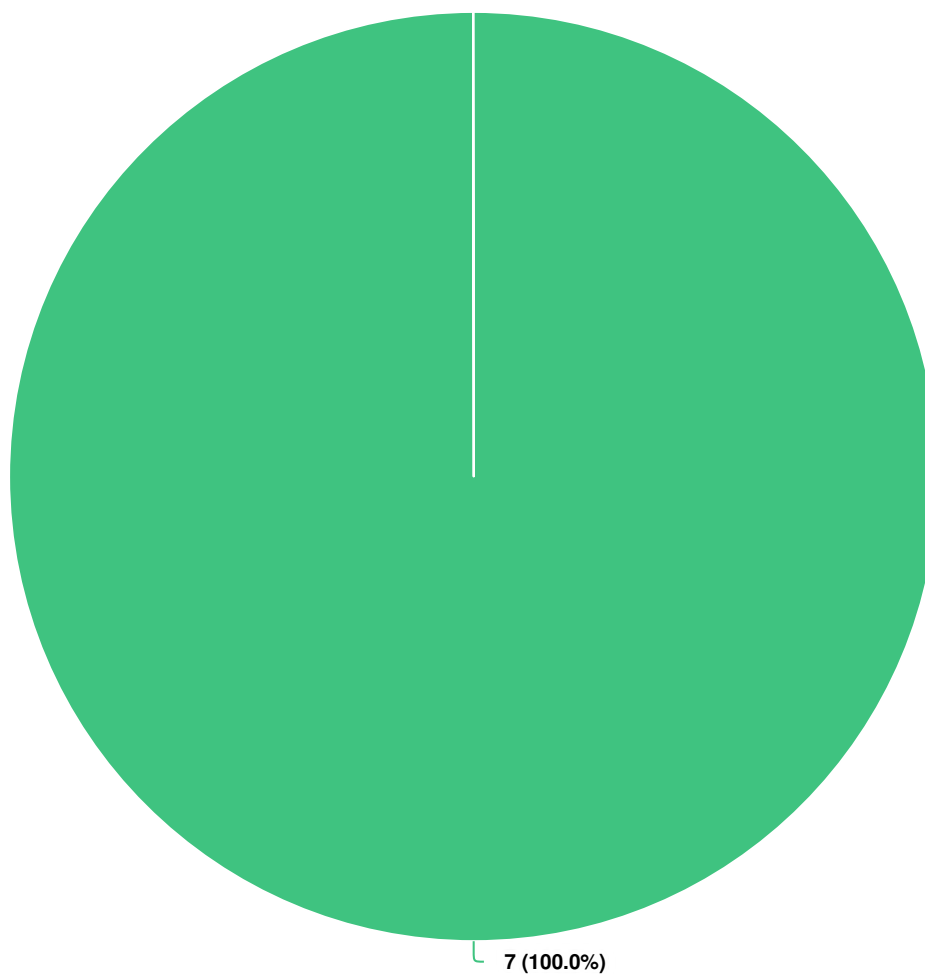
**Question options**

☒ Agree

*Optional question (7 response(s), 0 skipped)*

*Question type: Radio Button Question*

**Should the following be retained in Three Rivers: Dog exclusion: excluded from all gated children's play areas and sporting areas (such as multi use games areas (MUGA), tennis courts, bowling greens etc) in Three Rivers**



**Question options**

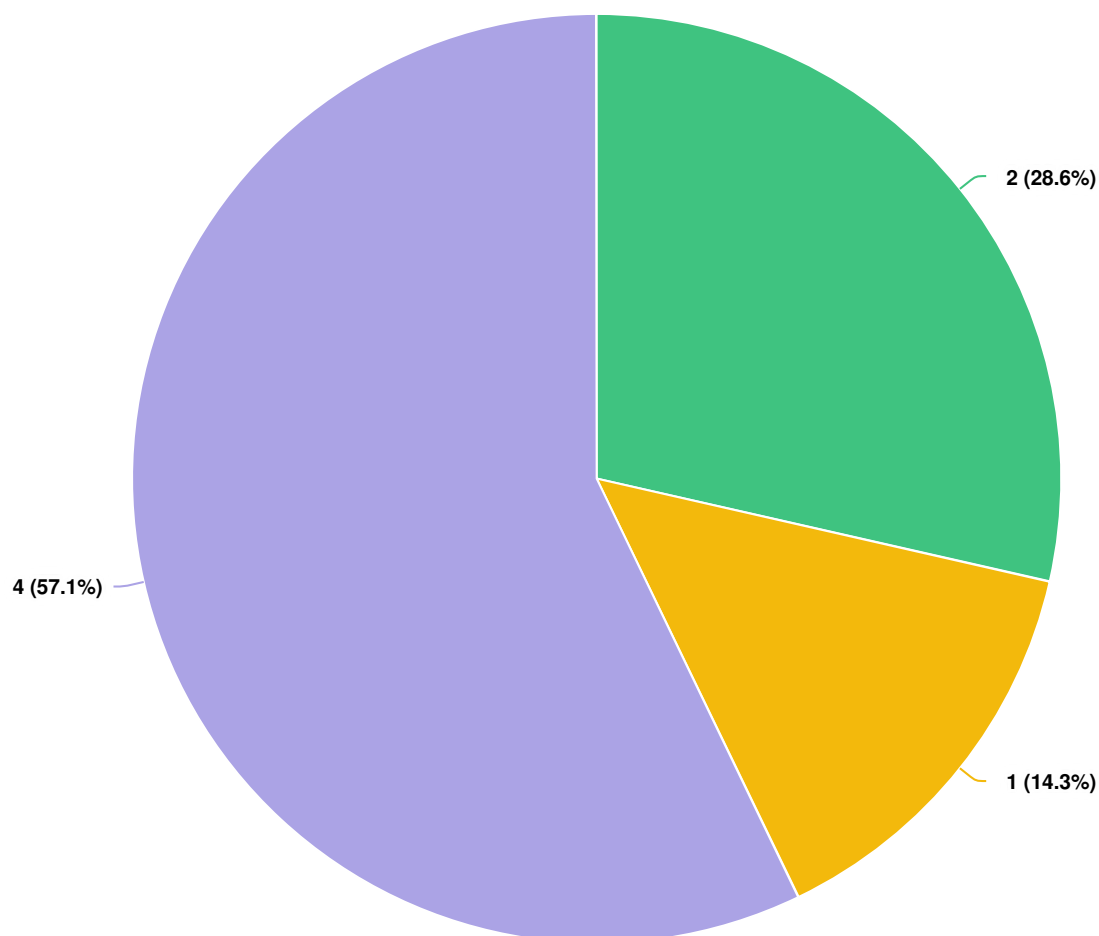
● Agree

*Optional question (7 response(s), 0 skipped)*

*Question type: Radio Button Question*



**Should the following be introduced in Three Rivers: Dog exclusion: excluded from all areas of council land where and when active grazing is taking place - this would apply to the locations shown on the maps below**  
The Withey Beds  
Croxley common  
Moor



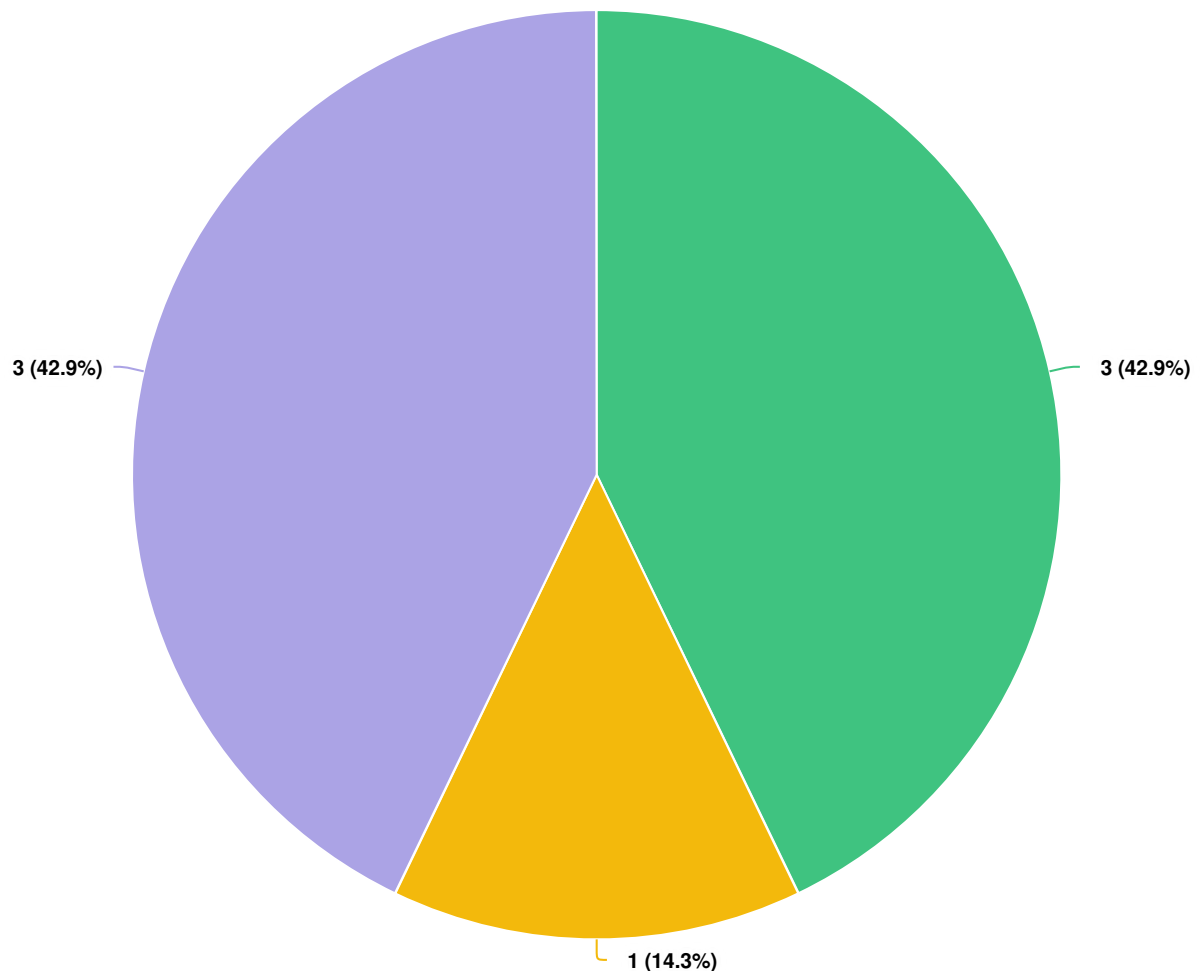
**Question options**

☒ Yes ☐ No ☐ Don't know

Optional question (7 response(s), 0 skipped)

Question type: Radio Button Question

**Should the following be introduced in Three Rivers: Dog exclusion: excluded from all ungated children's play areas and sporting areas in use (such as football and cricket pitches, outdoor gym areas) in Three Rivers**



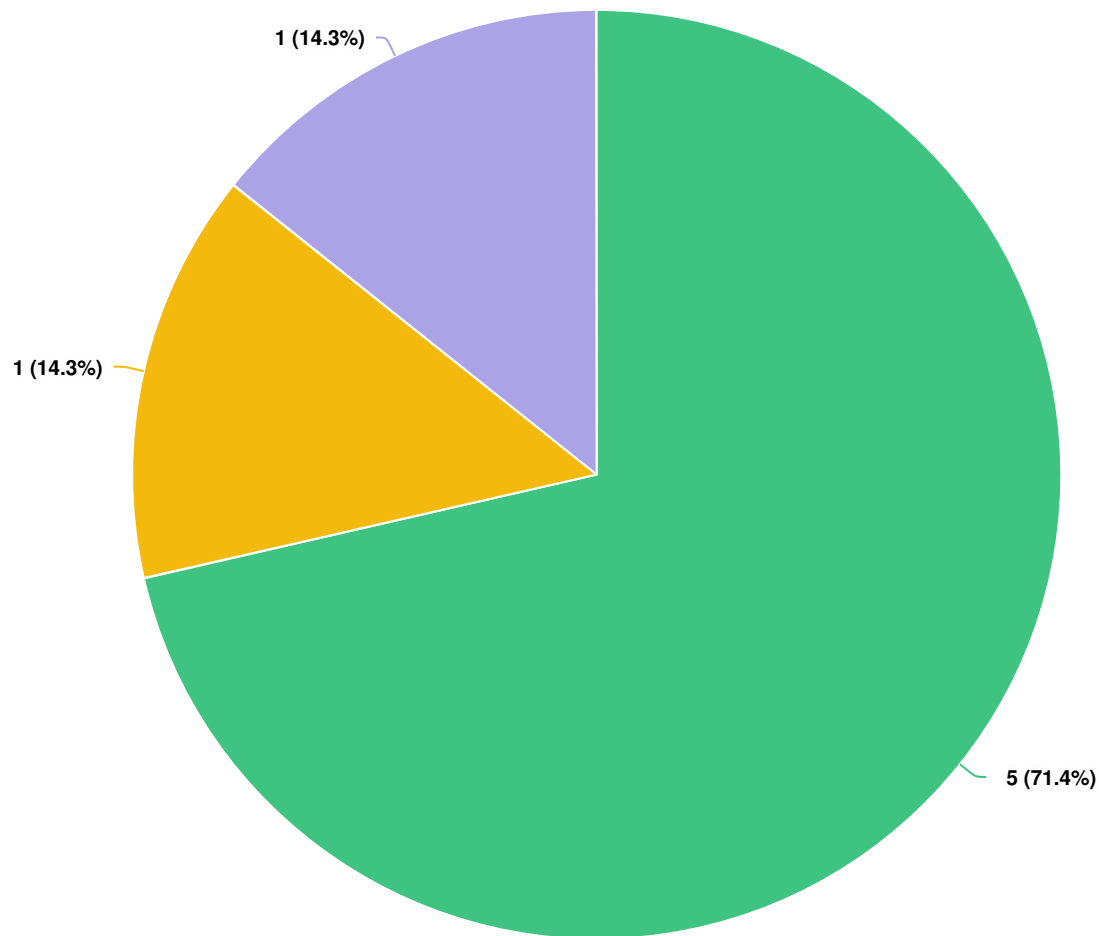
**Question options**

☒ Yes ☐ No ☐ Don't know

*Optional question (7 response(s), 0 skipped)*

*Question type: Radio Button Question*

**Should the following be retained in Three Rivers: Dogs must be kept on a lead in the area surrounding the Café in the Park in The Aquadrome, Rickmansworth, Hertfordshire. The area is shown edged in yellow on the map.**



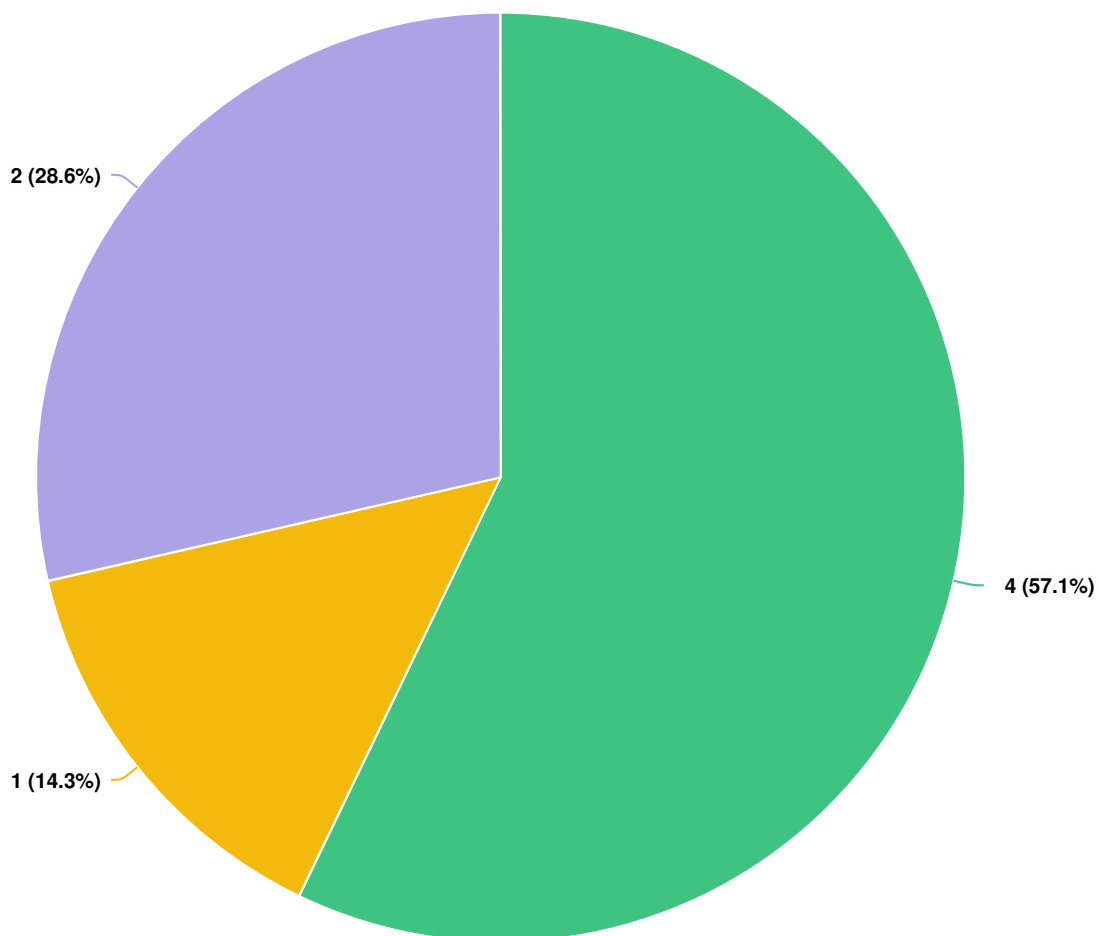
**Question options**

☒ Yes ☐ No ☐ Don't know

*Optional question (7 response(s), 0 skipped)*

*Question type: Radio Button Question*

**Should the following be retained in Three Rivers: Dogs must be kept on a lead in the area surrounding the Café in the Park in The Leavesden County Park , Hertfordshire. The area is shown edged in red on the map.**



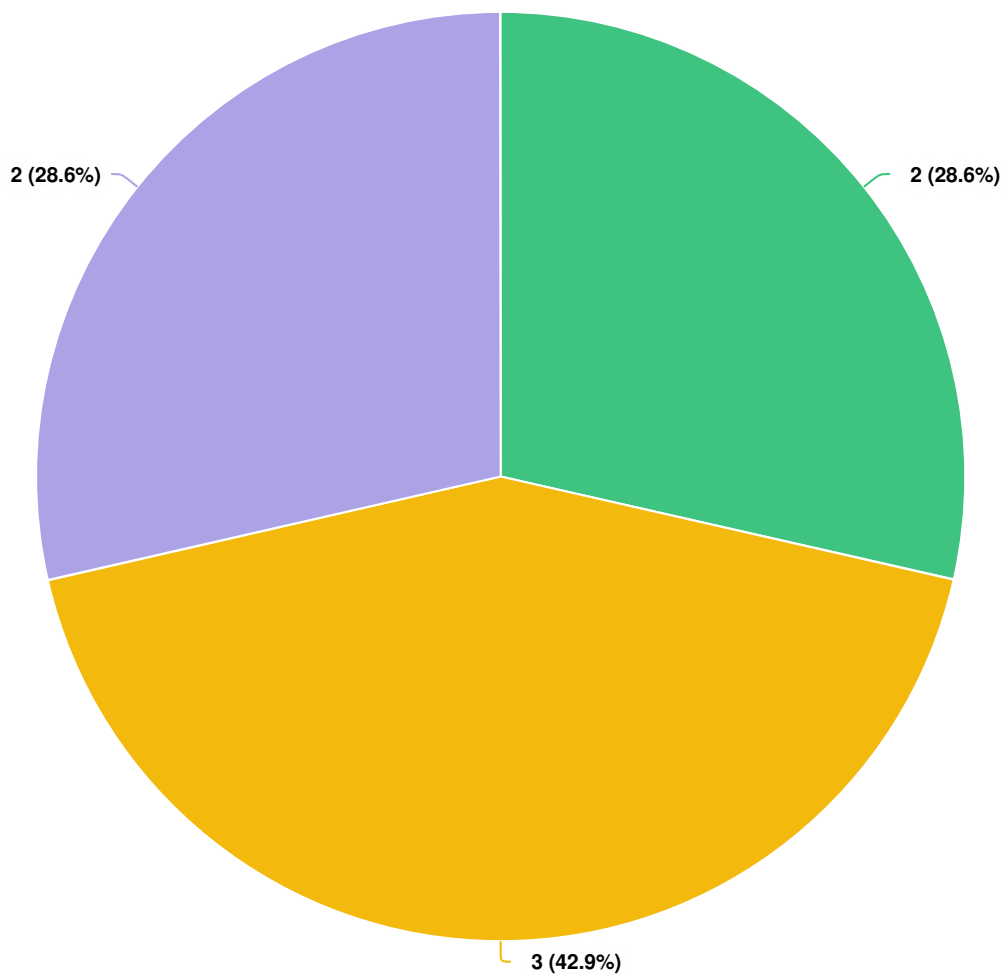
**Question options**

☒ Yes ☐ No ☐ Don't know

*Optional question (7 response(s), 0 skipped)*

*Question type: Radio Button Question*

**Should this be introduced in Three Rivers: Dogs must be kept on a lead within the entire site The Aquadrome, Rickmansworth, Hertfordshire. Please view map of area.**



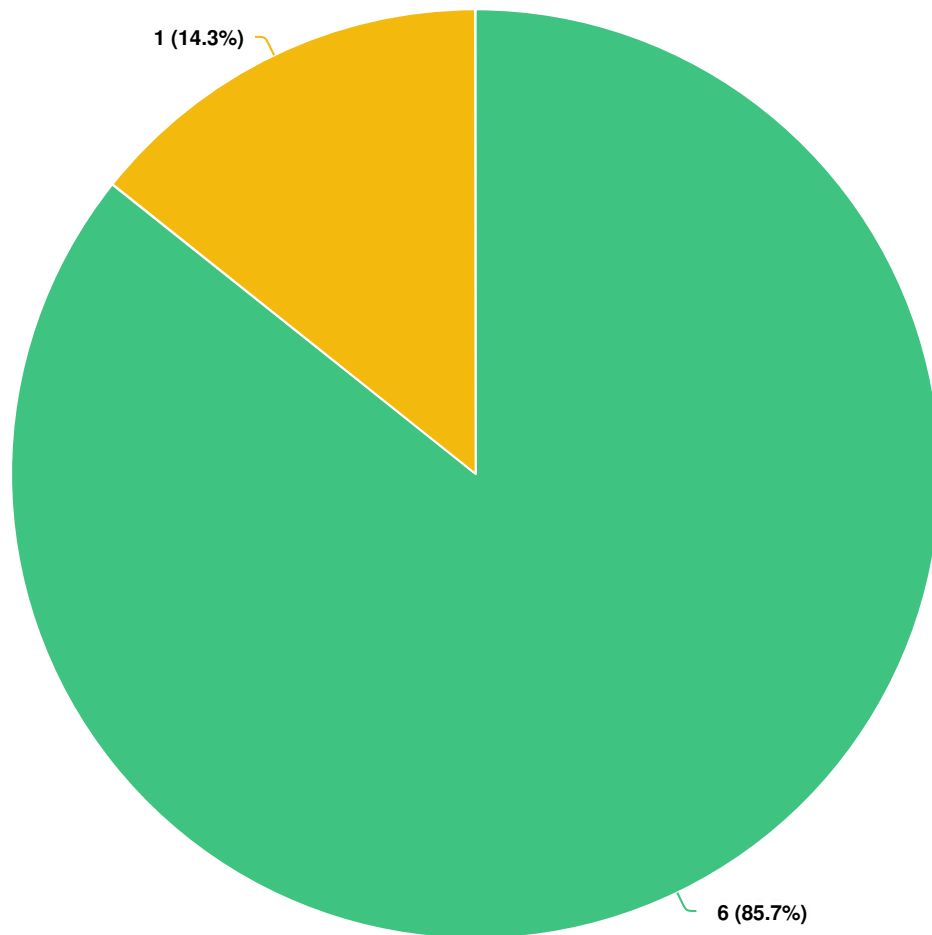
**Question options**

☒ Yes ☐ No ☐ Don't know

*Optional question (7 response(s), 0 skipped)*

*Question type: Radio Button Question*

**A 'maximum number of dogs' requirement limiting the number of dogs one person can walk at a time to FOUR.**



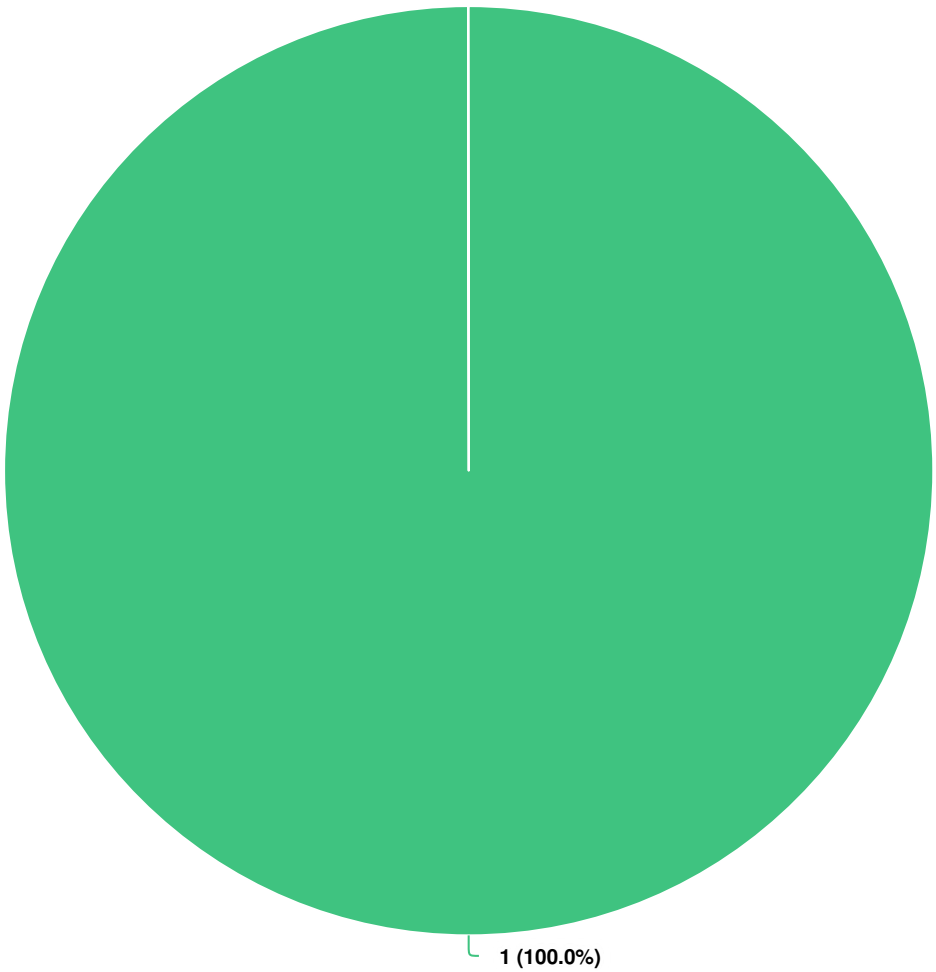
**Question options**

☒ Yes ☐ No

*Optional question (7 response(s), 0 skipped)*

*Question type: Radio Button Question*

As you do not agree, how many dogs do you think one person could be able to walk at one time?



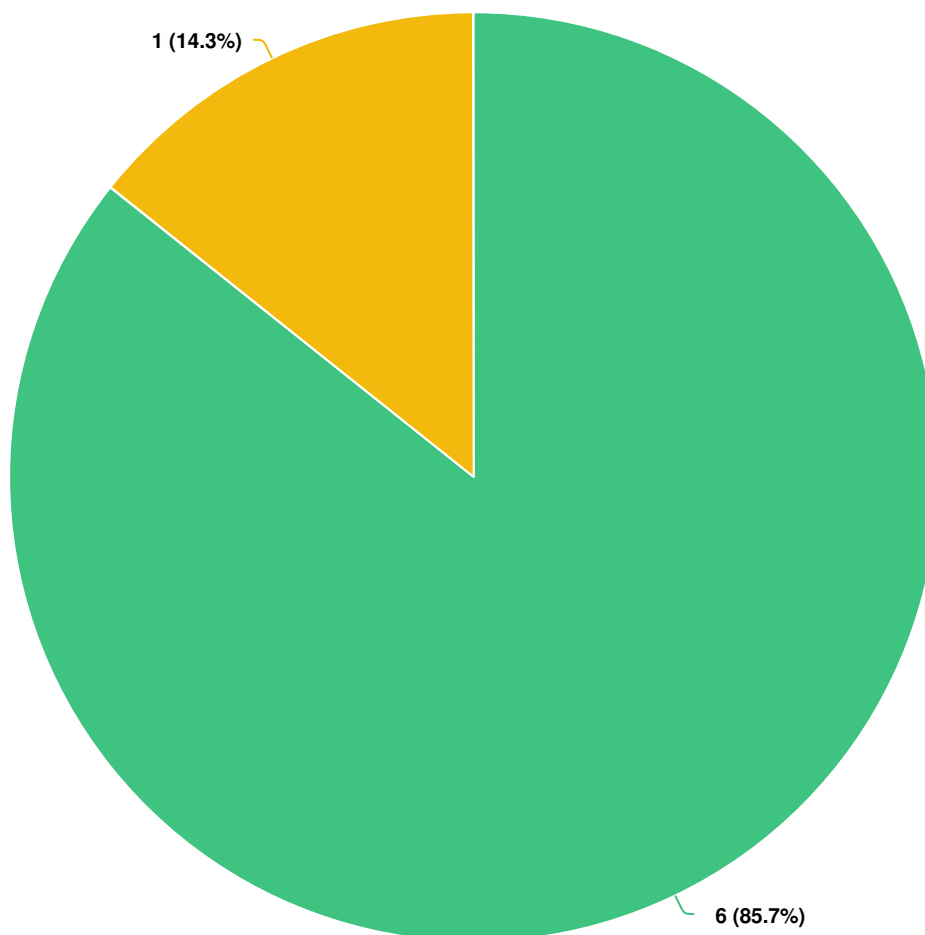
Question options

- Other (please specify)

Optional question (1 response(s), 6 skipped)

Question type: Radio Button Question

**Do you think the proposals are proportionate?**



**Question options**

☒ Yes ☐ No

*Optional question (7 response(s), 0 skipped)*

*Question type: Radio Button Question*



## 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>        | <b>EXTENSION OF PUBLIC SPACES PROTECTION ORDER WITH RESTRICTIONS FOR DOGS</b>   | <b>ID No</b> <sup>6</sup> | EP002 |
| <b>Team/Service</b> <sup>7</sup> | Environmental Protection  |                           |       |
| <b>Focus of EIA</b> <sup>8</sup> | <p>The Council implemented a PSPO relating to the control of dogs which came into effect on 1<sup>st</sup> April 2016. The PSPO was then extended in 2019 and then again in 2022.</p> <p>This report requests that Council varies and extends the Dogs Public Spaces Protection Order (PSPO) for the District for the period April 2025 – March 2022.</p> <p>The current PSPO lists the following offences:</p> <ul style="list-style-type: none"> <li>▪ Failing to remove dog faeces - district wide.</li> <li>▪ Failing to keep a dog on a lead- applies only to the area directly surrounding the café at The Aquadrome.</li> <li>▪ Failing to put a dog on a lead if directed to do so by an authorised officer - district wide.</li> </ul> |                           |       |

|  |  |
|--|--|
|  | <ul style="list-style-type: none"> <li>▪ Permitting a dog to enter or remain on specified land from which dogs are excluded - children's play areas, courts, outdoor gyms, skate areas, fenced picnic areas - district wide.</li> <li>• Permitting a dog to enter or remain on land used for the grazing of animal on Chorleywood House Estate - between 1st June and 30th September inclusive.</li> <li>• Restrict the number of dogs one person can be in charge of to a maximum of 4 - district wide</li> </ul> <p>In addition, it is requested that the additional offences be considered.</p> <ul style="list-style-type: none"> <li>▪ Failing to have a dog on a lead on land that is in active use for the grazing of animals. This variation reflects the changes to grazing on council land since the initial introduction of the PSPO and would replace the restriction detailed as shown in point 2.3.</li> <li>▪ Failing to put a dog on a lead within the Aquadrome. This variation reflects consultation feedback received as part of the development of the Aquadrome Management Plan and the adoption of the Aquadrome Asbestos Management Plan and would replace the restriction detailed in 2.3</li> <li>▪ Failing to put a dog on the lead in the area surrounding the café at Leavesden Country Park.</li> <li>▪ Failing to put a dog on the lead on land adjacent to the highway – district wide</li> </ul> |
| <p><b>Assessment of overall impacts and any further recommendations <sup>9</sup></b></p> <p>A public consultation was held between 26th November to 31st December 2024, with a total of seven respondents. Three respondents advised that they had experienced problems with dogs. Three out of the seven also felt that there was a fairly or very big problem with dogs out of control and four residents felt that there was a problem with dog mess. Implementing the restrictions above would ensure that locations that are shared by dog walkers and non-dog walkers alike can be enjoyed equally by all without risk of attack or experiencing discarded dog mess.</p> |  |

| Potential Issues  | Mitigating Actions  |
|---|---|
| <p>Residents with protected characteristics of maternity/pregnancy, age or disabilities (including long term health conditions) may be unable to bend to remove dog faeces or comply with other restrictions.</p> <p>A resident with an assistance dog may not be aware there are dog faeces to remove or comply with other restrictions.</p> <p>Residents speaking English as a second language may have limited understanding of PSPO signage</p> | <p>Officers to receive training about this aspect of enforcement.</p> <p>An FPN can be appealed and evidence provided about mitigating circumstances.</p> <p>Owners with liveried assistance dogs will not be challenged by an enforcement officer.</p> <p>PSPO information will be added to TRDC website, where “recite me” tool can be used to translate into a range of languages and be spoken.</p> |
| Actions Planned <sup>10</sup>   |   |
| <p>Officers to receive training about this aspect of enforcement.</p> <p>An FPN can be appealed and evidence provided about mitigating circumstances.</p> <p>Owners with liveried assistance dogs will not be challenged by an enforcement officer.</p> <p>PSPO information will be added to TRDC website, where “recite me” tool can be used to translate into a range of languages and be spoken.</p>   |   |

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:**

Jennie Probert

**Date:** 07/03/2025

**Equalities Lead Officer:** Shivani Davé

**Date:** 07/03/2025

## Guidance end-notes

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<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.

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## TRDC Climate and Sustainability Impact Assessment

This toolkit is a self-assessment to help officers think about how their policies, projects, procurements, commissioning and services can align with Three Rivers' Climate Emergency and Sustainability Strategy. It also supports report authors to draft the environmental implications section on decision reports, and procurement strategy reports.

### How to use the tool

The self-assessment is intended to help officers reflect critically on their project or service's environmental impact. It is a reflective tool, not a framework for approving or rejecting a decision, so it will work best if each question is considered honestly and carefully.

We envision this tool will be used early in the design of a project/policy/procurement to identify areas where environmental harms can be mitigated, and environmental benefits enhanced. If you would like advice, please discuss with your Head of Service, and contact the Climate and Sustainability Team if necessary.

Once you are happy that your proposal is optimised, then complete this form, and copy the results in each section in to your decision report (committee/synopsis report) where applicable.

The next tab presents a set of questions about the proposal on a range of sustainability criteria. Each answer is colour-coded to indicate its environmental impact as below:



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

Once you've selected your answer in the "Impact" column (C), then give the relevant score in the "Score" column (E). Higher scores indicate more sustainable proposals.

These questions should be considered for services, goods and projects we procure as well as those we deliver directly. Delivery models, specifications and tender evaluation should be shaped to ensure our contractors are aligned with our sustainability and net-zero commitments.

Against each area, the assessment presents prompts to highlight best practice suggestions and enable consideration of how negative impacts could be lessened on a project.

***This assessment was inspired by Jim Cunningham at Hammersmith and Fulham Council and developed by officers of Three Rivers District Council.***

Version                      Date

1

TRDC Climate and Sustainability Impact Assessment

| Score / Colour Code | Impact and Recommendation   |
|---------------------|---|
| Dark green (4)      | Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect.   |
| Light green (3)     | Some positive impact for sustainability. Recommendation to further enhance this aspect where possible and proceed.                                  |
| Yellow (2)          | Some possible negative impacts for sustainability. Recommendation to review these aspects and find mitigations where possible.                      |
| Red (1)             | <b>Considerable inconsistency with the council's sustainability objectives. Strong recommendation to review these aspects and find mitigations.</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@threeivers.gov.uk.

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

| Name of project/policy/procurement and date |  | EXTENSION OF PUBLIC SPACES PROTECTION ORDER WITH RESTRICTIONS FOR DOGS  |
|---|--|---|
| Brief description (1-2 sentences):          |  | The Council implemented a PSPO relating to the control of dogs which came into effect on 1st April 2016. The PSPO was then extended in 2019 and then again in 2022.<br>This report requests that Council varies and extends the Dogs Public Spaces Protection Order (PSPO) for the District for the period April 2025 – March 2022. |

Homes, buildings, infrastructure, equipment and energy

| Question   | Impact (select from list)   | Score (to 4) | (-1) | Justification or mitigation | Impact (select from list)  | Revised Score (1-4) |
|--|---|--------------|------|-----------------------------|--|---------------------|
| 1 What effect will this project have on overall energy use (electricity or other fuels) e.g. in buildings, appliances or machinery?  | 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                   |
| 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            |      |                             | 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? E.g. co-locating services; bringing under-used space into use; using buildings out-of-hours   | 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                   |
| 4 Will any new building constructed or refurbished be highly energy efficient in use? (e.g. high levels of insulation, low energy demand per sq. m., no servicing with fossil fuels such as gas heating, EPC | 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                   |
| 5 Does this make use of sustainable materials / inputs in your project? E.g. re-used or recycled construction materials; timber in place of concrete   | 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                   |
| 6 Does this use more sustainable processes in the creation of the project? E.g. modular and off-site construction; use of electrical plant instead of petrol/diesel.   | 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                   |
| 7 Will this increase the supply of renewable energy? e.g. installing solar panels; switching to a renewable energy tariff  | 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                   |
| 8 Do any appliances or electrical equipment to be used have high energy efficiency ratings?  | 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                   |
| Average Score  |   | #DIV/0!      |      |                             |  | #DIV/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.

Travel

| Question   | Impact  | Score (0-4) |  | Justification or mitigation | Impact (select from list)  | Revised Score (0-4) |
|--|---|-------------|--|-----------------------------|--|---------------------|
| 9 Reducing travel: what effect will this project have on overall vehicle use?  | 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                   |
| 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           |  |                             | 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? E.g. cycling, walking, switching to electric transport                  | 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                   |
| 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           |  |                             | Recommendation to consider how benefits could be achieved in this area, but otherwise proceed. | 0                   |
| 13 Has the project taken steps to reduce traffic? Using e-cargo bikes; timing activities or deliveries to be outside peak congestion times | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed. | 0           |  |                             | Recommendation to consider how benefits could be achieved in this area, but otherwise proceed. | 0                   |
| Average Score  |   | #DIV/0!     |  |                             |  | #DIV/0!             |

Ways to optimise sustainability and work towards net zero carbon:

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

| Goods and Consumption   |   |                |  |   |                     |
|---|---|----------------|--|---|---------------------|
| Question  | Impact  | Score (0-4)    | Justification or mitigation  | Impact (select from list)   | Revised Score (0-4) |
| 14 Has this project considered ways to 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              |  | 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? E.g. repair and re-use; sharing and lending goods between services or people; leasing or product-as-a-service rather than ownership                          | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed. | 0              |  | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed. | 0                   |
| 16 Does 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              |  | 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              |  | 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?   | 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                   |
| 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              |  | 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? E.g. less and high-quality (high welfare) meat and dairy; minimises food waste; seasonal produce; locally sourced.                                  | 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                   |
| <b>Average Score</b>  |   | <b>#DIV/0!</b> |  |   | <b>#DIV/0!</b>      |
| Ecology   |   |                |  |   |                     |
| Question  | Impact  | Score (0-4)    | Justification or mitigation  | Impact (select from list)   | Revised Score (0-4) |
| 21 What effect does this project have on total area of non-amenity green/blue space? (Amenity green space = playing fields, play areas, sporting lakes etc. Non-amenity= e.g. woodland, grassland, wetland, gardens, lakes, | Some positive impact for sustainability. Recommendation to further enhance this aspect where possible and proceed.        | 3              | This will ensure that uncontrolled animals are unable to stray into childrens play areas or areas of natural habitat.  | Recommendation to further enhance this aspect where possible and proceed.   | 3                   |
| 22 Does the project create more habitat for nature? E.g. native plants, trees, and flowers  | 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                   |
| 23 Does it make changes to existing habitats and have a negative impact on nature? E.g. use of pesticides, reduced extent and variety of plants, planting non-native species  | Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect.                             | 4              | Ensuring that dogs are kept on leads and under control will ensure that they cannot stray into areas that could either cause injury to other site users or animals/wildlife and enable dog faeces to be identified, picked up and disposed of responsibly. | Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect.                             | 4                   |
| 24 Does it help people understand the value of biodiversity, and encourage residents to support it in their private and community spaces?   | Some positive impact for sustainability. Recommendation to further enhance this aspect where possible and proceed.        | 3              | As part of wider communications around responsible dog ownership it will be promoted that these measures are to assist with protecting the nature reserve.   | Some positive impact for sustainability. Recommendation to further enhance this aspect where possible and proceed.        | 3                   |
| <b>Average Score</b>  |   | <b>3</b>       |  |   | <b>3.33333333</b>   |
| Adaptation  |   |                |  |   |                     |
| Question  | Impact  | Score (0-4)    | Justification or mitigation  | Impact (select from list)   | Revised Score (0-4) |
| 25 Does any planned project, construction or building 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              |  | 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              |  | 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? E.g. Sustainable Drainage Systems (SuDS); de-paving areas; green roofs  | 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                   |
| 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              |  | 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              |  | Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.                            | 0                   |
| <b>Average Score</b>  |   | <b>#DIV/0!</b> |  |   | <b>#DIV/0!</b>      |
| Engagement and Influence  |   |                |  |   |                     |
| Question  | Impact  | Score (0-4)    | Justification or mitigation  | Impact (select from list)   | Revised Score (0-4) |
| 30 Does this project raise awareness and understanding of the climate and ecological emergency, and the steps that people can take?   | Some positive impact for sustainability. Recommendation to further enhance this aspect where possible and proceed.        | 3              | As part of wider communications around responsible dog ownership it will be promoted that these measures are to assist with protecting the nature reserve.   | Some positive impact for sustainability. Recommendation to further enhance this aspect where possible and proceed.        | 3                   |
| <b>Average Score</b>  |   | <b>3</b>       |  |   | <b>3</b>            |
| <b>Total Overall Average Score</b>  |   | <b>3.17</b>    |  |   | <b>3.2</b>          |

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

- Procure goods through sharing, leasing, or product-as-a-service models rather than ownership.
- Use pre-owned and reconditioned goods, and reduce reliance on procuring new goods.
- Use recycled materials, and procure items that can be reconditioned or recycled at end-of-life.
- Use lifecycle costing in business cases to capture the full cost of operation, repair and disposal of an item.
- Ensure meat and dairy is high-quality, high-welfare.
- Design waste, including food waste, out of business models e.g. separating (and composting) food waste; replacing single-use items with reusable items.
- Use contact points with residents, community groups and businesses to engage and enable them to adopt low-waste, low-carbon behaviours.

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 hog' 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

## 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.

## 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.

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.

| Climate and Sustainability Impact Assessment Summary   |      |
|--|------|
| Homes, buildings, infrastructure, equipment and energy | 0.00 |
| Travel   | 0.00 |
| Goods and Consumption                                  | 0.00 |
| Ecology  | 3.33 |
| Adaptation   | 0.00 |
| Engagement and Influence                               | 3    |
| Total Overall Average Score                            | 3.2  |

|  |  |
|--|--|
| List 1   |  |
| Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect.  |  |
| Some positive impact for sustainability. Recommendation to further enhance this aspect where possible and proceed.                           |  |
| Some possible negative impacts for sustainability. Recommendation to review these aspects and find mitigations where possible.               |  |
| Considerable inconsistency with the council's sustainability objectives. Strong recommendation to review these aspects and find mitigations. |  |
| Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.                    |  |
|  |  |
| Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.                    |  |
| Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect.  |  |
| Some positive impact for sustainability. Recommendation to further enhance this aspect where possible and proceed.                           |  |
| Some possible negative impacts for sustainability. Recommendation to review these aspects and find mitigations where possible.               |  |
| Considerable inconsistency with the council's sustainability objectives. Strong recommendation to review these aspects and find mitigations. |  |

|    |                |        |
|----|----------------|--------|
|    | List 2         | List 3 |
| 4  | No             | No     |
| 3  | To some extent | N/A    |
| 2  | N/A            |        |
| -1 |                |        |
| 0  | Yes            | Yes    |
|    |                |        |
| 0  |                |        |
| 4  |                |        |
| 3  |                |        |
| 2  |                |        |
| -1 |                |        |

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

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# COMMITTEE REPORT

01/07/2025

Community Safety Annual  
Report 2024-2025

# **General Public Services and Community Engagement Committee**

## **PART I**

### **Annual Community Safety Report 2024-2025**

#### **1 Summary**

- 1.1 In April 2009, the Government introduced the Crime and Disorder (Overview and Scrutiny) Regulations 2009 and brought into force sections 19, 20 and 21 of the Police and Justice Act 2006. Section 19 of the Police and Justice Act 2006 places a duty on all local authorities to establish a crime and disorder scrutiny committee.
- 1.2 It required every local authority to designate a committee to review and scrutinise the activities of the Community Safety Partnership and the activities of its partners. The committee may examine the activities of partners but only as far as these relate to the partnership.
- 1.3 Since 2018 the Leisure, Environment and Community Committee has received updates on the work of the Community Safety Partnership. Since 2024 reports have been taken to the General Public Services and Community Engagement Committee and include the Community Safety priorities for the year ahead.
- 1.4 The Terms of Reference state that the committee will 'Review or scrutinise decisions made, or other action taken, in connection with the discharge by the responsible authorities of their crime and disorder functions (it is the Crime and Disorder Committee for the purposes of the Police and Justices Act 2006).
- 1.5 This Annual Community Safety Partnership (CSP) Report forms part of our duty under the Crime and Disorder Act 1998, Regulations 2006 to scrutinise crime and disorder.
- 1.6 The Committee can invite members of the Responsible Authorities Group, (Connecting Three Rivers), to review certain projects or decisions if it chooses to.

#### **2 Details**

- 2.1 In March 2024 Connecting Three Rivers agreed the priorities for the Community Safety Partnership (CSP) to work towards during 2024-2025.
- 2.2 The priorities are reviewed annually and based on local crime data for the previous year. Consideration is given to local concerns and trends, police priorities set through community consultation, and taking into consideration the impact of a crime type on the local community.
- 2.3 The agreed priorities for 2024-2025 were as follows:
  - Burglary
  - Theft of and Theft from a Motor Vehicle



- Robbery (Shop lifting)
  - Anti-social behaviour and Youth Crime
  - Domestic Abuse
  - Violence against Women and Girls
  - Hate crime and prevent.
- 2.4 Each priority had set objectives, against which actions were set and completed by the Community Safety Partnership and overseen by the Community Safety Coordinating Group.
- 2.5 The information below summarises some of the outcomes achieved by the Community Safety Partnership in relation to the objectives.

### **3 Priority 1: Burglary**

The objective - to prevent and pursue burglary, renew the Three Rivers Community Safety Partnership CCTV cameras, promote partnership wide season specific 'Keeping your home safe' material, support the transition from Online Watch Link to Herts Connected and to provide reactive intervention.

- 3.1 Operation Guardian by Hertfordshire Constabulary has been a proactive initiative aimed at reducing burglary rates in the Three Rivers area. It focuses on delivering preventative advice and engaging with the community through events to raise awareness and reporting lines. The operation has led to a significant decline in burglary reports. Data relating to Burglary is shared at the Community Safety Co-ordinating Group, this has declined. For example, in January 2024 there was 11 reports of burglary compared to 32 in 2023.
- 3.2 Safe and Well home visits, conducted by the Fire Service look at reducing risk from fire and to provide advice on actions to take in the event of fire. These visits also include information and advice to reduce vulnerability to crime. A total of 1262 visits were carried out this year across the Watford and Three Rivers.
- 3.3 Three Rivers Neighbourhood Policing Team's and Neighbourhood Watch attended multiple events across the district offering advice with the aim to reduce vulnerability to burglary, including regular patrol plans in areas of the district where burglary has taken place.
- 3.4 Herts Connected replaced Online Watch Link, known as OWL during 2024. There have been over 5792 residents in Three Rivers signed up to receive messages from the new platform. The service provides a fast and efficient way of reaching residents and relaying information advice and guidance quickly. The CSP has supported the transition by raising awareness of the new platform.

### **4 Priority 2: Theft of and Theft from a motor Vehicle**

The objective - to reduce theft of or from a motor vehicle and reduce public vulnerability to theft of or from a motor Vehicle.

- 4.1 Police carried out Operation Tafferal a cross-border action, working in collaboration to disrupt cross border activity by analysing intelligence to target offenders around Catalytic Converter thefts.

- 4.2 Three Rivers Operation Scorpion officers conducted proactive patrols around the district as part of Operation Pandilla. Operations have been coordinated and delivered to tackle theft of and theft from motor vehicles.

## **5 Priority 3: Robbery (Shop Lifting)**

The objective - to reduce the prevalence of robbery in the district and support vulnerable premises.

- 5.1 Operation 'Target' patrols have been conducted in key locations around the district including the targeting of repeat offenders. In the last year, the district has seen the detainment of several prolific offenders.
- 5.2 Police, including the Crime Prevention Teams have continued to support vulnerable premises. This has included work around CCTV, security, barriers, and signage.
- 5.3 Neighbourhood Policing Team's and Three Rivers District Council Community Safety team continue to share advice and awareness campaigns on social media and by attending community events. Additional patrol plans are in operation at a number of premises with Rickmansworth High Street forming part of a designated 'hot spot' area with intervention plans.

## **6 Priority 4: Anti-Social Behaviour and Youth Crime**

The objective - to proactively expand the membership of the ASBAG (Anti-social behaviour action group) to enhance the partnership working within the district, to Commission and utilise a Community Support Service that enables tenancy retention, create a New Anti-social Behaviour Policy, tackle Anti-social behaviour (ASB) through the use of an electronic tool kit and the introduction of accessible ways of reporting and eliminate the sale of restricted products to underage children.

- 6.1 The Anti-social Behaviour Action Group (ASBAG) at Three Rivers remains the heart of partnership working regarding the monitoring and managing of Anti-social behaviour. The group continues to grow in both attendees and the volume of complex cases dealt with. The group continues to work in collaboration with statutory and voluntary organisations. An average of 12 medium to high-risk cases are dealt with per month. Actions to best support residents, victims, and perpetrators of ASB are agreed and monitored and repeat offenders are escalated appropriately. ASBAG heard 131 cases in 2024-2025.
- 6.2 Hertfordshire Mind Network, Community Support Service (CSS) continues to support residents with complex mental health and wellbeing needs. The service has continued to be paramount in supporting residents of Three Rivers as people's needs grow. Evidence shows the complexity of these cases is escalating. The service accepted over 70 referrals in 2024-2025 and supported over 300 family members. There will be a change to the service for 2025-2026 due to a reduction in partnership funding. The service will provide 1 full time equivalent worker who will work directly on Three Rivers cases referred by the funders (Three Rivers Council and Thrive homes). We are keen that this service remains for the residents of Three Rivers given the positive outcomes including debt advice, support in helping with forms, sustainment of tenancy and the reduction in ASB.

- 6.3 The new Three Rivers Anti-social behaviour policy was signed off by the Council in 2024. The policy outlines the processes and procedures along with the support that residents can expect should they be experiencing ASB.
- 6.4 Three Rivers continue to make improvements that support residents to report ASB, this has included the implementation of a QR code on the existing ASB Survey which allows residents to respond by scanning the QR code. This resource is utilised by the whole Community Safety Partnership as part of our joint working.
- 6.5 ASB clinics take place within the Healthy Hubs, at our temporary accommodation. The ASB team also support the police at 'Cop at the Council' events to raise awareness and encourage the reporting of Anti-social behaviour.
- 6.6 The ASB reporting lines have been upgraded with an on-line toolkit to support those reporting ASB. There is a wealth of links and support services to support our community, including the application to apply for an ASB Case Review. During the period of 2024 – 2025 Three Rivers carried out 5 case reviews all resolved with positive outcomes. More details can be found here [Anti-social behaviour case review - GOV.UK](#)
- 6.7 Trading standards have worked tirelessly in the last 12 months to eliminate the sale of restricted products and specifically the sale of these products to underage children. They have worked with police cadets to tackle the sale of vapes and illegal cigarettes to underage children and carried out unannounced raids on shops. One of the operations saw a Closure Order granted on the back of the sale of counterfeit sales and ASB.

## **7 Priority 5 & 6: Domestic Abuse and Violence against women and Girls**

The objective - to produce a digital personal safety campaign that is inclusive and available to all and raise awareness of the prevalence of domestic abuse and support the international campaigns and local support services.

- 7.1 A personal safety campaign document that highlighted all the services available to residents of Three Rivers was created and launched. This campaign was shared with all partners and is available to all on the council's website. The campaign brings together specific domestic abuse support for people from all communities including BAME, LGBTQ+ and Gypsy Roma Traveller.
- 7.2 Three Rivers has continued to support the countywide efforts for 16 days of Activism in 2024. The Council raised its' white ribbon flag on White Ribbon Day. We also supported International Women's Day this year by lighting up Watersmeet Theatre in Rickmansworth, and organised a district wide charity walk in aid of a local service. Multiple partners and residents supported the event.
- 7.3 The Council continues to work towards the elimination of violence against women and girls including the drafting of two new Domestic Abuse policies, one for staff and one for the public. This work forms part of the White ribbon accreditation commitment. The council also employ a Domestic Abuse Caseworker to support applicants approaching the council for housing.

## **8 Priority 7: Hate Crime and Prevent**

The objective - to increase knowledge and workforce development to ensure all relevant staff are equipped to respond to concerns, monitor threats, increase

community confidence in reporting Hate Crime, and manage and respond to information gathering reports from Prevent.

- 8.1 Prevent training was delivered in September 2024 and offered to all staff. The training was open to partners as well as staff and was fully booked. The new Prevent Duty is embedded into the councils Prevent Delivery Plan. Designated Safeguarding Leads have supported over 30 information requests from prevent during the 2024-2025 period and have responded within the designated time for all requests.
- 8.2 The council have a number of initiatives to comply with in 2025-2026 including the implementation of Martyn's Law and what that means for us including venue hire.
- 8.3 All three Healthy Hubs became Hate Crime reporting centres and the Customer Service Team at Three Rivers have undergone training to become a third-party reporting station, which is at the Visitors Centre at Three Rivers House (reception). The council are underway with a new process of managing Hate Crime reporting and ensuring all more front line staff are trained.
- 8.4 The Community Safety Partnership works closely with Hertfordshire County Council's Prevent team to understand local issues that may impact on residents. Officers are part of a number of partnership meetings and ensure the relevant information is shared with partners and that appropriate and proportionate action taken.
- 8.5 Three Rivers continues to deliver multiple local events to support the whole community. In 2024 this has included Stephen Lawrence day, Roma Holocaust memorial event, Hate Crime Awareness week, Herts Pride as well as community events to raise awareness of Hate crime and the impact on the community. The Police and Council delivered a presentation on Hate crime at the 2025 Community Safety Conference.

## **9 Cross Cutting Partnership Work.**

- 9.1 A big project for the Community Safety Partnership in 2024 – 2025 was applying for funding from the Community infrastructure levy for 9 new cameras to be installed in the district. The locations were agreed by the Community Safety Coordinating Group as per the new CCTV Policy, which was also reviewed in 2024. Installation of the camera's is now underway and will support the partnership in combatting crime and disorder.
- 9.2 The Community Safety Partnership also attended multi agency events including OPALS, Herts Pride, Community Safety Clinic's, Families first fun day and held a Community Safety Conference with all Community Safety Partnership organisations in February 2025.

## **10 Community Safety Priorities agreed for 2025-2026.**

The Community Safety Priorities change year on year, based on what has been reported to Police and Three Rivers local profile data and intelligence. They are then agreed by Connecting Three Rivers which is our Community Safety Board. An action plan is then developed by the Community Safety Coordinating Group to deliver against each area. The only change in the priorities is the removal of the words youth crime from the Anti-Social behaviour priority. Youth Crime remains a key priority however now cuts across a number of priorities including Anti-social behaviour and shop lifting for example.

- Burglary
- Theft of and Theft from Motor Vehicle
- Robbery (shop lifting)
- Anti-social Behaviour
- Domestic Abuse and Violence against Women and Girls
- Hate Crime and Prevent

## **11 Options and Reasons for Recommendations**

- 11.1 To comply with the Crime and Disorder Act 1998, Regulations 2009.
- 11.2 To invite Members of the Committee to comment on the work of the Community Safety Partnership.

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

- 12.1 The recommendations in this report are within the Council's agreed budgets. The Crime and Disorder Overview and Scrutiny Regulations 2009 grants local authorities' powers for scrutiny of crime and disorder.

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

None specific.

## **14 Equal Opportunities Implications**

- 14.1 Relevance Test


|  |     |
|--|-----|
| Has a relevance test been completed for Equality Impact?               | N/A |
| Did the relevance test conclude a full impact assessment was required? | N/A |

## **15 Risk and Health & Safety Implications**

- 15.1 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.
- 15.2 The subject of this report is covered by the Community 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<br>(tolerate, treat, terminate, transfer) | Risk Rating<br>(combination of likelihood and impact) |
|---|-------------------------------------|---|--|---|
| To fail to scrutinise the work of the Community Safety Partnership. | The CSP fails to achieve its plans. | Produce annual report for the committee to review and comment on. Invite RAG members to present at Committee. | Tolerate   | 4   |

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

- 15.4 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.

## 16 Recommendation

### 16.1 That:

Members of the Committee consider and comment on the Community Safety Annual report.

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: Jemma Duffell, Community Safety Officer and Michelle Wright, Community Safety and Safeguarding manager.

## Data Quality

### Data sources:

Hertfordshire Constabulary

Hertfordshire Fire and Rescue

Domestic Abuse Support Services

Herts Mind Network

### Data checked by:

Rebecca Young

Data rating:

|   |            |   |
|---|------------|---|
| 1 | Poor       |   |
| 2 | Sufficient | / |
| 3 | High       |   |

## Background Papers

## APPENDICES / ATTACHMENTS

Not applicable





# **HOUSING ALLOCATIONS POLICY REVIEW 2025**

General Public Services and Community  
Engagement Committee - 01/07/2025

## **Housing Allocations Policy Review 2025 – Approval for public consultation**

**(ADCCC)**

### **PART I**

#### **1 Summary**

- 1.1 The council's Housing Allocations Policy sets out how the council will allocate social/ affordable rented accommodation, via the council's Housing Register.
- 1.2 Committee is asked to review and provide comment on the changes recommended to this Policy and provide approval for a four-week (minimum) public consultation on these recommended changes.
- 1.3 The updated Policy can be found at Appendix One.
- 1.4 A detailed comparison document outlining the changes recommended to the Policy and the justification for these recommended changes can be found at Appendix Two.

#### **2 Details**

- 2.1 Certain changes to the Policy are required, due to updated Government guidance within the sector and legislative reform.
- 2.2 Other changes have been recommended that aim to provide additional clarity to our customers, improve officer efficiency and to adopt best practice for specific cohort/s engaging with the council's Housing Service.
- 2.3 The changes recommended to the Policy are outlined below –
  - 2.3.1 Section 1.5 of the Policy states that the service standards that you can expect from the council's Housing Service can be found on the council's website. These service standards are no longer listed on the website, therefore, the section has been removed.
  - 2.3.2 The council will retain the local connection criteria for customers supporting family members with significant care or support needs within the district as set out within the current Policy. However, we have introduced a new requirement to this criteria that the customer must be able to demonstrate to the council that the distance they currently travel to provide this care and support is unreasonable, or creates a barrier to delivering effective care or assistance.  
(2.2.1)
  - 2.3.3 Within the current Policy the exemptions to the local connection criteria for certain Armed Forces veterans (and family members) and all other cohorts are listed within Section 2.2.1.

The new Policy contains a new Section (2.2.2 – Armed Forces Exemptions) that lists updated exemptions specifically for Armed Forces veterans. These exemptions to the local connection criteria for Armed Forces veterans have been updated in line with Government guidance.

- 2.3.4 Section 2.2.3 of the Policy (Housing Need) has been updated to adhere with our current procedure regarding the process of the potential award of medical banding. This addition confirms to customers that following any recommendation of medical priority banding by the council's independent medical advisor to be awarded to an application, any decision to award medical priority banding will be taken by the council's Housing Solutions Manager.
- 2.3.5 The exception for customers aged 60 years or over with a local connection to require no housing need to join the council's Housing Register to bid for sheltered accommodation remains, however, the age limit has been lowered to aged 55 or over. This reflects the fact that most Registered Providers now advertise available sheltered accommodation within the district to those aged 55 or over. (2.2.3)
- 2.3.6 For the council to consider an application to the council's Housing Register from a customer who owns a property but are experiencing financial difficulty, a requirement has been introduced to ensure this customer is engaging with the council's Housing Options team. (2.2.4)
- 2.3.7 Section 3.8 of the Policy (Home Visits) has been amended to confirm to customers that any visit to their property may be conducted as a scheduled visit, at short notice or unannounced. If the customer is unavailable for a scheduled visit if required, any offer of accommodation will be subject to reconsideration. Clarification has been added to ensure that customers are aware that access to all areas of the property must be granted during any home visit conducted.
- 2.3.8 Certain Armed Forces veterans, who as per legislation must be awarded reasonable preference (4.1), will be awarded a Band C priority on the council's Housing Register. (4.2)
- 2.3.9 In addition to the customers currently listed within section 4.2 of the Policy who may receive additional priority on the council's Housing Register if certain criteria are filled, a customer who has served in the Armed Forces who has joined the Housing Register as they have a housing need, however, are not currently homeless, will be awarded additional priority.

This priority will be awarded by backdating their band start date by 2 years.
- 2.3.10 The council's Domestic Abuse Caseworker post is now specifically mentioned within the relevant sections of the Policy. (5.2)
- 2.3.11 Additional clarification has been added to help customers understand the affordability criteria set by our Registered Providers and a requirement added for customers that evidence of the benefit entitlement required to cover the rent of a property with an extra bedroom is provided to the council before the household is able to bid on a property with an extra bedroom to their requirement. (5.10)
- 2.3.12 If medical priority is granted for ground floor accommodation, the customer who has been granted this priority will only be considered for accommodation of this type (no external or internal stairs) (5.11)

- 2.3.13 The council's Senior Housing Options Officer post that is referenced within the Policy no longer exists and has been replaced by the council's Housing Solutions Manager. Therefore, any reference to this title has been removed and replaced with the new post title.

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

- 3.1 It is recommended that the Committee agree that the recommended changes to the council's Housing Allocations Policy progress to a four-week (minimum) public consultation.

This will ensure that the Council are compliant with updated legislation and Government guidance, able provide additional clarity to our customers, improve officer efficiency and adopt best practice for specific cohort/s engaging with the council's Housing Service.

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

- 4.1 The recommendations in this report are within the Council's agreed policy and budgets.
- 4.2 The recommendations in this report relate to the achievement of the following performance indicators.
- 4.2.1 HN01 – Maximum number of households living in temporary accommodation on the last day of the quarter.
- 4.2.2 HN03 – Maximum number of households in temporary accommodation throughout the year.
- 4.2.3 HN06 – Promote access to the private sector lettings in order to prevent and relieve homelessness.
- 4.2.4 HN11 – Percentage of households prevented or relieved from homelessness.

- 4.3 The impact of the recommendations on this/these performance indicator(s) is:

The implementation of the council's Housing Allocations Policy and the allocation of the available social housing within the district has a direct impact on the achievement of the above performance indicators. The Policy enables the council to allocate social housing to households most in need, including those who are currently homeless and placed within temporary accommodation by the council.

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

None specific.

### **5 Legal Implications**

- 5.1 Approval of an updated Housing Allocations Policy will ensure that the council is complaint with relevant legislation and adhere to current Government guidance.

### **6 Equal Opportunities Implications**

- 6.1 A short Equality Impact Assessment is contained within the appendices for this report. It is not anticipated that the updated Policy will have any negative impact on the groups with protected characteristics.

## 7 Communications and Website Implications

- 7.1 Communications support will be required to produce the public consultation on the changes proposed. Further support from Communications will be required to manage the consultation whilst it is ongoing and collate the responses to this consultation for review post consultation.

## 8 Risk and Health & Safety Implications

- 8.1 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.
- 8.2 The subject of this report is covered by the Housing Services 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<br>(tolerate, treat, terminate, transfer) | Risk Rating<br>(combination of likelihood and impact) |
|---|--|--|--|---|
| The council do not adopt an updated Housing Allocations Policy. | The council's Housing Allocations Policy would be out of date therefore, not compliant with current legislation and lack adherence to updated Government guidance. | For council to adopt an updated Housing Allocations Policy | Tolerate   | 2   |

- 8.3 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.

|                    |     |      |           |           |
|--------------------|-----|------|-----------|-----------|
| Likelihood<br>Very | Low | High | Very High | Very High |
|                    | 4   | 8    | 12        | 16        |

|  |  |                           |                           |                               |
|--|--|---------------------------|---------------------------|-------------------------------|
|  | <b>Low</b><br><b>3</b>                               | <b>Medium</b><br><b>6</b> | <b>High</b><br><b>9</b>   | <b>Very High</b><br><b>12</b> |
|  | <b>Low</b><br><b>2</b>                               | <b>Low</b><br><b>4</b>    | <b>Medium</b><br><b>6</b> | <b>High</b><br><b>8</b>       |
|  | <b>Low</b><br><b>1</b>                               | <b>Low</b><br><b>2</b>    | <b>Low</b><br><b>3</b>    | <b>Low</b><br><b>4</b>        |
|  | <b>Low</b> ----- <b>Impact</b> ► <b>Unacceptable</b> |                           |                           |                               |

#### **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%))

- 8.4 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.

## **9 Recommendation**

- 9.1 That Committee agree the recommended changes to the council's Housing Allocations Policy are progressed to a four-week (minimum) public consultation.

Report prepared by: Jason Hagland, Strategic Housing Manager

### **Data Quality**

Data sources:

N/A

Data checked by:

N/A

Data rating:

N/A

### **Background Papers**

## **APPENDICES / ATTACHMENTS**

Short EIA assessment

SIA Assessment

Housing Allocations Policy 2025

Housing Allocations Policy 2025 Comparison Document







Three Rivers District Council

# Housing Allocations Policy

Updated April 2025

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## Definitions and Abbreviations

|                   |   |
|-------------------|---|
| Application       | An application to join the Three Rivers District Council Housing Register   |
| CBL               | Choice Based Lettings   |
| DWP               | Department for Work & Pensions  |
| The Council       | Three Rivers District Council   |
| Customer          | A customer in the context of this document is used to define a person making the application  |
| The district      | The Three Rivers district   |
| Homeseeeker       | A customer who does not have an affordable housing tenancy  |
| Household         | The people who normally reside with the customer making an application and who might reasonably be expected to reside with the customer   |
| Housing Panel     | Decision making panel of senior officers within the Housing Service consisting of the Housing Operations Manager, the Housing Solutions Manager and other relevant officers if required.  |
| RP                | Registered Provider of social housing (e.g. a housing association). For the purposes of this document, any reference to a social housing tenancy does not include temporary accommodation |
| Transfer customer | A customer who holds an affordable housing tenancy within the Three Rivers district   |
| TRDC              | Three Rivers District Council   |
| LLP               | Local Lettings Policy   |
| We/Us             | Refers to Three Rivers District Council   |

## 1.0 Policy Overview

### 1.1 Introduction

Three Rivers District Council completed a large scale voluntary transfer to Thrive Homes in 2008. However, the council does maintain a housing register and has nomination rights to properties managed by registered providers in the district.

The council is committed to allocating all social and affordable housing within the district to those in most need. This policy sets out how we prioritise customers for registered provider homes based on a customer's circumstances and housing need. The banding criteria that is used to assess customers can be found in Appendix A.

The council operates a choice based letting (CBL) system which allows customers to select properties they are interested in by placing a bid. A customer's bedroom entitlement can be found in Appendix B. Properties are allocated in priority band and date order. Customers should apply to join the housing register online at: [www.threerivers.homeconnections.org.uk](http://www.threerivers.homeconnections.org.uk).

Unfortunately, the demand for accommodation within the district significantly exceeds supply. Therefore, joining the housing register is not a guarantee that an offer of accommodation will be made and customers are encouraged to explore other housing options which may include:

- Low cost home ownership (covering current government schemes such as shared ownership, shared equity, starter homes, Right to Buy/Acquire and Help to Buy;
- Existing social tenants can access mutual exchange agents such as Home Swapper;
- Renting in the private sector.

This policy will be regularly reviewed to ensure it meets the stated aims and complies with relevant legislation and statutory guidance.

The legislation listed below will be taken into consideration when implementing this policy:

- Housing Act 1985
- Children's Act 1989
- Housing Act 1996 (as amended)
- Homelessness Act 2002
- Housing Act 2004
- Children's Act 2004
- Equality Act 2010
- Localism Act 2011
- Welfare Reform Act 2012
- Homelessness Reduction Act 2017
- Domestic Abuse Act 2021

For the purposes of this document, any reference to social housing tenancies does not include temporary accommodation

## **1.2 Aims and Objectives**

The council's Housing Allocations Policy aims to:

- set out who is eligible and qualifies to join the housing register;
- set out how customers on the housing register are prioritised;
- ensure that allocations and assessments are transparent, simple and easy to understand and recognise diverse needs;
- provide customers with choice and give reasonable preference to those in housing need, taking account of individual circumstances and waiting time;
- make best use of all registered provider housing stock the council has nomination rights to and promoting sustainable communities.

## **1.3 Links to other Policies**

The Housing Allocations Policy will work in parallel with a number of other key policies of the council. These include the strategies and policies listed below:

- The council's Corporate Framework;
- The Housing, Homelessness and Rough Sleeping Strategy;
- Private Rented Sector Offer Policy;
- Tenancy Strategy;
- Temporary Accommodation Placement Policy.

## **1.4 Equality and Diversity**

The council is committed to promoting equality of opportunity in housing services and has procedures in place to ensure that all customers are treated fairly and without unlawful discrimination in line with the Equality Act 2010. An Equality Impact Assessment has been completed on this policy and has found that no customers are disadvantaged due to their protected characteristics.

## **2.0 Eligibility and Qualification**

As a local authority, it is essential that all legal requirements are fulfilled that affect who housing is allocated to.

A customer must be both eligible (see 2.1) and satisfy the qualification criteria (see 2.2) to join the housing register. If a customer on the housing register ceases to be eligible or no longer qualifies, their housing register application will be cancelled. If a customer who has been offered a property ceases to be eligible or no longer qualifies, the allocation cannot continue.

## **2.1 Eligibility Test**

To be eligible to join the housing register, a customer must:

- be 16 years of age or over;
- not be subject to immigration control or be a customer from abroad, except for those listed in Allocation of Housing and Homelessness (Eligibility) (England) Regulations 2006;
- be habitually resident in the common travel area (England, Scotland, Wales, Ireland, Channel Islands and the Isle of Man).

Customers from abroad or subject to immigration control will be considered in line with the Allocation of Housing and Homelessness (Eligibility) (England) Regulations 2006 and chapter three of the Allocation of Accommodation: Guidance for Local Housing Authorities in England.

## **2.2 Qualification**

As well as the eligibility criteria, a customer must also fulfil the qualification criteria set by the council. This means that they must:

- have a local connection to the district, as defined in 2.2.1;
- have a housing need, as defined in 2.2.2, 2.2.3, 2.2.4 and Appendix A.
- not have a history of unacceptable behaviour that would make them unsuitable to be a tenant as defined in 2.2.5;
- not have committed fraud by giving false information or withholding information as defined in 2.2.6.

### **2.2.1 Local Connection**

To be considered as having a local connection to TRDC, at least one of the following criteria must apply:

- have current residence (by choice) in the district and have lived in the district for at least five of the last six years, excluding any time spent in temporary accommodation. This requirement applies at the point of application and the point of offer;
- have an immediate family member (parents, adult children, adult siblings) who is currently resident and has continuously been a resident within the district for at least ten years. The customer must have a relationship with that family member, a need for their support or to provide support to that family member and must demonstrate that the distance they currently travel to provide this support is unreasonable or creates a barrier to delivering effective care or assistance. The council will consider a need for support to be a formal care requirement, significant childcare needs, the need to assist in the care of a child with high complex needs. This requirement applies at the point of application and the point of offer.

There are some circumstances which mean that a customer may not need to meet the local connection criteria in order to qualify, these are as follows:

- a current registered provider tenant living within the district and the council has nomination rights for the property;
- a customer who needs to move through the 'Right to Move' (see 2.3 below);
- a victim of domestic abuse (see 5.2);
- if the requirement of a local connection may infringe equality and diversity legislation (e.g. Equality Act 2010). These applications will be considered on a case by case basis by the Housing Panel;
- a customer the council owes the main homelessness duty under Part VII of the Housing Act 1996 (as amended).

### **2.2.2 Armed Forces Exemptions**

All Armed Forces veterans, irrespective the length of Service or when this Service ended, are exempt from local connection criteria to join the council's Housing Register.

This includes:

- Current serving members of the Armed Forces;
- Former members of the Armed Forces;
- Bereaved spouses or civil partners of Armed Forces members where (i) the bereaved spouse or civil partner has recently ceased, or will cease, to be entitled to reside in Ministry of Defence accommodation following the death of their Service spouse or civil partner, and (ii) the death was wholly or partly attributable to their service;
- Adult children of serving Armed Forces members who need to move out of family accommodation.
- Serving or former members of the Reserve Armed Forces who are suffering from a serious injury, illness or disability which is wholly or partly attributable to their service;
- A divorced or separated spouse or civil partner of a Regular Armed Forces member who needs to move out of accommodation provided by the Ministry of Defence due to a relationship breakdown.

This list is not exhaustive and the council's Housing Panel (3.11) has the ability to grant an exemption to the local connection criteria, on the grounds of exceptional circumstances, to an Armed Forces veteran or family member who may not wholly fulfil one of the above.

This will be considered on a case-by-case basis.

### **2.2.3 Housing Need**

To qualify for the housing register a customer must have a housing need. This means that their current home does not meet their needs, as detailed in section 4.0 and Appendix A.

However, there is an exception for customers over 55 years of age with a local connection who do not have a housing need. These customers will only be considered for age restricted properties and only prioritised in Band E.

A customer may be considered to have a housing need if they or a member of their

household has a medical condition or disability that is affected by their current housing situation. A customer will be required to complete an online medical form and provide supporting documentation dated within the last 12 months.

Medical needs will be assessed and may be referred to an Independent Medical Advisor for a recommendation on whether medical priority should be awarded. Should a recommendation on medical priority be provided by the council's independent medical advisor, any decision to award medical priority to the application will be taken by the council's Housing Solutions Manager.

## **2.2.4 Home Ownership**

Most customers who own a property will not be considered to have a housing need as they have sufficient financial means to resolve their housing and will not qualify to join the housing register.

Applications from customers who own a property but are experiencing financial hardship which may result in them losing their home will be considered on an individual basis, however, these customers must be engaging with the council's Housing Options team.

## **2.2.5 Financial Means**

A customer may not qualify to join the housing register if they have the financial means to resolve their own housing need. Typically, a customer will not qualify if they meet either of the following thresholds, both at the point of application and the point of offer:

- have in excess of £16,000 in savings;
- have a total gross household income in excess of the figures listed below for the size of property required (in accordance with Appendix A).

|                         |            |
|-------------------------|------------|
| One Bedroom Need        | £34,560.00 |
| Two Bedroom Need        | £45,396.00 |
| Three/Four Bedroom Need | £61,200.00 |

Customers will be excluded from the above thresholds if they fall into any of the following categories:

- a member or former member of the Armed Forces who has received a lump sum in compensation for an injury or disability sustained on active service;
- aged over 60 and prioritised in Band E for age restricted properties only;
- have a specific housing need and do not have the financial means to source a suitable property in the private rented sector or through home-ownership. For example if a customer requires a property with adaptations (such as a stair lift) that cannot be funded through other means.

## **2.2.6 Unacceptable Behaviour**

Customers may not qualify to join the housing register if any member of their household is the perpetrator of unacceptable behaviour serious enough that would make them unsuitable as a tenant.



This can include where there is evidence that legal or other serious action has been taken against any member of a customer's household due to anti-social behaviour (ASB) within two years immediately before the date of application. This decision will be made by the Housing Panel, taking into consideration any of the below and all available information. This will include information provided by the Community Safety Partnership (CSP).

- Acceptable Behaviour Contract
- Community Protection Notices
- Legal Undertakings
- Anti-Social Behaviour Injunctions
- Premise Closure Order
- Criminal Behaviour Orders

## **2.2.7 False, Misleading or Withheld Information**

Knowingly giving false or misleading information or withholding information is a Level Five offence. The Council may prosecute a customer found guilty of this offence and this may result in their housing application being cancelled.

False or misleading information can include:

- Giving false information;
- Not disclosing all information required;
- Customers not informing Housing Services of changes to their housing situation.

## **2.3 Right to Move**

The Right to Move applies to existing social housing tenants seeking to transfer from another local authority area in England who satisfy 2.3.1 and also 2.3.2 or 2.3.3:

**2.3.1** have reasonable preference under s.166A(3)(e) of the Housing Act 1996 (as amended) because of a need to move to the district to avoid hardship, and;

**2.3.2** need to move due to employment in the district, or;

**2.3.3** need to move to take up an offer of work (the customer must demonstrate that if they were unable to move to take up a job offer that it would cause them hardship).

The council needs to ensure that a customer has a genuine intention to take up the offer of employment. Evidence will need to be provided, such as contract of employment (12 months or more consisting of at least 16 hours a week), pay slips or a formal offer letter. We may contact the employer in order to verify the offer of employment. Voluntary work does not count for this purpose but an apprenticeship would qualify.

The council must also be satisfied that the required move is based on need, rather than wishes. The following factors would be taken into consideration:

- distance and/or time taken to travel between place of employment and home;
- employment opportunities available closer to home;
- contract length;
- personal factors which may be affected if a customer were unable to move;
- availability and affordability of transport.

This list is not exhaustive.

## **2.4 Arrears**

A customer's housing register application may be made non-active if a customer has rent arrears or owes money to the council or a housing provider. This can include but is not limited to:

- owing court costs to a landlord;
- current or former tenant arrears owed to any landlord (private, council, registered provider) where there is no payment plan in place OR an acceptable payment plan is not being adhered to for at least 12 weeks;
- Council Tax arrears;
- monies owed to the council for any previous tenancy on the council's private rented sector scheme whereby there is not a payment plan in place or a payment plan is not being adhered to;
- any other monies owed to the council.

Discretion may be exercised in the following circumstances:

- an overpayment of housing benefit due to council or DWP error;
- arrears due to housing benefit payment being temporarily suspended.
- Serving or former members of the Regular Armed Forces or their former partners who have accrued mesne profit debt whilst in accommodation provided by the Ministry of Defence.

The above list is not exhaustive. The final decision will be made by the Housing Panel.

## **2.5 Deliberately Worsened Circumstances**

If the council considers that a customer has deliberately changed their circumstances to gain extra priority on the housing register, they will be placed in the priority band they would have held before this change for a minimum of one year from the date of the change.

Examples of this can include but are not limited to:

- customers moving from already suitable accommodation;
- homeowners who transfer their property to another family member;
- customers who have disposed of assets which could have been used to secure housing;
- voluntarily moving into a property which results or will result in a customer becoming statutory overcrowded which is not a result of a natural increase in family size.

## **2.6 Household Members**

Customers will be required to give details of all members of their household. In most cases, only someone who is living as part of the household on a permanent basis at the date of application (or children born after registration) and the date of offer will be considered part of their household.

Non dependent children (aged 21 or over and no longer in tertiary education or apprenticeship) will not be considered part of a household unless they are unable to live independently due to support or care needs.

Dependant adult relatives who have joined or already live in a customer's household because they are unable to live independently may be considered as part of their household. This is usually due to care or support needs or for other medical reasons. Such cases may be referred to the council's Independent Medical Advisor.

An unborn child will be considered part of a household four weeks prior to the due date.

## **2.7 Proof of Access to Children**

When a customer has equal access rights to a child which could potentially lead to two applications with the same child as a household member, the child will only be considered part of the household from the child's main and principle home. Proof of the child's main and principle home should be provided at the point of application and the point of offer.

## **2.8 Change of Circumstances**

It is the responsibility of a customer to update the council if their housing circumstances have changed. A customer must complete a change of circumstances form online and their application will be reassessed.

## **3.0 Administration of the Housing Register**

### **3.1 Bidding**

Once an application has been assessed and made live, customers can bid on available properties through our Home Connections website.

### **3.2 Property Adverts**

All properties advertised through Home Connections will be available to bid on for a specific time period.

### **3.3 Time Limited Bidding**

Some priority Band A and Band B applications will be subject to time limited bidding. This means that there will be a timeframe for how long this priority will stand. This is because the council acknowledges the urgency of the situation. Each case will be reviewed on an individual basis and all customers should be aware of the following:

- a customer's housing application could be reassessed and a lower priority band may be awarded;
- the council may actively bid on a customer's behalf;
- any priority awarded may be extended with a further review date.

### **3.4 Approved Bidding**

Some customers will be subject to approved bidding. Customers will still be able to bid for all properties, however the council will need to approve the bid as being suitable. This can include the location or type of property.

### **3.5 Direct Lets**

On some occasions properties will be allocated through a direct let. A direct let means that a customer will not bid on properties but will receive an offer of suitable accommodation. A direct let made to a customer who the council owes a main homeless duty will be a final offer of accommodation.

Direct lets may also be used in the following circumstances:

- if a suitable property becomes available for a customer who requires significant adaptations;
- for customers in high risk priority groups such as fleeing from domestic abuse or UK Protected Persons Service (formerly witness protection). (see 5.0 for further details);
- exceptional circumstances as approved by the Housing Operations Manager or Strategic Housing Manager.

All direct lets will be considered on a case by case basis by the Housing Operations Manager or Strategic Housing Manager.

### **3.6 Allocation and Shortlisting**

#### **3.6.1 Shortlisting**

The customer with the highest priority band who has bid for a property will typically be offered the property should this be suitable for their housing need.

If two customers who have bid for a property have the same priority band, the customer with the earliest band start date will be offered the property.

If two customers in the same priority band have the same priority band start date, the property will be offered to the customer for who the property is considered most suitable. The Housing Panel will make this decision.

Some properties may have additional criteria. These will usually be identified in the property advert. Examples include priority being given for customers with a medical need for a ground floor property (see 5.11)

#### **3.6.2 Property Viewing**

In some cases, more than one customer may be invited to view a property. Therefore, a viewing is not a guarantee of an offer of accommodation. If the property is offered to

a customer, they will have a period of time in which to accept or decline this offer (this will usually be 24 hours)

### **3.7 Verifications**

If a customer is successful in bidding, their application will be verified at the point of offer. There may situations in which an application may be verified at the point of application and the point of offer, specifically but not limited to applications made under 2.2.2 (medical) and 2.2.4. Should a customer exceed the limit of 2.2.4 or apply under medical grounds of 2.2.2, the application will be verified at the point of application and the point of offer.

A customer is required to provide the following for all household members:

- proof of identify: this includes passport or full birth certificate, proof of address, National Insurance number;
- proof of income, expenditure, savings and any interest in a property;
- proof of residency of children: this includes a full birth certificate, proof of receipt of Child Benefit, proof of receipt of Child Tax Credit or the child element of Universal Credit;
- proof of pregnancy;
- confirmation of immigration status and recourse to an allocation of social housing if relevant;
- medical evidence if this is relevant to a customer's need to move to alternative accommodation: this must be dated within the last 12 months;
- notice of eviction if relevant;
- Any other reasonable information relevant to customer's circumstances.

A home visit may be conducted if necessary (see 3.8)

When an offer is made, the above documents must be provided within 48 hours (unless there are exceptional circumstances). If the documents are not provided within this time period the offer will be withdrawn and the property offered to the next customer on the shortlist.

### **3.8 Home Visits**

A customer may be visited at their home prior to an offer to confirm their circumstances. Visits can be scheduled, requested at short notice, or conducted unannounced. If a customer is unavailable for a scheduled visit, the accommodation offer will be subject to reconsideration. If a customer does not have any settled accommodation, a visit may be made to the address provided on the application form. These visits are essential, with access granted to all areas of the property as part of this verification process.

### **3.9 Withdrawal of Offers**

In the following circumstances an offer of accommodation may be withdrawn from a customer by either the council or the registered provider:

- where there has been a change in the customer's circumstances;
- a customer is no longer eligible or do not qualify to remain on the housing register;
- a property has been offered in error;
- a customer could be at risk of harm following the allocation;
- a property is no longer available to let;
- a RP rejects a nomination by the council due to the customer not meeting the criteria of the RP's policies.

### **3.10 Refusing an Offer of Accommodation**

If a customer has successfully bid and has been offered a property, as a principle of Choice Based Lettings they may refuse that offer without their priority on the housing register being affected. However, should three offers of accommodation be refused the customer may be contacted by the Housing Supply Team and their application to the Housing Register reviewed.

This does not apply to customers who are owed the main homelessness duty (see 5.1) or customers who are subject to time limited bidding (see 3.3)

The council will treat it as a refusal of an offer of accommodation by a customer, if they do not hear from the customer, following contact regarding a potential nomination, within 2 working days.

### **3.11 Housing Panel**

The Housing Panel has the ability to grant a customer an exemption to the local connection criteria, on the grounds of exceptional circumstances. An exemption under these grounds will not be considered for any customer that has the means to facilitate a mutual exchange of a social housing tenancy or the financial means to access the private rented sector in the district.

The Housing Panel also has the ability to consider other exceptional cases where an exception to the Council's Housing Allocations Policy may need to be made.

In some cases, the Housing Panel will have the ability to award additional priority to customers who have a welfare, care or support need or other social need that affects their housing.

### **3.12 Right to Request a Review**

Customers have the right to request a review of certain decisions under the Housing Act 1996:

- if they do not qualify to join the housing register;
- if they are not eligible to join the housing register;
- the facts that were taken into account in considering whether to allocate you accommodation.

If the customer disagrees with one of the above decisions, they may request a review of this decision which must be done in writing to the Housing Operations Manager within 21 days. Reviews will be considered by an officer senior to the person who made the original decision within 56 days of the request being received and a written response will be sent stating the outcome of this review.

If the customer disagrees with a decision above made by the Housing Panel, they may request a review of this decision, which must be done in writing to the Strategic Housing Manager within 21 days. Reviews will be considered by the Strategic Housing Manager, independent of the Panel who made the original decision, within 56 days of the request being received and a written response will be sent stating the outcome of this review.

### **3.13 Cancelling an Application**

An application can be cancelled by the council in the following circumstances:

- at the request of a customer;
- where a customer has not placed a bid for at least 12 months or has not responded to any other relevant correspondence within the specified time period;
- if a customer is no longer eligible or no longer qualifies to remain on the housing register;
- when a customer has been housed into suitable accommodation.

This list is not exhaustive.

If you wish to re-join the housing register at a later date this will be treated as a new application.

### **3.14 The Local Government Ombudsman**

The Local Government and Social Care Ombudsman (LGSCO) looks at complaints about councils and some other authorities and organisations, including education admissions appeal panels and adult social care providers (such as care homes and home care providers). The service is free, independent and impartial.

If a customer is not satisfied with the action the Council takes, they can complain to the ombudsman. This complaint must have been dealt with by the Council before contacting the ombudsman, using its internal complaints procedure. The LGSCO can be contacted at:

Advice line: 0300 061 0614  
[www.lgo.org.uk](http://www.lgo.org.uk)

### **3.15 Data Protection**

Information held on a customer is confidential and will not be disclosed to any member of the public. This also applies to any information related to a customer's housing application. If a customer requires a family member or advocate to access information or speak on their behalf then the council will need written permission from the customer.

We seek to comply at all times with all data protection legislation and regulations.



In some circumstances, disclosure of a customer's information to other professionals or services may be necessary, for example to nominate a customer to a partner Housing Association. For further information please see our privacy notice on our website [www.threerivers.gov.uk/egcl-page/privacy-notice](http://www.threerivers.gov.uk/egcl-page/privacy-notice)

## **4.0 Priority Banding and Additional Priority**

### **4.1 Reasonable Preference**

There are five categories of customers to whom reasonable preference must be given. These are as follows:

- People who are homeless, as defined in Part 7 of the Housing Act 1996 (as amended). This includes homeless applicants who have been found not to be in priority need, and those who have not made an application under Part 7 but would have been found to be homeless if they had made an application;
- customers who are owed a duty under the following sections of the Housing Act 1996:
  - section 190(2) - eligible for assistance, homeless, in priority need and intentionally homeless
  - section 193(2) - eligible for assistance, homeless, in priority need and not intentionally homeless
  - section 195(2) - the prevention duty owed to persons who are eligible for assistance and threatened with homelessness;
- customers occupying insanitary or overcrowded housing, or otherwise living in unsatisfactory housing conditions;
- customers with a need to move on medical or welfare grounds, including grounds relating to a disability;
- customers who need to move to a particular area to avoid hardship to themselves or to others. This could include someone who needs to move to access specialist medical treatment or to provide care for a relative.

### **4.2 Additional Priority**

A customer may be awarded additional priority if one or more of the criteria below are met. This will be awarded by backdating their band start date by 12 months.

- For sole applications, a customer has been employed for at least 12 months for a minimum of 24 hours per week;
- for joint applications, both customers have been employed for at least 12 months for a minimum of 37 hours per week;
- a customer is unable to work due to medical issues and has been unable to work for the last 12 months. Evidence must be provided from the DWP that a customer is receiving the support component of ESA or they have proof from the DWP stating that they have been assessed and are unable to work.
- A customer who has served in the Armed Forces who has joined the Housing Register as they have a housing need, however, are not currently homeless, will be awarded additional priority. This priority will be awarded by backdating their band start date by 2 years.



As applications are verified at the point of offer, the onus will be on a customer to provide evidence of the above should it apply. If evidence is not provided a customer Housing Allocations Policy will not receive this additional priority. Customers will be advised of this requirement when making their online application. Backdates in priority will not be awarded should a customer not provide the necessary evidence when applicable.

The following customers that must be awarded reasonable preference (4.1) and have urgent housing needs, will receive a Band C priority on the council's Housing Register:

- currently serving in the regular forces and suffering from a serious injury, illness or disability which is attributable to that service;
- has formerly served in the regular armed forces;
- has recently ceased or will cease to be entitled to reside in accommodation provided by the Ministry of Defence following the death of a spouse or civil partner who served in the regular forces and whose death was attributable to that service;
- has served or is serving in the reserve forces and is suffering from a serious injury, illness or disability which is attributable to that service.

### **4.3 Housing Need and Priority Banding**

When a housing application has been assessed a customer will be awarded one of four priority bands between Band A and Band D, with Band A being the highest. If a customer's circumstances change their priority band will be reassessed.

The priority bands are designed to give customers with the greatest housing need greater priority for housing, while making best use of the available housing stock in the district.

A 'band start date' will be given to the customer. This will initially be the date of application. If a customer's housing circumstances change their band start date may change if the change results in a change in the priority awarded on the housing register. If a customer moves to a higher band, their 'band start date' will be the date of entering the new band. If a customer moves to a lower band, they keep their original 'band start date'.

## **5.0 Customers with Additional Requirements**

### **5.1 Homeless Households**

Following implementation of the Homelessness Reduction Act 2017 in 2018, there are now three stages to a homeless application;

- Prevention Duty (when a customer is threatened with homelessness within 56 days)
- Relief Duty (when a customer actually becomes homeless, this duty lasts for 56 days)
- Main Duty (if relief has not been possible and the customer is not intentionally homeless, a decision is required once the 56 day relief period has ended)

If a customer holds a local connection to the district for purposes of joining the housing register (see 2.2.1) during the Prevention Duty or Relief Duty, the council will bid on behalf of a customer for all suitable properties.

If the council accepts the main duty to provide a customer with secure accommodation, the Council will bid on behalf of a customer for all suitable properties.

A customer could also be offered suitable accommodation in the private rented sector. Any offer of suitable accommodation made to a homeless customer that is owed any of the above homeless duties, will be considered a final offer of accommodation.

If the council accepts a main duty to provide a customer with secure accommodation but the customer does not meet the housing register local connection criteria, they will be prioritised for an offer of accommodation in the private rented sector. Further details in the Private Rented Sector Offer Policy,

## **5.2 Domestic Abuse**

The council will ensure customers who are suffering from domestic abuse and engaging with the council's Housing Options team:

- are given appropriate priority on the housing register;
- are not disadvantaged by any local connection qualifying criteria if they have fled to a refuge in another local authority area;
- are not disadvantaged by any local connection qualifying criteria if they have fled from another local authority area.
- will be referred to, and provided specialist support from by the council's Domestic Abuse Caseworker

Following the introduction of the UK Government's Domestic Abuse Act 2021, the legal definition for domestic abuse is defined as the following;

- Domestic abuse is any single incident, course of conduct or pattern of abusive behaviour between individuals aged 16 or over who are "personally connected" to each other as a result of being, or having been, intimate partners or family members, regardless of gender or sexuality.
- Children who see, hear or experience the effects of the abuse and are related to either of the parties are also considered victims of domestic abuse.
- Behaviour is "abusive" if it consists of any of the following: physical or sexual abuse; violent or threatening behaviour; controlling or coercive behaviour; economic abuse; or psychological, emotional or other abuse. This includes incidences where the abusive party directs their behaviour at another person (e.g. a child). Economic abuse means any behaviour that has a substantial adverse effect on someone's ability to acquire, use or maintain money or other property, or obtain goods or services.

For the full legal definition of domestic abuse, see [Part 1 of the Domestic Abuse Act 2021.](#)

Customers engaging with the council's Domestic Abuse Caseworker who have experienced domestic abuse may be awarded welfare priority. Where appropriate, information may be requested from relevant professionals supporting a customer.

### **5.3 UK Protected Persons Service (UKPPS)**

The council supports the UK Protected Persons Service (formerly Witness Protection) and will consider referrals made to house protected persons at its discretion and in line with outward referrals made under the scheme. The decision to accept referrals is made by the Housing Operations Manager. Accepted referrals will not normally exceed one in any financial year. Any priority given may be reassessed if an offer of suitable accommodation is refused.

### **5.4 Multi-Agency Public Protection Arrangements (MAPPA)**

Housing applications received from these customers will be considered in line with the MAPPA Herts Housing Protocol by the Housing Operations Manager and, if successful will be subject to approved bidding (see 3.4) as these cases are sensitive. The council will work with RPs to find suitable accommodation for such cases and all bids will need to be approved.

### **5.5 Move On and Leaving Care**

The council have agreements with organisations that provide specialised housing. These organisations deal with vulnerable customers and young people leaving care or in supported living who require independent accommodation.

These customers are awarded priority on the housing register. The decision to award priority is made by the Housing Solutions Manager.

### **5.6 Sheltered and Age Restricted Housing**

Sheltered and age restricted housing is designed for customers who are typically over the age of 60. The age restriction may vary and will be identified in a property advert.

### **5.7 Welfare Needs**

The term 'welfare' encompasses care, support and other social needs. This may include customers who need to move to a different locality in order to give or receive care, to access specialised medical treatment or customers recovering from the effects of domestic abuse.

The decision to award welfare priority is made by the Housing Panel.

### **5.8 Medical Assessments**

Some customers may be able to receive additional priority if they or a member of their household has a medical condition or disability that is affected by their housing (see 2.2.2)

## **5.9 Adapted Properties**

When the council advertises a property which has had significant adaptations the advert will clearly state if customers with a need for the adaptations will be given initial priority on this basis.

This means that a customer requiring adaptations will be prioritised over a customer who does not require adaptations even if they are in a higher band.

## **5.10 Extra Room for a Carer**

If an extra room is required for a carer, supporting documentation must be provided stating that a live in carer is required for the customer's care needs. This information must satisfy the Housing Supply Team. This may be referred to the council's Independent Medical Advisor.

If an additional bedroom is approved by the Housing Solutions Manager, the customer must provide evidence that they receive the benefits needed to cover its cost, to ensure affordability if they become benefit dependent. This evidence must be submitted before they can bid on larger properties.

## **5.11 Extra Room for Medical Need**

Priority for ground floor flats may be given to customers in Bands A to C with a medical need for ground floor accommodation. This will be clearly stated in the advert.

If priority is granted for ground floor accommodation, the customer will only be considered for accommodation of this type (no external or internal stairs).

## **5.12 Ground Floor Flats**

Priority for ground floor flats may be given to customers in Bands A to C with a medical need for ground floor accommodation. This will be clearly stated in the advert.

# **6.0 Other Information**

## **6.1 Allocations to Council Staff, Council Members or their Families**

Staff of the council, their immediate family and elected members who require housing through the council may apply in the same way as other customers. Their status should be disclosed on the application form at the time of applying.

If a customer is applying for housing or has made a successful bid as any of the above persons, the Housing Operations Manager or Strategic Housing Manager will be informed and must approve the shortlist letting prior to a formal offer being made.

## **6.2 Local Lettings Policies**

Three Rivers District Council reserves the right to implement a Local Lettings Policy for new developments or to address issues on existing estates. These are used to ensure that communities are sustainable and contain an appropriate mix of

households.

### **6.3 Lettings in Villages – Rural Exception Areas**

Within Rural Exception Sites the aim will be to provide affordable homes for people with a need to live in the locality, or have a local connection to the community and therefore additional criteria will normally be necessary. These will be incorporated into a Local Lettings Policy or nominations agreement and will limit occupancy to people with close ties to, or employed in, the locality. A cascade approach to gradually widen the area of eligibility to occupy the dwellings will usually be acceptable to the council

to ensure that occupants can always be found to fill that property. Rural exception sites which come under this description are Bedmond Village and Sarratt.

#### **6.4 Lettings Covered by this Policy**

This Allocations Policy sets out the procedures used by the council for allocating housing. Some Registered Providers maintain their own register and retain a small percentage of properties for their own tenants.

Registered Providers will offer different lengths of tenancies, some are lifetime tenancies but the majority are offered as flexible tenancies with a one year starter tenancy followed by a fixed-term tenancy.

There are also different rent levels set by the Registered Provider; the majority are either at social rent level or affordable rent which can be up to 80% of market rent.

Lettings that are not treated as allocations under this scheme include:

- mutual exchanges between tenants of a Registered Provider, whether by Deed of Assignment or by commencement of new tenancies (including those arranged via national schemes such as Home Swapper);
- succession of a tenancy following the death of a tenant;
- where an introductory tenancy, assured shorthold starter, or probationary tenancy becomes an assured or secure tenancy;
- where the Registered Provider uses their own allocation percentage to facilitate a management move or another allocation from their own waiting list;
- where a secure or assured tenancy is granted by court order under Matrimonial Causes Act 1973, Matrimonial and Family Proceedings Act 1984, or Children Act 1989; or
- where a tenancy is demoted by court order or where a demoted tenancy reverts back to secure tenancy status.

## Appendix A Banding Scheme

The banding structure described below provides for an assessment structure which officers can work within. They are not prescriptive however, and should the circumstances of a case require that exceptions are made to these bands, senior officers will use their discretion to make such a decision.

**If a customer needs a property which is larger than the property they are currently living in, please refer to the Bedroom Eligibility Matrix below (Appendix B).**

### Band A

- Customers who need to move urgently because of a critical medical housing need, including emergencies, where a customer's current housing situation is so severely detrimental to their health.
- Customers needing to move where they are in immediate danger if they remain in their current home. This will need to be supported by corroborating evidence by the Police or UK Protected Persons Service.
- Customers who have a welfare, care or support need or other social need that affects their housing situation so severely that a move to alternative accommodation is necessary.
- Customers who have succession rights to a social housing tenancy who are required to move to another property and this is not possible through a management move.
- Tenants living in social housing in the district who need to move due to their current property being demolished or needing redevelopment.

### Band B

- Customers who need to move because they have been assessed as having a serious medical need that is being affected by their current housing situation.
- Customers who have a serious welfare, care or support need or other social need that affects their housing to a degree that they need to move to alternative accommodation. This can include victims of domestic abuse (see section 5.2).
- Customers needing to move due to harassment. This will need to be supported by corroborating evidence by the Police. Other supporting information will be considered.
- Tenants who are living in social housing in the district and under-occupying by one or more bedrooms.
- Customers owed the Main Homelessness Duty (S193).
- Customers that need to move on from care or supported housing where a nominations agreement or protocol is in place.
- Customers who have been assessed as being statutory overcrowded where this is not the result of a deliberate act (see 2.5).
- Customers with composite need from Band C, one of which is medical priority

### Band C

- Customers who have been assessed as having a moderate medical need that is being adversely affected by their current housing situation.



- Customers who have a moderate welfare, care or support need or other social need that affects their housing to a degree that they need to move to alternative accommodation.
- Customers living in accommodation for which an Improvement Notice or a Prohibition Notice has been served by Three Rivers District Council in relation to a Category 1 or 2 hazard in the customer's dwelling and the remedies needed to reduce the hazard will require the property to be vacated for a significant period of time or will make the property unsuitable for occupation by the customer.
- Social housing tenants living in a fully adapted property who no longer need these adaptations.
- Social housing tenants living in the district in general needs stock wishing to move into age-restricted accommodation.
- Customers with a priority need owed the Relief Duty by the council.
- Customers who are occupying a property which is subject to a Compulsory Purchase Order and are unable to secure suitable alternative accommodation.
- Members or former members of the Armed Forces who lived in the district for at least 12 months immediately prior to enlisting and have a housing need.
- Customers with composite need from Band D, one of which is medical priority.

#### Band D

- Customers who have been assessed as having a low medical need that is being adversely affected by their current housing situation.
- Customers who have a low welfare, care or support need or other social need that affects their housing to a degree that they need to move to alternative accommodation.
- Customers living in accommodation for which a Hazard Awareness Notice has been served by Three Rivers District Council in relation to a Category 1 or 2 hazard in the customer's dwelling and the remedies needed to reduce the hazard will require the property to be vacated for a significant period of time or will make the property unsuitable for occupation by the customer.
- Customers who have no fixed abode, including those that have received a non-priority need decision or intentionally homeless decision.
- Customers owed the Prevention Duty by the council.
- Customers without a priority need owed the Relief Duty by the council.
- Customers who qualify for the 'Right to Move'.
- Council staff leaving tied accommodation where there is a contractual agreement to provide accommodation.

#### Band E

- Customers who qualify through having a local connection and who have no housing need but are only eligible for sheltered or older person's accommodation.



## Appendix B

### Bedroom Eligibility Matrix

| Household Size   | Bedroom entitlement | Current Bedrooms  |             |              |                |
|--|---------------------|-------------------|-------------|--------------|----------------|
|  |                     | Without a bedroom | One bedroom | Two bedrooms | Three bedrooms |
| Single person  | Bedsit or 1         | D                 | -           | -            | -              |
| Couple   | 1                   | D                 | -           | -            | -              |
| One child  | 2                   | C                 | D           | -            | -              |
| Two children of opposite sex both under 10                   |                     | B                 | C           | -            | -              |
| Two children of same sex both under 16                       |                     | B                 | C           | -            | -              |
| Two children of opposite sex (at least one child 10 or over) | 3                   | B                 | C           | D            | -              |
| Two children of same sex (at least one child 16 or over)     |                     | B                 | C           | D            | -              |
| Three children   |                     | B                 | B           | C            | -              |
| Four or more children  | 3+/4                | B                 | B           | C            | D              |



## Housing Allocations Policy comparison document

Brief table detailing the changes between the existing and proposed policies

| Allocations Policy 2022   | Allocations Policy 2025   | Rationale for change   |
|---|---|--|
| <p>1.5 Service Standards</p> <p>The service you can expect from our Housing Team can be found on the Council's website.</p>   | To be deleted.  | Service standards are no longer posted on the council's website.   |
| <p>2.2.1 Local Connection</p> <p>To be considered as having a local connection to TRDC, at least one of the following criteria must apply:</p> <ul style="list-style-type: none"> <li>• have current residence (by choice) in the district and have lived in the district for at least five of the last six years, excluding any time spent in temporary accommodation. This requirement applies at the point of application and the point of offer;</li> <li>• have an immediate family member (parents, adult children, adult siblings) who is currently resident and has continuously been a resident within the district for at least ten years. The customer must have a relationship with that family member and a need for their support or to provide support to that family member.</li> </ul> <p>The Council would consider a need for support to be a formal care requirement, significant childcare needs or the need to assist in the care of a child with high complex needs. This requirement applies at the</p> | <p>2.2.1 Local Connection</p> <p>To be considered as having a local connection to TRDC, at least one of the following criteria must apply:</p> <ul style="list-style-type: none"> <li>• have current residence (by choice) in the district and have lived in the district for at least five of the last six years, excluding any time spent in temporary accommodation. This requirement applies at the point of application and the point of offer;</li> <li>• have an immediate family member (parents, adult children, adult siblings) who is currently resident and has continuously been a resident within the district for at least ten years. The customer must have a relationship with that family member, a need for their support or to provide support to that family member <b>and must demonstrate that the distance they currently travel to provide this support is unreasonable or creates a barrier to delivering effective care or assistance.</b></li> </ul> <p>The Council would consider a need for support to be a formal care requirement, significant childcare needs, the need to assist in the care of a child with high complex needs. This</p> | <p>The Council will retain local connection criteria for those supporting long-standing family members in the district. A new procedure will assess if applicants living nearby qualify, considering travel distance, transport access, and level of support provided.</p> |

| point of application and the point of offer.   | requirement applies at the point of application and the point of offer.   |   |
|--|---|---|
| <p>The following are listed in Section 2.2.1 of the Policy as having an exemption to the local connection criteria -</p> <ul style="list-style-type: none"> <li>• those who are currently serving in the Regular Armed Forces or who were serving in the Regular Forces at any time in the five years preceding their application for an allocation of social housing;</li> <li>• bereaved spouses or civil partners of those serving in the Regular Forces where (i) the bereaved spouse or civil partner has recently ceased, or will cease, to be entitled to reside in Ministry of Defence accommodation following the death of their Service spouse or civil partner, and (ii) the death was wholly or partly attributable to their service;</li> <li>• serving or former members of the Reserve Armed Forces who are suffering from a serious injury, illness or disability which is wholly or partly attributable to their service; • a member or former member of the Regular Armed Forces and the application is made within five years of discharge (includes bereaved spouses and civil partners leaving accommodation provided by the Ministry of Defence following the death of their partner);</li> <li>• a divorced or separated spouse or civil partner of a Regular Armed Forces member who needs to move out of</li> </ul> | <p>Section 2.2.2 Armed Forces Exemptions</p> <p>All Armed Forces veterans, irrespective the length of Service or when this Service ended, are exempt from local connection criteria to join the council's Housing Register.</p> <p>This includes:</p> <ul style="list-style-type: none"> <li>• Current serving members of the Armed Forces;</li> <li>• Former members of the Armed Forces;</li> <li>• Bereaved spouses or civil partners of Armed Forces members, where the death was attributable to service;</li> <li>• Adult children of serving Armed Forces members who need to move out of family accommodation.</li> </ul> | <p>The exemptions for Armed Forces members (and families) will be removed from Section 2.2.1 and a new section will be added (Armed Forces Exemptions) that clarify the exemptions to the local connection criteria for this cohort.</p> <p>These changes have been made to reflect new Government guidance on the local connection criteria for this cohort, released in December 2023.</p> <p>This updated guidance removes any reference to length of Service.</p> |

|   |  |   |
|---|--|---|
| <p>accommodation provided by the Ministry of Defence due to a relationship breakdown;</p> <ul style="list-style-type: none"> <li>• an adult child of a serving Regular Armed Forces member who is no longer able to remain in family accommodation provided by the Ministry of Defence</li> </ul>   |  |   |
| <p>2.2.2 Housing Need –</p> <p>A customer may be considered to have a housing need if they or a member of their household has a medical condition or disability that is affected by their current housing situation. A customer will be required to complete an online medical form and provide supporting documentation dated within the last 12 months.</p> <p>Medical needs will be assessed and may be referred to an Independent Medical Advisor for a recommendation on whether medical priority should be awarded.</p> | <p>2.2.3 Housing Need –</p> <p>A customer may be considered to have a housing need if they or a member of their household has a medical condition or disability that is affected by their current housing situation. A customer will be required to complete an online medical form and provide supporting documentation dated within the last 12 months.</p> <p>Medical needs will be assessed and may be referred to an Independent Medical Advisor for a recommendation on whether medical priority should be awarded. <b>Should a recommendation on medical priority be provided by the council's independent medical advisor, any decision to award medical priority to the application will be taken by the council's Housing Solutions Manager.</b></p> | <p>This additional text has been added to ensure alignment with our current procedures on the award of medical priority banding to a customer.</p>  |
| <p>2.2.2 Housing Need –</p> <p>‘However, there is an exception for customers over 60 years of age with a local connection who do not have a housing need. These customers will only be considered for age restricted properties and only prioritised in Band E.’</p>  | <p>2.2.3 Housing Need –</p> <p>‘However, there is an exception for customers over <b>55</b> years of age with a local connection who do not have a housing need. These customers will only be considered for age restricted properties and only prioritised in Band E.’</p>  | <p>The age has been changed within this exception to 55 from 60.</p> <p>This reflects the fact that most Registered Providers will now accept those aged 55 and over for age restricted properties.</p> |

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| <p>2.2.3 Home Ownership</p> <p>Most customers who own a property will not be considered to have a housing need as they have sufficient financial means to resolve their housing and will not qualify to join the housing register.</p> <p>Applications from customers who own a property but are experiencing financial hardship which may result in them losing their home will be considered on an individual basis.</p> | <p>2.2.4 Home Ownership</p> <p>Most customers who own a property will not be considered to have a housing need as they have sufficient financial means to resolve their housing and will not qualify to join the housing register.</p> <p>Applications from customers who own a property but are experiencing financial hardship which may result in them losing their home will be considered on an individual basis, <b>however, these customers must be engaging with the council's Housing Options team.</b></p>   | <p>The council may be able to prevent the homelessness of a customer who own's a property but are experiencing financial hardship which may result in them losing their home with early intervention.</p> <p>Therefore, to be considered for access to the Housing Register in these circumstances, it is appropriate to require the engagement from this customer with the Housing Service due to their threat of homelessness.</p> |
| <p>3.8 Home Visits</p> <p>A customer may be visited at their home prior to an offer to confirm their circumstances. Home visits may be conducted at short notice and the customer will have to ensure that they are available; otherwise, an offer of accommodation may not be made. If a customer does not have any settled accommodation, a visit may be made to the address provided on the application form.</p>       | <p>3.8 Home Visits</p> <p>A customer may be visited at their home prior to an offer to confirm their circumstances. <b>Visits can be scheduled, requested at short notice, or conducted unannounced. If a customer is unavailable for a scheduled visit, the accommodation offer will be subject to reconsideration.</b> If a customer does not have any settled accommodation, a visit may be made to the address provided on the application form. <b>These visits are essential, with access granted to all areas of the property as part of this verification process.</b></p> | <p>These visits already take place; this policy change simply clarifies that they may be unannounced. Verifying application details is essential to ensure accuracy, transparency, and that any housing offer is based on reliable information about the applicant's current circumstances.</p>  |
| <p>4.2 Additional Priority</p> <p>For customers that must be awarded reasonable preference (4.1) and have urgent housing needs, they</p>   | <p>4.2 Additional Priority</p> <p>The following customers that must be awarded reasonable preference (4.1) and have urgent housing needs, will</p>   | <p>This section has been amended to align with new guidance; however, the Council is only</p>  |

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| <p>may also receive additional priority in the following circumstances:</p> <ul style="list-style-type: none"> <li>• currently serving in the regular forces and suffering from a serious injury, illness or disability which is attributable to that service;</li> <li>• has formerly served in the regular armed forces;</li> <li>• has recently ceased or will cease to be entitled to reside in accommodation provided by the Ministry of Defence following the death of a spouse or civil partner who served in the regular forces and whose death was attributable to that service;</li> <li>• has served or is serving in the reserve forces and is suffering from a serious injury, illness or disability which is attributable to that service.</li> </ul> | <p>receive a <b>Band C priority</b> on the council's Housing Register –</p> <ul style="list-style-type: none"> <li>• currently serving in the regular forces and suffering from a serious injury, illness or disability which is attributable to that service;</li> <li>• has formerly served in the regular armed forces;</li> <li>• has recently ceased or will cease to be entitled to reside in accommodation provided by the Ministry of Defence following the death of a spouse or civil partner who served in the regular forces and whose death was attributable to that service;</li> <li>• has served or is serving in the reserve forces and is suffering from a serious injury, illness or disability which is attributable to that service.</li> </ul> | <p>required to grant 'additional' priority.</p> <p>As part of our review into best practice for Armed Forces veterans engaging with the Housing Service, the Council propose granting a Band C priority to this cohort in these circumstances.</p>                        |
| <p><b>4.2 Additional Priority</b></p> <p>A customer may be awarded additional priority if one or more of the criteria below are met. This will be awarded by backdating their band start date by 12 months.</p> <ul style="list-style-type: none"> <li>• For sole applications, a customer has been employed for at least 12 months for a minimum of 24 hours per week;</li> <li>• for joint applications, both customers have been employed for at least 12 months for a minimum of 37 hours per week;</li> </ul>  | <p><b>4.2 Additional Priority</b></p> <p>A customer may be awarded additional priority if one or more of the criteria below are met. This will be awarded by backdating their band start date by 12 months.</p> <ul style="list-style-type: none"> <li>• For sole applications, a customer has been employed for at least 12 months for a minimum of 24 hours per week;</li> <li>• for joint applications, both customers have been employed for at least 12 months for a minimum of 37 hours per week;</li> </ul>  | <p>As part of our review into best practice for Armed Forces veterans engaging with the Housing Service, it is proposed to grant this additional priority, by backdating the band start date of a customer in this cohort, to recognise their service to the country.</p> |

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| <ul style="list-style-type: none"> <li>• a customer is unable to work due to medical issues and has been unable to work for the last 12 months. Evidence must be provided from the DWP that a customer is receiving the support component of ESA or they have proof from the DWP stating that they have been assessed and are unable to work.</li> </ul> <p>As applications are verified at the point of offer, the onus will be on a customer to provide evidence of the above should it apply. If evidence is not provided a customer Housing Allocations Policy will not receive this additional priority. Customers will be advised of this requirement when making their online application. Backdates in priority will not be awarded should a customer not provide the necessary evidence when applicable.</p> | <ul style="list-style-type: none"> <li>• a customer is unable to work due to medical issues and has been unable to work for the last 12 months. Evidence must be provided from the DWP that a customer is receiving the support component of ESA or they have proof from the DWP stating that they have been assessed and are unable to work.</li> </ul> <p><b>A customer who has served in the Armed Forces who has joined the Housing Register as they have a housing need, however, are not currently homeless, will be awarded additional priority. This priority will be awarded by backdating their band start date by <u>2</u> years.</b></p> <p>As applications are verified at the point of offer, the onus will be on a customer to provide evidence of the above should it apply. If evidence is not provided a customer Housing Allocations Policy will not receive this additional priority. Customers will be advised of this requirement when making their online application. Backdates in priority will not be awarded should a customer not provide the necessary evidence when applicable.</p> |  |
| 5.2 Domestic Abuse  | <p>The Domestic Abuse Caseworker role to be mentioned within Section 5.2 of the council's Housing Allocation Policy.</p> <p>Customers engaging with the Council's Domestic Abuse Caseworker who have experienced domestic abuse may be awarded welfare priority. Where appropriate, information may be requested</p>  | To confirm to customers that the Council employs a specialist Officer to provide support to victims of domestic abuse engaging with the Council. |



|   |  |   |
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|   | from relevant professionals supporting a customer.   |   |
| <p>5.10 Extra Room for a Carer</p> <p>If an extra room is required for a carer, supporting documentation must be provided stating that a live in carer is required for the customer's care needs. This information must satisfy the Housing Supply Team. This may be referred to the Council's Independent Medical Advisor.</p> | <p>5.10 Extra Room for a Carer</p> <p>If an extra room is required for a carer, supporting documentation must be provided stating that a live in carer is required for the customer's care needs. This information must satisfy the Housing Supply Team. This may be referred to the Council's Independent Medical Advisor.</p> <p><b>If an additional bedroom is approved by the Housing Solutions Manager, the customer must provide evidence that they receive the benefits needed to cover its cost, to ensure affordability if they become benefit dependent. This evidence must be submitted before they can bid on larger properties.</b></p> | <p>This clarification has been added to help customers understand the affordability criteria set by our Registered Providers.</p> <p>Whilst a working household may be able to afford a larger property without any help from any benefit entitlement, Registered Providers will not accept a nomination for a property with an extra bedroom to the household's requirement unless that household is eligible to receive the relevant benefits to cover the rental amount.</p> <p>In the event that the household becomes benefit dependant in the future, without the correct benefit entitlement within the household, the extra rental amount required to cover the additional room in the property would not be provided, therefore, making the property unaffordable for the household.</p> |
| <p>5.11 Ground Floor Flats</p> <p>Priority for ground floor flats may be given to customers in Bands A to C with a medical need for ground floor accommodation. This will be clearly stated in the advert.</p>  | <p>5.11 Ground Floor Flats</p> <p>Priority for ground floor flats may be given to customers in Bands A to C with a medical need for ground floor accommodation. This will be clearly stated in the advert.</p> <p><b>If priority is granted for ground floor accommodation, the customer will only be considered for</b></p>   | <p>This additional text has been included to improve clarity for customers.</p> <p>The Council has had a number of applications where ground floor priority has been awarded to an application where the customer has attempted to debate with Officers that whilst they are unable to manage an external staircase, they are</p>   |

|   |  |  |
|---|--|--|
|   | <b>accommodation of this type<br/>(no external or internal stairs)</b>                           | able to manage internal staircase.<br><br>The purpose of this priority is to identify those customers who require ground floor, step free accommodation, not those who 'may' be able to use internal stairs. Therefore, this addition is required. |
| The council's Senior Housing Options Officer is referred to throughout the Policy | Wherever this title is mentioned it has been changed to the council's Housing Solutions Manager. | Title changed to reflect the new title of this role .  |

## 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

|  |  |   |       |
|--|--|---|-------|
| Title  | Housing Allocations Policy 2025  | ID No   | HS003 |
| Team/Service   | Housing Services   |   |       |
| Focus of EIA   | <p>The council's Housing Allocations Policy sets out how the council will allocate the limited amount of social housing available within the district, via the council's Housing Register.</p> <p>The Policy sets out the council's administrative procedure for the allocation of this accommodation and sets out the council's local connection criteria and what the council would consider a housing need.</p> <p>The Policy covers the process and awarding of medical priority banding for customers and sets out what banding will be awarded to those customers who are experiencing different degrees of overcrowding within their property. This updated Policy ensures adherence with all relevant legislation and updated Government guidance, whilst adopting best practice for specific cohorts engaging with the council.</p> |   |       |
| Assessment of overall impacts and any further recommendations  |  |   |       |
| It is not predicted that this Policy will have any negative impact on those groups with protected characteristics. |  |   |       |
| Potential Issues   |  | Mitigating Actions  |       |
| 1. Disabled customers  |  | 1. The Policy enables those who are disabled for whom their property is no longer suitable, or having a detrimental impact on their condition, to be able to apply to the council |       |

|  |  |
|--|--|
| <p>2. Age</p> <p>3. Armed Forces Veterans</p> <p>4. Care leavers</p> | <p>for medical priority banding. This process is undertaken using the recommendation of an independent medical advisor and if awarded, increases the priority of the disabled customer on the housing register.</p> <p>2. The Policy ensures that a disabled customer who has been granted medical priority banding will receive priority for any property available via the council's housing register that is suitable for their needs (wheelchair accessible, ground floor)</p> <p>1. The Policy ensures that those customers who are over the age of 55 who wish to be considered for sheltered accommodation via the council's Housing Register are not required to have a housing need to able to join the housing register.</p> <p>2. The age for those with a local connection to be able to join the Housing Register with no housing need, in order to bid on sheltered accommodation has been lowered from 60 to 55. Therefore, increasing the amount of this cohort able to access social housing if required.</p> <p>1. Updated Government guidance around the allocation of social housing to Armed Forces veterans has been adopted within this Policy. Best practice for this cohort has also been adopted with the award of additional priority in certain circumstances.</p> <p>1. The council has signed up to the Joint Housing Protocol with other LA's that awards care leavers a Band B priority to the councils' Housing Register, as confirmed within the Policy.</p> |
| <b>Actions Planned</b>   |  |
| Nil at this time, however, will monitor for any issues that arise.   |  |

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:** 24/04/2025

### Guidance end-notes

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<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.

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## <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) in addition, TRDC recognises other communities may be vulnerable to disadvantage, this includes carers, people experiencing domestic abuse, substance misusers, homeless people, looked after children, (ex) armed forces personnel.

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 on people with protected characteristics (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 people with protected characteristics – 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.



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## TRDC Climate and Sustainability Impact Assessment

This toolkit is a self-assessment to help officers think about how their policies, projects, procurements, commissioning and services can align with Three Rivers' Climate Emergency and Sustainability Strategy. It also supports report authors to draft the environmental implications section on decision reports, and procurement strategy reports.

### How to use the tool

The self-assessment is intended to help officers reflect critically on their project or service's environmental impact. . It is a reflective tool, not a framework for approving or rejecting a decision, so it will work best if each question is considered honestly and carefully.

We envision this tool will be used early in the design of a project/policy/procurement to identify areas where environmental harms can be mitigated, and environmental benefits enhanced. If you would like advice, please discuss with your Head of Service, and contact the Climate and Sustainability Team if necessary.

Once you are happy that your proposal is optimised, then complete this form, and copy the results in each section in to your decision report (committee/synopsis report) where applicable.

The next tab presents a set of questions about the proposal on a range of sustainability criteria. Each answer is colour-coded to indicate its environmental impact as below:



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

Once you've selected your answer in the "Impact" column (C), then give the relevant score in the "Score" column (E). Higher scores indicate more sustainable proposals.

These questions should be considered for services, goods and projects we procure as well as those we deliver directly. Delivery models, specifications and tender evaluation should be shaped to ensure our contractors are aligned with our sustainability and net-zero commitments.

Against each area, the assessment presents prompts to highlight best practice suggestions and enable consideration of how negative impacts could be lessened on a project.

***This assessment was inspired by Jim Cunningham at Hammersmith and Fulham Council and developed by officers of Three Rivers District Council.***

**Version                      Date**

TRDC Climate and Sustainability Impact Assesment

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

Guidance for use

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

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

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

| Name of project/policy/procurement and date |  | Housing Allocations Policy 2025  |
|---|--|--|
| Brief description (1-2 sentences):          |  | The council's Housing Allocations Policy sets out how the council will allocate social housing properties in the district, via the council's Housing Register. In addition, the Policy sets out the council's local connection criteria and the banding (priority) system used by the council. |

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Homes, buildings, infrastructure, equipment and energy

| Question   | Impact (select from list)   | Score 1 to 4) | Justification or mitigation | Impact (select from list)   | Revised Score (1-4) |
|--|---|---------------|-----------------------------|---|---------------------|
| 1 What effect will this project have on overall energy use (electricity or other fuels) e.g. in buildings, appliances or machinery?  | 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                   |
| 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             |                             | 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? E.g. co-locating services; bringing under-used space into use; using buildings out-of-hours   | 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                   |
| 4 Will any new building constructed or refurbished be highly energy efficient in use? (e.g. high levels of insulation, low energy demand per sq. m., no servicing with fossil fuels such as gas heating, EPC | 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                   |
| 5 Does this make use of sustainable materials / unputs in your project? E.g. re-used or recycled construction materials; timber in place of concrete   | 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                   |
| 6 Does this use more sustainable processes in the creation of the project? E.g. modular and off-site construction; use of electrical plant instead of petrol/diesel,   | 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                   |
| 7 Will this increase the supply of renewable energy? e.g. installing solar panels; switching to a renewable energy tariff  | 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                   |
| 8 Do any appliances or electrical equipment to be used have high energy efficiency ratings?  | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed. | 0             |                             | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed. | 0                   |
| Average Score  |   | #DIV/0!       |                             |   | #DIV/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.

Travel

| Question   | Impact  | Score (0-4) | Justification or mitigation | Impact (select from list)   | Revised Score (0-4) |
|--|---|-------------|-----------------------------|---|---------------------|
| 9 Reducing travel: what effect will this project have on overall vehicle use?  | 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                   |
| 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           |                             | 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? E.g. cycling, walking, switching to electric transport                  | 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                   |
| 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           |                             | 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? Using e-cargo bikes; timing activities or deliveries to be outside peak congestion times | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed. | 0           |                             | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed. | 0                   |
| Average Score  |   | #DIV/0!     |                             |   | #DIV/0!             |

Ways to optimise sustainability and work towards net zero carbon:

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

Goods and Consumption

| Question   | Impact  | Score (0-4) | Justification or mitigation | Impact (select from list)   | Revised Score (0-4) |
|--|---|-------------|-----------------------------|---|---------------------|
| 14 Has this project considered ways to 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           |                             | 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? E.g. repair and re-use; sharing and lending goods between services or people; leasing or product-as-a-service rather than ownership | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed. | 0           |                             | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed. | 0                   |
| 16 Does 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           |                             | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed. | 0                   |

Ways to optimise sustainability and work towards net zero carbon:

- Procure goods through sharing, leasing, or product-as-a-service models rather than ownership.
- Use pre-owned and reconditioned goods, and reduce reliance on procuring new goods.
- Use recycled materials, and procure items that can be reconditioned or recycled at end-of-life.
- Use lifecycle costing in business cases to capture the full cost of operation, repair and disposal of an item.
- Ensure meat and dairy is high-quality, high-welfare.
- Design waste, including food waste, out of business models e.g. separating (and composting) food waste; replacing single-use items with reusable items.
- Use contact points with residents, community groups and businesses to engage and enable them to adopt low-waste, low-carbon behaviours.

|               |  |   |         |  |   |         |
|---------------|--|---|---------|--|---|---------|
| 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       |  | 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?   | 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       |
| 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       |  | 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       |  | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed. | 0       |
| Average Score |  |   | #DIV/0! |  |   | #DIV/0! |

| Ecology       |  |   |             |                             |   |                     |
|---------------|--|---|-------------|-----------------------------|---|---------------------|
| Question      |  | Impact  | Score (0-4) | Justification or mitigation | Impact (select from list)   | Revised Score (0-4) |
| 21            | What effect does this project have on total area of non-amenity green/blue space? (Amenity green space = playing fields, play areas, sporting lakes etc. Non-amenity= e.g. woodland, grassland, wetland, | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed. | 0           |                             | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed. | 0                   |
| 22            | Does the project create more habitat for nature? 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           |                             | 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           |                             | 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           |                             | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed. | 0                   |
| Average Score |  |   | #DIV/0!     |                             |   | #DIV/0!             |

| Adaptation    |  |   |             |                             |   |                     |
|---------------|--|---|-------------|-----------------------------|---|---------------------|
| Question      |  | Impact  | Score (0-4) | Justification or mitigation | Impact (select from list)   | Revised Score (0-4) |
| 25            | Does any planned project, construction or building 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           |                             | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed. | 0                   |
| 26            | Does anythe 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           |                             | 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           |                             | 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           |                             | 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           |                             | Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed. | 0                   |
| Average Score |  |   | #DIV/0!     |                             |   | #DIV/0!             |

| Engagement and Influence    |  |   |             |                             |  |                     |
|-----------------------------|--|---|-------------|-----------------------------|--|---------------------|
| Question                    |  | Impact  | Score (0-4) | Justification or mitigation | Impact (select from list)  | Revised Score (0-4) |
| 30                          | Does this project raise awareness and understanding of the climate and ecological emergency, and the steps that people can take? | 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                   |
| Average Score               |  |   | #DIV/0!     |                             |  | #DIV/0!             |
| Total Overall Average Score |  |   | #DIV/0!     |                             |  | #DIV/0!             |

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

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.

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.

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.

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

| List 1   | List 2 | List 3             |
|--|--------|--------------------|
| Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect.  | 4      | No                 |
| Some positive impact for sustainability. Recommendation to further enhance this aspect where possible and proceed.                           | 3      | To some extent N/A |
| Some possible negative impacts for sustainability. Recommendation to review these aspects and find mitigations where possible.               | 2      | N/A                |
| Considerable inconsistency with the council's sustainability objectives. Strong recommendation to review these aspects and find mitigations. | -1     |                    |
| Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.                    | 0      | Yes                |
| Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.                    | 0      |                    |
| Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect.  | 4      |                    |
| Some positive impact for sustainability. Recommendation to further enhance this aspect where possible and proceed.                           | 3      |                    |
| Some possible negative impacts for sustainability. Recommendation to review these aspects and find mitigations where possible.               | 2      |                    |
| Considerable inconsistency with the council's sustainability objectives. Strong recommendation to review these aspects and find mitigations. | -1     |                    |

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

# COMMITTEE REPORT

App Based Parking Payment  
Solution

|  |                            |   |                                    |                 |
|--|----------------------------|---|------------------------------------|-----------------|
| Report Originator  |                            | Head of Service sponsor                         |                                    | Date Originated |
| Tom Rankin   |                            | Kimberley Rowley                                |                                    | 12/05/2025      |
| Lead Member Name: Sarah Nelmes                             |                            | Area of Responsibility: General Public Services |                                    |                 |
| CMT Date:  |                            | 10/06/2025                                      |                                    |                 |
| JLT Date (if applicable):                                  |                            | N/A   |                                    |                 |
| JLT/CMT Feedback   | Finance<br>Yes/No<br>Date: | Legal<br>Yes/No<br>Date:                        | Head of Service<br>Yes/No<br>Date: |                 |
|  |                            |   |                                    |                 |
| PROPOSED ROUTE FOR FURTHER APPROVAL                        |                            |   |                                    |                 |
|  |                            |   | Date                               |                 |
| General Public Services and Community Engagement Committee |                            |   | 01/07/2025                         |                 |
| Policy and Resources Committee                             |                            |   | 21/07/2025                         |                 |
| Council (if required)                                      |                            |   | N/A                                |                 |

## PART I

### App Based Parking Payment Solution

#### 1 Summary

- 1.1 This report recommends the councils approach to adopting a phone app-based parking payment solution. This system would be usable at existing 'pay by plate' locations including council carparks and certain on-street locations.
- 1.2 The app-based solution is proposed to complement rather than replace the existing provision of physical parking machines.
- 1.3 This report details the costs associated with different app-based parking payment solutions and how this compares to the existing physical parking machines.

#### 2 Background

- 2.1 Three Rivers District Council currently operates 'pay by plate' physical parking machines across 11 public car parks, and certain on-street locations including Moneyhill Parade, Rickmansworth and in Croxley Green. The machines are used by entering the vehicle registration number and selecting the period of stay with no requirement to display a ticket. The machines accept card or contactless payment. All physical parking machines and the associated IT systems are supplied by IPS Group.
- 2.2 There is cost burden of installing and maintaining physical parking machines which has been summarised in the tables below. A transaction fee is also levied on all paid transactions via the physical machines which is detailed in section 4.

| Item  | Cost (incl. VAT)     |
|---|----------------------|
| Cost of installing a new physical parking machine | Approximately £6,000 |

#### Annual Costs

| Item   | Cost (incl. VAT)   |
|--|--|
| Back-office Data Management System   | £360 per machine per year  |
| Receipt thermal paper rolls<br>72 rolls replaced in 2024 or<br>approximately 3 per machine | Approximately £7.00 per roll<br>£21 per machine per year (in 2024) |
| Maintenance contract   | £468 per machine per year  |
| Total:   | £849 per machine per year  |

2.3 With evolving consumer preferences and increased smartphone use, app-based parking solutions are becoming standard across many local authorities. Three Rivers District Council is the only district/ borough in Hertfordshire not offering an app-based parking solution.

2.4 The benefits of implementing an app-based parking solutions include:

2.4.1 Visitors may find the app a quicker and easier way to register a parking session.

2.4.2 Visitors can register a parking session without the need to find the closest physical parking machine.

2.4.3 Visitors can extend an existing parking session if their visit is longer than expected. With some providers, visitors can also receive a refund if their session is shorter than expected.

2.4.4 Visitors can still register a parking session in the event of the physical parking machine being out of order.

2.4.5 The council can avoid lower utilisation of parking areas in the event of the physical parking machine being out of order.

2.4.6 The council can consider reducing the number of physical parking machines installed for new or existing schemes, subsequently reducing the cost of implementing and maintaining schemes.

2.4.7 The council can investigate providing certain permits and other parking services through the app.

2.5 The disbenefits and proposed mitigations of implementing an app-based parking solutions include:

| Disbenefit | Mitigation |
|------------|------------|
|------------|------------|



|   |  |
|---|--|
| Fraudulent activity associated with parking charges is becoming increasingly common in public car parks across the UK. Criminals are known to utilise stickers with QR codes directing visitors to fraudulent parking payment portals. Adoption of an app-based parking payment solution normalises the use of online payment methods in our parking areas. This may result in a greater risk of visitors becoming victims of fraudulent parking payment methods. | <p>Officers recommend adopting a practice of not offering QR codes for payment across our parking areas.</p> <p>Officers recommend reviewing the tariff boards in car parks to educate visitors on the risks of fraudulent QR codes.</p> |
| Providers levying a transaction fee for paid and/or free parking transactions could be an additional cost burden on the council or visitors.  | Officers have reviewed this in further detail and accounted for within the recommendation.   |
| Visitors experiencing digital exclusion if they are not able to use the app.  | <p>Officers recommend that an app is used to complement rather than replace the existing provision of physical parking machines.</p> <p>Officers do not recommend any immediate reduction in physical parking machines.</p>              |

### 3 App-based Parking Solution Providers

- 3.1 The industry for app-based parking solutions is maturing with well-known providers such as RingGo, PaybyPhone and JustPark working with councils and private carpark operators across the UK. Utilising well-established providers will likely result in greater uptake as more visitors will already use the app elsewhere.
- 3.2 Some providers, including all three mentioned in 3.1, offer an automated phone line to register a parking session. Some offer additional functionality through their app such as paying for our Electric Vehicle charging points and parking session simultaneously.
- 3.3 Some larger carpark operators have their own apps including NCP and APCOA. Some councils outsource their parking services to these companies including the implementation and management of an app-based parking solution. Hertsmere Borough Council currently operate parking services for Three Rivers District Council and the scope of this report does not consider changes to this arrangement.
- 3.4 In Hertfordshire, RingGo and PaybyPhone are the operators of choice by other districts and boroughs as shown in the table below. The table also details what transaction fee is charged to the carpark user for free or paid sessions. Where the fee is 0p the council may be paying this fee or they have arranged no fee with the provider.

| District/ Borough | App-based Parking Solution Provider | Transaction fee paid by user for free sessions | Transaction fee paid by user for paid sessions |
|-------------------|-------------------------------------|--|--|
| North Herts       | PaybyPhone                          | Unavailable from App                           | 6p   |
| St Albans         | PaybyPhone                          | 0p   | 15p  |
| Hertsmere         | PaybyPhone                          | 0p   | 14p  |
| East Herts        | PaybyPhone                          | Unavailable from App                           | 15p  |



|                     |            |                      |     |
|---------------------|------------|----------------------|-----|
| Dacorum             | PaybyPhone | 0p                   | 5p  |
| Stevenage           | PaybyPhone | Unavailable from App | 0p  |
| Welwyn and Hatfield | PaybyPhone | Unavailable from App | 15p |
| Broxbourne          | RingGo     | Unavailable from App | 0p  |
| Watford             | RingGo     | 0p                   | 0p  |

- 3.5 Consideration could be given for aligning with our immediate neighbours such as Watford Borough Council to provide convenience and consistency for residents.
- 3.6 IPS Group, the supplier of our physical parking machines, are entering the market with a new parking payment app known as 'ParkSmarter'. This app has completed User Acceptance Testing within the company in March 2025. The app is yet to be utilised by any parking operator. This app is unique in its ability to integrate fully with our existing parking machines providing the ability to check the validity of and extend sessions started on a machine.
- 3.7 IPS Group have offered the council an introductory fee reduction if the 'ParkSmarter' app is implemented. This fee reduction would apply for transactions taking place on the existing physical machines as well as the app.
- 3.8 The National Parking Platform (NPP) was a national pilot previously supported by the Department of Transport which aimed to provide customers with greater flexibility in paying for parking. The NPP uses a generic location code and lets you select your preferred payment provider instead of having to use a specific service or app.
- 3.9 On the 21 May 2025 the government announced that the British Parking Association will take forward the development and running of the NPP supported by a consortium of industry leaders. At the time of this announcement, the platform had been rolled out in 10 local authorities and has handled over half a million transactions a month. The government believe 'drivers nationwide will benefit from a simpler, more seamless experience' with the NPP.
- 3.10 However, there may be disadvantages to the NPP. Each payment provider on NPP can charge their own transaction fee which will vary and cannot be influenced or absorbed by the council. This may result in different fees being paid by drivers depending on their chosen provider.

#### 4 Costs

- 4.1 Officers have completed initial investigations into the adoption of an app-based parking payment solution. Providers levy what is often known as a 'convenience fee' or 'transaction fee' on parking transactions proceed by their app. The cost of these has been compared in the table below. These prices are subject to change with expected inflationary increases. There are also other fees such as Merchant Acquiring Fees which are paid by the council.

|  | Fee for paid transactions             | Fee for free transactions | Other Fees                |
|--|---------------------------------------|---------------------------|---------------------------|
| <b>Current physical machines (IPS)</b> | 20p (absorbed within the parking fee) | 0p                        |                           |
| <b>PaybyPhone</b>                      | 15p                                   | 0p                        | 5% Merchant Acquiring Fee |

|   |   |     |                             |
|---|---|-----|-----------------------------|
| <b>RingGo</b>   | 20p   | 0p  | 2.5% Merchant Acquiring Fee |
| <b>JustPark</b>   | 10p   | 10p | 2% Merchant Acquiring Fee   |
| <b>ParkSmarter (IPS)</b>  | 20p   | 0p  |                             |
| <b>ParkSmarter (IPS)</b><br>Introductory Offer<br>Parking Area      | 19p (reduction also applies to physical machines) | 0p  |                             |
| <b>ParkSmarter (IPS)</b><br>Introductory Offer<br>All Parking Areas | 18p (reduction also applies to physical machines) | 0p  |                             |

4.2 In some other local authorities, the transaction fee is passed on to the visitor as an additional cost to the standard parking rates. This means that completely free parking transactions are often not available through apps.

4.3 The table below indicates how much each providers transaction fees would cost the council if this was absorbed within the standard parking rates. This would mean no variation in cost between the app and our physical parking machines. Dependent on the provider and the type and amount of transactions proceeded by the app, absorbing the transaction fee could incur an additional cost on the council. As detailed in the table above, we currently pay a 20p transaction fee on our parking machines and if the new provider exceeds this it will be an additional cost which could be considered for passing on to the car park user.

4.4 These costs are based on the number of free and paid parking sessions registered in 2024 and the total income from paid sessions in financial year 2024/25. These are indicative numbers which will be subject to fluctuation yearly depending on the amount and type of transactions.

| <b>Provider</b>   | <b>Fee for paid transactions</b> | <b>Fee for free transactions</b> | <b>Total</b>   |
|---|----------------------------------|----------------------------------|--|
| <b>Current machines</b>   | £24,532.00                       | £-                               | £24,532  |
| <b>PaybyPhone</b>   | £31,113.15                       | £-                               | £31,113 (including transaction fee and merchant acquiring fee) |
| <b>RingGo</b>   | £30,889.08                       | £-                               | £30,889 (including transaction fee and merchant acquiring fee) |
| <b>JustPark</b>   | £17,351.66                       | £40,631.80                       | £57,983 (including transaction fee and merchant acquiring fee) |
| <b>ParkSmarter (IPS)</b>  | £24,532.00                       | £-                               | £24,532  |
| <b>ParkSmarter (IPS)</b><br>Introductory Offer<br>Parking Area      | £23,305.40                       | £-                               | £23,305  |
| <b>ParkSmarter (IPS)</b><br>Introductory Offer<br>All Parking Areas | £22,078.80                       | £-                               | £22,079  |

4.5 Some providers enable the council to receive additional income from optional text message (SMS) reminder fees levied on visitors via their app. These fees would always be a choice for the visitor. Provider 'PaybyPhone' see a 54% uptake of SMS reminders across their clients. However, it is becoming increasingly uncommon for providers to offer this, and officers do not consider this to materially impact the options appraisal.

4.6 G-Cloud is a procurement framework officers recommend could be used in this exercise. There is no tender process under the G-Cloud 14 Framework. Instead, the customer conducts a search or number of searches on G-Cloud using

relevant keywords and filters to produce a shortlist of potential suppliers. Through study of the suppliers G-Cloud service summary and more detailed service description, and then discussions and clarifications with suppliers, followed by an evaluation, the customer identifies the supplier whose G-Cloud offering (including service description and service and pricing definition documents) best fits its requirements.

- 4.7 A Further Competition under the ESPO Parking Management Solutions Framework could also be considered. Both frameworks include all the main suppliers in the cashless parking marketplace, and both provide an efficient route to market which is fully compliant with the Procurement Act 2023 and the Council's Contract Procedure Rules. However, the pricing available under the G Cloud 14 framework is more attractive, and, therefore, this route generally provides better value for money.
- 4.8 Procuring IPS as a solution will need to be reviewed further by the council's legal team as they are currently not on any of the above procurement frameworks.

## **5 Options and Reasons for Recommendations**

- 5.1 To enable the benefits outlined in section 2.4, officers recommend that the council progresses the establishment of an app-based parking solution. This will provide visitors greater choice in how they register a parking session in Three Rivers district.
- 5.2 To ensure the consistency for tariffs for users, this report does not recommend the council pursues joining the National Parking Platform at the stage. However, officers recognise that the industry is likely to move towards this service and would therefore recommend future proofing our parking areas to move to NPP. This includes:
  - 5.2.1 Requesting our nationally unique NPP area code and location codes for our parking areas which will be used with the chosen provider.
  - 5.2.2 Having a break clause in the contract to allow movement from the chosen provider to the NPP when the council feels this is appropriate.
- 5.3 To provide consistency of parking fees across our physical machines and the app, officers recommend that the council absorb the cost of the transaction fee outlined in section 5. This enables the council to maintain a completely free transaction to app users for applicable parking sessions. However, this may result in an additional cost burden to the council and for this reason, the provider fees must be carefully considered.
- 5.4 To maintain or reduce the costs incurred by the council, officers recommend that the council consider utilising the 'ParkSmarter' app provided by IPS Group or another provider which can match or exceed this expected cost. The council would seek further procurement advice on completing any agreement.
- 5.5 If 'ParkSmarter' is procured, to ensure the app provides a quality user experience, officers recommend trialling the app in one carpark to begin with before expanding to all parking areas. This app is new to the market and whilst there may be opportunities for the council to influence the service, it is not used by anyone else currently and would be another new app for motorists. This app does not provide a telephone service to pay.

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

- 6.1 The recommendations in this report currently match current budget spend.
- 6.2 The recommendations in this report are within the Council's agreed policy. The relevant policy is entitled Corporate Framework 2023-2026. Further details are included in the Regulatory Services Service Plan.
- 6.3 The recommendations in this report relate to the achievement of the following performance indicators: Continue to develop and improve our Customer Experience

## **7 Legal, Community Safety, Public Health, Risk Management and Health & Safety Implications**

- 7.1 None specific.

## **8 Financial Implications**

- 8.1 The table below shows the possible impact on fees to the parking account based on the number of parking transactions in 2024. The numbers assume all transactions are processed by the chosen option, but it is noted that a mix of machine and app transactions is likely to continue.

| <b>Recommendation</b>                | <b>Council Annual Expenditure</b> |
|--------------------------------------|-----------------------------------|
| <b>Recommendation is not carried</b> | £24,532.00                        |
| <b>5.3.1 (ParkSmarter)</b>           | £24,532.00                        |

## **9 Equal Opportunities Implications**

- 9.1 Relevance Test

|  |  |
|--|--|
| Has a relevance test been completed for Equality Impact?               | Yes  |
| Did the relevance test conclude a full impact assessment was required? | No – effective mitigations have been agreed as recommendations in this report. |

## **10 Staffing Implications**

- 10.1 The Principal Sustainable Transport Officer within the Transport and Parking team oversees the implementation of parking schemes. This project is not expected to require additional staffing resources outside of the Transport and Parking team.

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

- 11.1 An app-based parking payment solution is unlikely to have direct implications. It may support less dependence on physical parking machines, paper receipts and other associated materials which have carbon impacts in their production (Scope 3).

## **12 Customer Services Centre Implications**

- 12.1 The customer service centre may receive calls from the public about issues using the parking app. New Granicus reporting routes will need to be created so

that any issues are reported directly to the app provider. CSC would benefit from training to be familiar with the app to support the public with its use.

### **13 Communications and Website Implications**

The parking website will need to be updated with the chosen providers details and location codes of each car park. The council will also link to the external providers website. Communications support may be needed in the launch of a new app solution.

### **14 Recommendation**

#### **14.1 It is recommended that:**

- i) Members note the report and approve officers to progress the implementation of an app-based parking payment solution including entering an agreement/contract with a provider.
- ii) Members approve the mitigations outlined in 2.5.
- iii) Members agree to not pursue the National Parking Platform but plan for future compatibility as outlined in 5.2.
- iv) Members agree for officers to progress with procuring an app under the recommendation outlined in 5.4.
- v) Members delegate the final details to progress an app-based parking solution to the Director or Finance in conjunction with the relevant Lead Member, to implement the new system in the current financial year.
  
- vi) That public access to the report be immediate.
- vii) That public access to the decision be immediate.

Report prepared by: Tom Rankin, Principal Sustainable Transport Officer

**Data Quality**

Data checked by:

Tom Rankin, Principal Sustainable Transport Officer

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

**Background Papers**

None.

**APPENDICES / ATTACHMENTS**

None.



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# EQUALITY IMPACT ASSESSMENT (EIA)

| Project Information   |  |
|---|--|
| <b>Project Name</b><br><i>This should clearly explain what service / policy / strategy / change you are assessing</i> | App Based Parking Payment Solution         |
| <b>Service Area</b><br><i>Main team responsible for the policy, practice, service or function being assessed</i>      | Transport and Parking, Regulatory Services |
| <b>EIA Author</b><br><i>Name and Job Title</i>  | Tom Rankin, Sustainable Transport Officer  |
| <b>Date EIA drafted</b>   | 30/05/2025                                 |
| <b>ID number</b><br><i>This will be added by the Strategy and Partnerships Team</i>                                   | RS005                                      |

| Executive summary  |  |
|--|--|
| <b>Focus of EIA</b><br><i>A member of the public should have a good understanding of the policy or service and any proposals after reading this section.</i><br><br><i>Please use plain English and write any acronyms in full first time - eg: 'Equality Impact Assessment (EIA)'</i><br><br><i>This section should explain what you are assessing:</i> <ul style="list-style-type: none"> <li><i>If the EIA is attached to a report, summarise the report.</i></li> <li><i>Provide information on whether any of the following communities could be affected by the policy, practice, service or function, or by how it is delivered?</i></li> <li><i>(age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation, and marriage and civil partnership) in addition, TRDC recognises other communities may be vulnerable to disadvantage, this includes carers, people experiencing domestic abuse, substance misusers, homeless people, looked after children, (ex) armed forces personnel.</i></li> </ul> | <p>This EIA relates to a report recommending how the council implements a phone app-based parking payment solution. This system would be usable at existing 'pay by plate' locations including council carparks and certain on-street locations.</p> <p>The app-based solution is proposed to complement rather than replace the existing provision of physical parking machines.</p> <p>This EIA is assessing the potential impact of implementing an app-based parking payment solution on different communities. It is believed that the biggest impact will be on those who are disabled, elderly, not English-speakers or those who, for any reason, are not digitally enabled.</p> |

| Mitigations                          |   |  |
|--------------------------------------|---|--|
| Protected Characteristic             | <b>Potential Issue</b><br><i>Against each protected characteristics, make a frank and realistic assessment of what issues may or do occur</i> | <b>Mitigating Actions</b><br><i>How can the negative impacts be reduced or avoided by the mitigating measures? Is further engagement with specific communities needed? Is more research or monitoring needed? Does there need to be a change in the proposal itself?</i> |
| Age                                  | Visitors experiencing digital exclusion if they are not able to use the app.  | Officers recommend that an app is used to complement rather than replace the existing provision of physical parking machines. Officers do not recommend any immediate reduction in physical parking machines.  |
| Disability                           | Disabled users who may not be able to use a mobile device due to their disability.  | Officers recommend that an app is used to complement rather than replace the existing provision of physical parking machines. Officers do not recommend any immediate reduction in physical parking machines.  |
| Gender reassignment (or affirmation) | NONE  |  |
| Pregnancy or maternity               | NONE  |  |
| Race                                 | NONE  |  |
| Religion or belief                   | NONE  |  |
| Sex                                  | NONE  |  |
| Sexual Orientation                   | NONE  |  |

|   |  |  |
|---|--|--|
|   |  |  |
| Marriage and Civil Partnership  | NONE   |  |
| The council recognises other communities may be vulnerable to disadvantage, this includes carers, people experiencing domestic abuse, substance misusers, homeless people, looked after children and care leavers, (ex) armed forces personnel. | Visitors who do not speak English may find it difficult to understand signage and the relevant parking restrictions. | Many app-based solutions will be able to use multiple languages. |

#### **Actions Planned**

*In this section you can add information on additional or proactive steps you are taking that enhance equity, engagement or equality of access to services, as well as those mitigating actions identified in the section above that will be undertaken.*

*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.*

#### **Additional Information**

*Space to provide any additional information in relation to protected characteristics or equity, diversity, equality and inclusion.*

| Equalities Lead Officer | Date       |
|-------------------------|------------|
| Shivani Davé            | 04/06/2025 |



# Committee Report

## Local Cycling and Walking Infrastructure Plan (LCWIP)



| Report Originator:   | Head of Service sponsor:   | Date Originated: |
|--|--|------------------|
| Tom Rankin   | Kimberley Rowley   | 6/5/25           |
| Lead Member Name:<br>Councillor Sarah Nelmes               | Area of Responsibility:<br>Lead Member for General Public Services |                  |
| Meeting  |  | Date             |
| General Public Services and Community Engagement Committee |  | 1 July 2025      |
| Policy and Resources Committee                             |  | 21 July 2025     |

## PART I

### Adoption of the Local Cycling and Walking Infrastructure Plan (LCWIP) (DoF)

#### 1 Summary

- 1.1 Following consideration of a draft LCWIP at GPSCS&I Committee in October 2024 Officers have made further amendments and redrafted the LCWIP for adoption (**Appendix A**). This updated document reflects the previously agreed amendments detailed at GPSCS&I which were based on the analysis of the response to the public consultation (held 22 May to 17 July 2023).
- 1.2 The LCWIP is a 10-year plan which enables Three Rivers district to benefit from central government funding to improve walking and cycling routes.

#### 2 Background – Initial Development

- 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 LCWIP is a 10-year plan which, once adopted, will be delivered jointly by Hertfordshire County Council and Three Rivers District Council.
- 2.3 The TRDC LCWIP has been developed jointly with the County Council (a requirement) since 2020.
- 2.4 At the early stages, the TRDC LCWIP was also developed jointly with 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). Watford Borough Council and TRDC then progressed their plans separately with Watford Borough Council adopting their LCWIP in 2022.



2.5 Two Watford Borough Council routes cross into Three Rivers district which are shown on the map as route W17 and route W6.

2.6 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.

### **3 Background – Public Consultation**

3.1 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.

3.2 Three documents were provided for the public consultation providing an overview of the TRDC LCWIP:

3.2.1 Local Cycling and Walking Infrastructure 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.

3.2.2 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.

3.2.3 Appendix A: This document provided a detailed look at each of the proposed interventions and what specific improvements could be made.

3.3 The consultation requested feedback on the 5 priority cycle routes and 5 priority walking routes identified. Potential future routes were included in the report to provide context but were not specifically asked to be commented upon.

3.4 The LCWIP public consultation was conducted from the 22 May to the 17 July 2023 led by the County Council in partnership with TRDC. Participants were given multiple ways to provide feedback and a total of 1,542 responses were received across all methods.

3.5 In-person engagement sessions were also held to facilitate direct interaction between residents and council officers.

3.6 Officers from Hertfordshire County Council and Three Rivers District Council investigated concerns raised in the public consultation as well as other suggestions and proposed alternative routes. This included further consultation with officers from the Highways service and site visits.

3.7 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. A key outcome of this meeting was the support of a route down Green Street which would later be reviewed and added to the final document.

3.8 Hertfordshire County Council completed an analysis of the responses to the public consultation and a summary of this was presented to General Public Services, Community Safety & Infrastructure Committee on the 15 October

2024. The Committee report with an overview of the consultation responses can be found at **Appendix B**.

3.9 At the General Public Services, Community Safety and Infrastructure Committee meeting on 15 October 2024, members resolved to:

i. That the Committee notes the report and approves the proposed changes as a result of the public consultation and further investigations detailed in the table below:

| Route          | Description of Route  | Agreed Amendment  |
|----------------|---|---|
| 2              | Watford via Croxley Green A412 to Rickmansworth High Street   | None at this stage.   |
| 3              | Ebury Road, parallel with Uxbridge Road and then next to A412   | Include the alternative route through Townfield alongside Fire station.   |
| 8              | A404 route between Rickmansworth Station and Chorleywood  | 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             | Starts on Stag Lane in Chorleywood and comes out via Shepherds Lane towards William Penn Leisure Centre | 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 Buckinghamshire 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. That Officers continue to pursue the LCWIP for presentation of a Plan for adoption at a future Committee meeting.

3.10 Following this Committee meeting Officers amended the LCWIP to include the above changes. In addition, as a result of requests from this Committee meeting, officers from TRDC and HCC investigated the extension of route 8 further along the A404 and down Green Street, Chorleywood. The route was considered viable and has now been added to the LCWIP.

## 4 Options and Reasons for Recommendations

4.1 Officers have redrafted the LCWIP, taking into account comments received from the public consultation. This can be viewed as **Appendix A**. This updated document reflects the agreed amendments from the General Public Services, Community Safety and Infrastructure Committee meeting on 15 October 2024 (see details in the table at para 3.9 above). These amendments were based on the analysis of the response to the public consultation.

4.2 The redrafted document also includes an extension of route 8 further West along the A404 and down Green Street, Chorleywood.

4.3 The LCWIP aims to provide safe and accessible routes in the district which enables residents to choose walking, wheeling or cycling. Each route connects two or more key destinations including local settlements, schools and educational sites, employment areas and community facilities. This aligns with

our corporate objective to “Facilitate the design and implementation of sustainable, low carbon, infrastructure”.

- 4.4 The LCWIP includes ‘strategic’ cycle routes, which in the Three Rivers district are focussed on the key corridors identified by the tools required to be used for this process.
- 4.5 The District Council’s local cycle route network will be retained as a non-strategic ‘local network’ which is nevertheless essential to increasing cycling as it comprises routes that the County Council has suggested could be considered as ‘feeder’ routes to the Strategic Cycling Network.
- 4.6 The identified interventions on routes remain indicative suggestions at this stage. Once the LCWIP has been adopted, each route will be subject to further detailed design review and further public consultation.
- 4.7 Adoption of the LCWIP will enable future cycling and walking projects to be identified and prioritised in the district and will enable Three Rivers District Council to lever additional external funding.
- 4.8 Further changes to the LCWIP will result in delaying its adoption and delaying the ability to begin seeking funding for the improvement of cycling and walking routes in Three Rivers district.
- 4.9 Abandonment of the LCWIP may result in schemes in Three Rivers district being ineligible for central government funding resulting in minimal improvements in cycling and walking routes in Three Rivers district.

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

- 5.1 The recommendations in this report are within the Council’s agreed policy and budgets and will wherever possible be delivered through external funding. The relevant policy is entitled Corporate Framework 2023-2026. Further details are included in the Regulatory Services Service Plan.
- 5.2 The recommendations in this report relate to the achievement of the following performance indicators:

- Delivery and implementation of a Cycling and Walking Strategy

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

- 6.1 None specific

## **7 Financial**

- 7.1 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.

## **8 Staffing Implications**

- 8.1 The Principal Sustainable Transport Officer within the Transport and Parking team oversees the development of the LCWIP in partnership with officers from

Hertfordshire County Council. This project is not expected to require additional staffing resources outside of the Transport and Parking team.

## **9 Climate Change and Sustainability Implications**

- 9.1 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.

## **10 Communications and Website Implications**

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

## **11 Risk and Health & Safety Implications**

- 11.1 The Council has agreed its risk management strategy which can be found on the website at <http://www.threerivers.gov.uk>
- 11.2 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><br><i>(tolerate, treat, terminate, transfer)</i> | <b>Risk Rating</b><br><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   |

## **12 Recommendation**

- 12.1 It is recommended that:
- Members agree the Local Cycling and Walking Infrastructure Plan (LCWIP) attached at Appendix A is agreed and adopted.

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

## **APPENDICES**

Appendix A: Local Cycling and Walking Infrastructure Plan (including appendices)

Appendix B: LCWIP Public Consultation Report - General Public Services, Community Safety & Infrastructure Committee, 15 October 2024

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# Three Rivers District Local Cycling and Walking Infrastructure Plan





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# Appendix

- Appendix A - Key Destinations
- Appendix B – Detailed District Cycle Route Map
- Appendix C – Glossary of Potential Route Interventions
- Appendix D – Policy Context

# 1 Introduction

This Local Cycling and Walking Infrastructure Plan (LCWIP) covers Three Rivers district and has been developed by Hertfordshire County Council (HCC) and Three Rivers District Council (TRDC).

This document was originally developed in partnership with Watford Borough Council as a joint document to study cycling and walking routes across both district areas. However, Watford Borough Council and Three Rivers District Council have since progressed their LCWIP separately. An LCWIP focussing on routes and schemes within Watford Borough was finalised in early 2022 and approved and adopted in March 2022.

## 1.1 LCWIP background

In April 2017, the Department for Transport (DfT) published the first National Cycling and Walking Investment Strategy (CWIS).<sup>1</sup>

The CWIS is based around the ambition to make cycling and walking ‘the natural choices for shorter journeys, or as part of longer journeys’. The strategy is seeking to support the transformation of local areas where the dominance of the motorised vehicle will be reduced to tackle congestion, support local economies, and improve physical and mental health.

The CWIS identified short to long term objectives for cycling and walking with short term targets focusing on increased journeys by active modes including an increase in the percentage of children that walk to school. Short term safety targets have also been identified which will reduce the rate of cyclists killed or seriously injured on England’s roads.

Table 1.1 presents the long term (by 2040) DfT aspirations relating to cycling and walking.

**Table 1.1 DfT Cycling and Walking Long Term Aspirations**

| <b>Government Ambition</b>  | <b>Objectives</b>  |
|---|--|
| <b>Better Safety</b> – ‘A safe and reliable way to travel for shorter journeys’         | Streets where cyclists and pedestrians feel they belong and are safe<br>Better connected communities<br>Safe traffic speeds, with low-speed limits where appropriate<br>Cycle training opportunities for all children  |
| <b>Better Mobility</b> – ‘More people cycling and walking – easy, normal and enjoyable’ | More high-quality cycling facilities.<br>More urban areas that are considered walkable.<br>Rural roads which provide improved safety for cycling and walking.<br>More networks of routes around public transport hubs and town centres.<br>Better links to schools and workplaces.<br>Technological innovations that can promote more and safer cycling and walking.<br>Behaviour change opportunities to support increased walking and cycling.<br>Better integrated routes for those with disabilities or health conditions. |
| <b>Better Streets</b> – ‘Places that have cycling and walking at their heart’           | Places designed for people of all abilities and ages.<br>Improved public realm.<br>Better planning for walking and cycling.<br>More community-based activities such as led rides.<br>A wider green network of paths, routes, and open spaces.  |

Source: Department for Transport Local cycling and walking infrastructure plans technical guidance

<sup>1</sup>[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/603527/cycling-walking-investment-strategy.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/603527/cycling-walking-investment-strategy.pdf)

To achieve the objectives set out within the CWIS, it is imperative that local bodies across England develop high quality cycling and walking infrastructure to encourage mode shift towards active modes. To achieve the Government's ambition to normalise both modes of active travel, guidance has been developed to support local authorities to produce Local Cycling and Walking Infrastructure Plans (LCWIP).

LCWIPs are a new, strategic approach developed to support the aims and objectives of CWIS. 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, ideally over a 10-year period, and form a vital component of the Government's strategy to increase the number of trips made by both forms of active travel.

The key outputs of LCWIPs are<sup>2</sup>:

- A network plan for walking and cycling which identifies preferred routes and core zones for further development.
- A prioritised programme of infrastructure improvements for future investment
- A report which sets out the underlying analysis carried out and provides a narrative which supports the identified improvements and network

Figure 1.1 shows the key benefits of local bodies developing a strategic approach to cycling and walking infrastructure through LCWIPs.

**Figure 1.1 Benefits of the LCWIP Process**

|   |
|---|
| Identify cycling and walking infrastructure improvements from quick wins to long term aspirational schemes  |
| Integrate LCWIP into local planning policy and strategies to ensure cycling and walking infrastructure is at the forefront of the transport network |
| Provide a case for future funding for walking and cycling infrastructure  |

Source: Mott MacDonald

<sup>2</sup>[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/607016/cycling-walking-infrastructure-technical-guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/607016/cycling-walking-infrastructure-technical-guidance.pdf)

## 1.2 The LCWIP process

The recommended process for creating an LCWIP is set out in the LCWIP Guidance from DfT, and comprises six stages, outlined in Table 1.2. This broadly reflects the process undertaken for Three Rivers district. This report follows this structure and explains how it has been applied in the development of this document.

**Table 1.2 The LCWIP Process**

| Stage | Name                                | Description   |
|-------|-------------------------------------|---|
| 1     | <b>Determining Scope</b>            | Establish the geographical extent of the LCWIP, and arrangements for governing and preparing the plan.  |
| 2     | <b>Gathering Information</b>        | Identify existing patterns of walking and cycling and potential new journeys. Review existing conditions and identify barriers to cycling and walking. Review related transport and land use policies and programmes. |
| 3     | <b>Network Planning for Cycling</b> | Identify origin and destination points and cycle flows. Convert flows into a network of routes and determine the type of improvements required.   |
| 4     | <b>Network Planning for Walking</b> | Identify key trip generators, core walking zones and routes, audit existing provision and determine the type of improvements required.  |
| 5     | <b>Prioritising Improvements</b>    | Prioritise improvements to develop a phased programme for future investment.  |
| 6     | <b>Integration and Application</b>  | Integrate outputs into local planning and transport policies, strategies, and delivery plans.   |

Source: LCWIP Technical Guidance for Local Authorities, DfT, April 2017

## 2 LCWIP Stage 1 – Determining Scope

### 2.1 Overview

Taking advantage of the strong geographical links between Watford borough and Three Rivers district, this LCWIP began as a joint document for the two authorities – allowing the development of a cohesive active travel network.

However, Watford Borough Council and Three Rivers District Council have since progressed their LCWIP separately. An LCWIP focussing on routes and schemes within Watford Borough was finalised in early 2022 and approved and adopted in March 2022.

This LCWIP will represent the Three Rivers district routes and associated links to adopted Watford borough routes.

This LCWIP includes a study detailing the existing walking and cycling networks and the existing infrastructure, to inform a programme of walking and cycling network improvements.

### 2.2 Objectives

In addition to the production of an LCWIP setting out the strategic walking and cycling networks in the study area, the following supplementary objectives and aspirations were identified by the HCC and TRDC at the project inception meeting on 6 April 2020:

- The LCWIP needs to build up ‘a bigger picture’ of the cycling network to ensure that local areas are ultimately connected into the strategic LCWIP network.
- A ‘whole network’ approach to ensure that the network is completely joined up.
- Any routes should enhance the existing local route network throughout Three Rivers district.

### 2.3 Geographical Extent

The LCWIP is for TRDC local authority. TRDC sits within the County of Hertfordshire, with the County Council responsible for the management of the highway network.

Three Rivers District is located on the West of the study area and has more suburban and rural characteristics with strategically important transport corridors. Both Three Rivers and Watford have high transport accessibility with a high proportion of commuter travel.

When defining the geographical scope of the LCWIP, origins and destinations within a reasonable cycling distance (approximately 5km) have been included. Therefore, some of these origins and destinations are beyond the immediate local authority boundaries.

Figure 2.1 sets out the geographical extents of the LCWIP.

# Three Rivers & Watford

Indicative Study Area

- Three Rivers District Boundary
- Watford Borough Boundary
- Potential 5km area of influence for LCWIP
- Major Urban Settlements

The map displays the Three Rivers District (outlined in green) and Watford Borough (outlined in brown). A dashed blue line indicates the potential 5km area of influence for the LCWIP. Major urban settlements are shaded in grey. The map includes labels for various towns and villages, as well as major roads and water features.

## 2.4 Governance Structure

### Figure 2.2 Governance Structure





## 2.5 Consultation Approach

Engagement with the public and local stakeholders is an important element of developing a robust LCWIP. Feedback from members of the public, local authority officers, councillors, and stakeholder groups is a vital way of incorporating local experience into the plan.

Several stages of consultation and stakeholder engagement were held during the development of the LCWIP of which an overview is provided below:

**October 2020** – An introductory workshop was held with key stakeholders, setting out the context for the work, the process of the LCWIP, and outlining the work completed as part of LCWIP stages 1 and 2, and introducing the emerging walking and cycling networks.

**October 2021** – An update workshop was held with key stakeholders on the Three Rivers network planning stages, including an overview of the pre-prioritisation process, and discussion of the audited routes in both areas.

**October 2022** – The draft LCWIP was taken to the TRDC Infrastructure, Housing & Economic Development Committee where it was approved to be taken to public consultation. The report outlined the process of the LCWIP and the indicative cycle routes and the consultation approach.

**22 May 2023 to the 17 July 2023** – A public consultation was held to encourage residents, businesses, and stakeholders to provide feedback on the draft LCWIP document and proposed priority cycling routes. 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 during this time to facilitate direct interaction between residents and council officers including:

- 28<sup>th</sup> May 2023 Rickmansworth Market Day
- 25<sup>th</sup> June 2023 Rickmansworth Market Day
- 4<sup>th</sup> July 2023 Public consultation briefing with Chorleywood Residents Association, Chorleywood Parish Council and local members.
- 8<sup>th</sup> July 2023 Chorleywood Village Day

**September and October 2024** – Council officers engaged further with stakeholders of the Chorleywood area including District Councillors, Chorleywood Parish Council and Chorleywood Residents Association.

**October 2024** – A report was brought to the TRDC General Public Services, Community Safety & Infrastructure committee to provide an update following the LCWIP public consultation and to agree changes to the routes based on the analysis of the public consultation.

**July 2025** – An updated LCWIP with changes made following the public consultation and the further engagement with Chorleywood stakeholders was brought to the TRDC Policy and Resources committee and Full Council for adoption.

The engagement throughout the process has allowed the project team to better understand the views of the people who are likely to use the networks under development and gather local knowledge on routeing and prioritisation. The LCWIP has been amended to reflect the feedback from all consultation. To find out more about the feedback and subsequent changes view:

- 4.10 Consultation – Cycle Route Feedback
- 5.7 Consultation - Walking Route Feedback

## 3 LCWIP Stage 2 – Gathering Information

### 3.1 Policy context

In developing this LCWIP, we considered a total of 10 policy documents at the national, county, and district levels. Table 3.1 will summarise all 10 policy documents and for each one; it will provide the name, publisher, date published, policy level, and a description highlighting its relevance to the LCWIP.

Any additional information required to understand the implications of the policy documents for this LCWIP will be provided separately in Appendix D – Policy Context, which will also include links to all policy documents for further reference.

**Table 3.1 Policy Documents Considered During Development**

| Document   | Publisher and<br>Date<br>Published                  | Policy<br>level | Description  |
|--|---|-----------------|--|
| Local Cycling and Walking Infrastructure Plans: Technical Guidance for Local Authorities | Department for Transport (DfT)<br>2017              | National        | Provides a framework for developing strategic walking and cycling networks, including data collection processes.   |
| Cycling and Walking Investment Strategy (CWIS)   | Department for Transport (DfT)<br>2017              | National        | Aims to double cycling trips and reverse the decline in walking trips by 2025, promoting benefits like cheaper travel and better health.   |
| Local Transport Plan 4   | Hertfordshire County Council (HCC)<br><br>2018-2031 | County          | Identifies several corridors impacting Three Rivers, including the Aylesbury-Watford-London Corridor and the A414 Corridor, aiming to improve transport connectivity, reduce congestion, and promote sustainable travel modes. |
| South West Hertfordshire Growth and Transport Plan (SWGTP)                               | Hertfordshire County Council (HCC)<br><br>2019      | County          | Emphasises enhancing cycling and walking infrastructure in Three Rivers, with projects like Ebury Way improvements and new cycle links in Rickmansworth, supporting sustainable development and healthier communities.         |
| Sustainable Modes of Travel Strategy   | Hertfordshire County Council (HCC)<br><br>2024/25   | County          | Focuses on promoting sustainable travel to schools in neighbouring areas like Watford and St Albans, indirectly impacting Three Rivers by improving road safety and developing school travel plans.                            |
| Hertfordshire Place and Movement Planning and Design Guide                               | Hertfordshire County Council (HCC) (2023)           | County          | Provides a technical approach to managing road user interfaces and translating LTP4 policies into practice, mentioning the Three Rivers' Preferred Local Plan Lower Housing Growth Option to protect Green Belt land.          |

|  |  |          |  |
|--|--|----------|--|
| A414 Corridor Strategy                   | Hertfordshire County Council (HCC)<br>2019 | County   | Focuses on improving transport connectivity and reducing congestion in Three Rivers, particularly in Leavesden, Abbots Langley, and South Oxhey, through a Mass Rapid Transit system and enhanced cycle and pedestrian routes. |
| Maintenance for Active Travel Strategy   | Hertfordshire County Council (HCC)<br>2019 | County   | Outlines how highway maintenance programs can support active travel by maintaining infrastructure standards, indirectly benefiting Three Rivers.   |
| South West Hertfordshire Cycle Study     | Hertfordshire County Council (HCC) 2013    | County   | Identifies gaps in the cycling network and areas for improvement in Three Rivers based on cycle audits, supporting the wider HCC Active Travel Strategy.   |
| Three Rivers District Council Local Plan | 2011<br><br>Under review                   | District | The current Local Plan is in the process of being updated, with the council preparing a new Local Plan which will provide the planning policies and proposals for future sustainable growth in the district up to 2041.        |

### 3.2 Other Scheme Developments

Table 3.2 summarises some of the recent major scheme developments in Three Rivers district. These proposals are considered in the network development in LCWIP stages 3 and 4.

**Table 3.1 Other Scheme Developments**

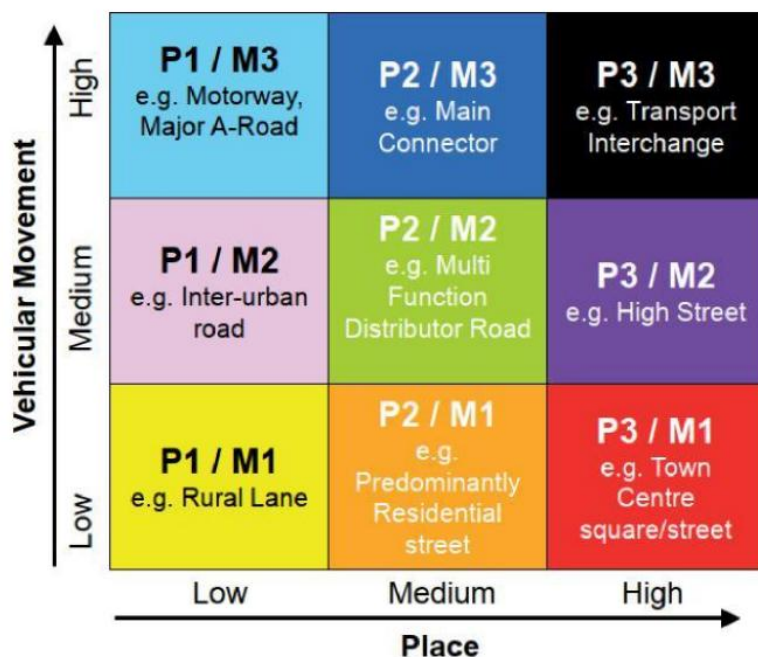
| Scheme Name | Details   | Status    |
|-------------|---|-----------|
| Cycle Hire  | The Beryl Bike Share scheme now operates in Watford, providing 24/7 access to hire bikes around the borough. The scheme has been extended into Croxley Green in Three Rivers. The scheme provides both traditional and e-bikes, which are bookable via the Beryl app. | Commenced |

### 3.3 Adoption of the Place & Movement Approach

HCC has adapted Transport for London's (TfL) Street Types matrix<sup>6</sup> to develop a Place and Movement matrix as a way of categorising each section of the highway by the needs of different roads users by understanding how people interact with the space around them.

HCC has created nine categories based on factors such as road type and rural or urban areas. Modifications to the TfL matrix have been undertaken to reflect the more diverse nature of Hertfordshire's highway networks, such as 'Rural Lane', this is shown in Figure 3.1.

**Figure 3.1 Hertfordshire Place and Movement Matrix**



Source: Hertfordshire County Council, Adoption of Place and Movement Approach

All of HCCs highway network has been categorised into these nine categories. This was then validated through a series of workshops involving officers from different services across the Highways Department.

Through categorising the highways network, a standard design toolkit can be developed for each of the nine categories. Appropriate design solutions are incorporated into the new version of the 'Roads in Herts' design guide that is currently under review.

This approach is also being used to support the Highway strategy work through identifying where there are 'clash points' of differing movements and place functions. User prioritisation is being reviewed at these sections of the highway and helps to inform scheme identification for these areas.

This categorisation has helped to inform the network assessments in section 4.

### 3.4 Other LCWIPs

When developing an LCWIP for Three Rivers it is important to understand if there are any neighbouring authorities that have developed or are developing an LCWIP. This will establish if there are any plans to connect walking and cycling routes into the area, ensuring there is consistency across the local network.

During the initial development of this LCWIP, there were no completed and published LCWIPs for neighbouring local authorities or boroughs to Three Rivers, nor were there any TfL Cycleway schemes connecting the London Boroughs of Hillingdon or Harrow to the study area.

Two adopted LCWIPs were identified within a 20-mile proximity to Three Rivers, these being LCWIPs for Aylesbury Garden Town and Stevenage, but these were not considered to impact on this document.

Since the initial development of this LCWIP (in 2020), Stevenage, Watford, Welwyn and Hatfield, North Herts and

St Albans have adopted LCWIPs within Hertfordshire County. East Herts, Hertsmere and Dacorum LCWIP's are currently being developed.

### 3.5 Baseline Travel and Transport Context

Understanding how people travel within Hertfordshire, specifically in Watford and Three Rivers is an important aspect of developing the LCWIP. This can provide an understanding of the most popular modes of travel within and outside of the boroughs. This section brings together publicly available information on existing travel patterns within Hertfordshire.

The LTP4 indicates that Hertfordshire's population is estimated to grow to 1.43 million people by 2039, up from 1.18 million people in 2016, an increase of 21% in 23 years. Household growth is also predicted to grow in each of the ten districts within Hertfordshire, with significant housing development planned. This is in addition to housing development planned in neighbouring authorities, such as Aylesbury Vale, Luton, Central Bedfordshire, South Cambridgeshire, Enfield, and Barnet.

Data from the wider county of Hertfordshire shows that many shorter journeys are undertaken on foot, with a small proportion undertaken by bike, but a significant minority of short journeys are undertaken by car, suggesting that with appropriate network improvements through the LCWIP, there is scope for several of these short journeys to shift to active modes.

#### 3.5.1 Travel to Work

118,000 Hertfordshire residents work in Greater London, with 51% of these residents travelling there by rail or tube. The proximity of Hertfordshire to London is an important aspect of understanding travel to work within the county, with many people commuting into London, particularly from St Albans, Watford, Cheshunt, Harpenden, Welwyn Garden City, Hemel Hempstead, Borehamwood, and Stevenage. Prior to the pandemic, much of the county's rail network operated at full capacity at busy times due to the high demand.

The 2021 Census collected travel to work data by mode and by district. This is shown in Table 3.3. It is clear in Three Rivers district that driving in a car or van to work is the most common mode of travel to work. Travel to work by rail/underground is the next most popular mode, which is expected due to the number of commuters into London. There are low levels of cycling journeys.

**Table 3.2 2021 Census travel to work mode**

| Location     |           | Work mainly at or from home | Underground, metro, light rail, tram | Train | Bus, minibus, or coach | Taxi | Motorcycle, scooter or moped | Driving a car or van | Passenger in a car or van | Bicycle | On foot | Other |
|--------------|-----------|-----------------------------|--------------------------------------|-------|------------------------|------|------------------------------|----------------------|---------------------------|---------|---------|-------|
|              | Number    | 19,608                      | 1,698                                | 1,101 | 491                    | 153  | 165                          | 19,817               | 1,170                     | 403     | 1,948   | 395   |
| Three Rivers | Rounded % | 42%                         | 4%                                   | 2%    | 1%                     | 0%   | 0%                           | 42%                  | 3%                        | 1%      | 4%      | 1%    |

Source: 2021 Census – Travel to Work, England and Wales

### 3.5.2 Existing Cycle Network

Five National Cycle Network (NCN) routes pass through Hertfordshire - NCN 1, 6, 12, 57 and 61 - however, some are incomplete and are a mixture of quality and type. NCN 6 is the only route which passes through Three Rivers district, following the Ebury Way. The route is largely off-road through the study area.

These routes link with urban and rural cycle links within the county. There are two waterways in Hertfordshire which are cyclable, including the Grand Union Canal in the Three Rivers area. They are used predominantly for leisure purposes for both pedestrians and cyclists.<sup>8</sup> HCC has produced a cycle network map for the County - see Figure 3.5<sup>9</sup> focussing mainly on leisure routes, rather than cycle routes for utility journeys.

Three Rivers District Council have a local route network which will remain and has been referenced in this document. A high-level assessment of the extent and quality of the existing cycle network is set out in Chapter 4.

<sup>8</sup> <https://www.hertfordshire.gov.uk/media-library/documents/about-the-council/consultations/tp4-local-transport-plan-4-complete.pdf>

<sup>9</sup> <https://www.hertfordshire.gov.uk/media-library/documents/public-health/health/cycle-routes-in-hertfordshire-map.pdf#>



Source: Hertfordshire County Council - <https://www.hertfordshire.gov.uk/media-library/documents/public-health/health/cycle-routes-in-hertfordshire-map.pdf#>

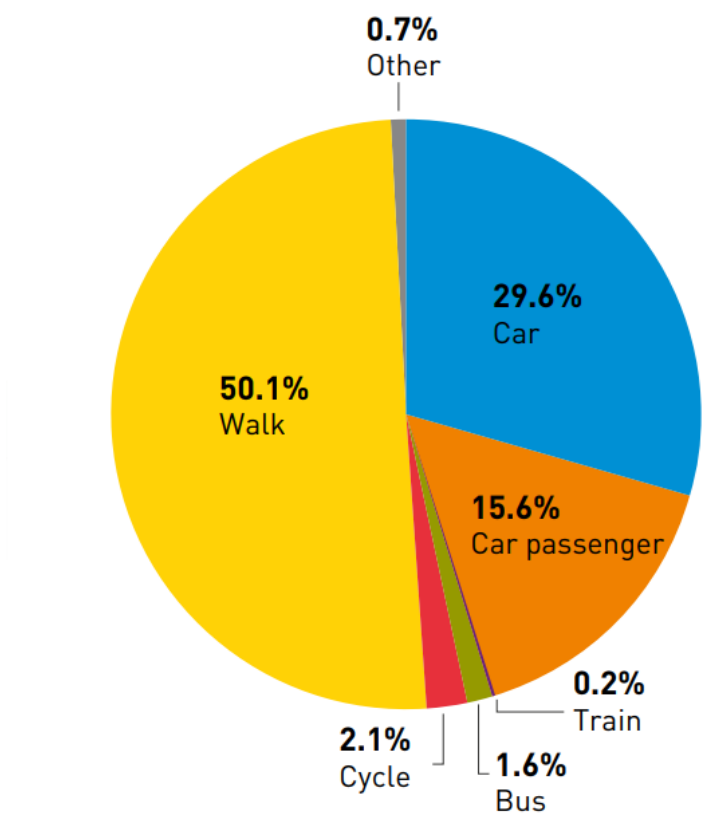


3.5.3 Cycling Trends

The 2024 Hertfordshire Traffic and Transport Data Report indicates that current cycling mode share is 2.1% for all trips that are less than 3 miles in length in Hertfordshire. The is slightly higher than the mode share of 2.0% in 2018, see table 3.7.

HCC has set out ambitious cycle targets for all trips under 3 miles, these being 8% by 2026, and 11% by 2031, as shown below in Table 3.7.

Figure 3.3 Journeys less than 3 miles 2022



Source: 2022 HCTS Executive Summary

Table 3.3 HCC Cycle targets

Source: 2022 HCTS Executive Summary

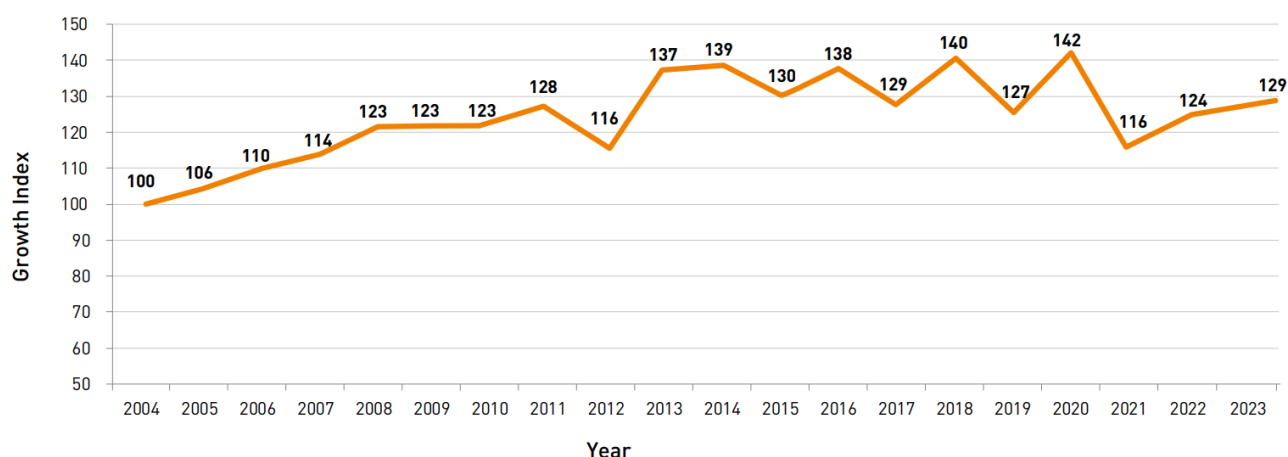
| Performance Indicator                          | 2018 Current Level | 2022 Current Level | 2021 Target | 2026 Target | 2031 Target |
|--|--------------------|--------------------|-------------|-------------|-------------|
| % of all trips (under 3 miles) made by cycling | 2.0%*              | 2.1%               | 5%          | 8%          | 11%         |

Figure 3.7 shows the cycle level trends for Hertfordshire since 2004 when cycle monitoring was first introduced. Cycling has increased at the HCC monitoring sites since 2004 and are 20% busier now.

<sup>10</sup> 2024 Hertfordshire Traffic and Transport Data Report



**Figure 3.4 Cycle Level Trends in Hertfordshire**



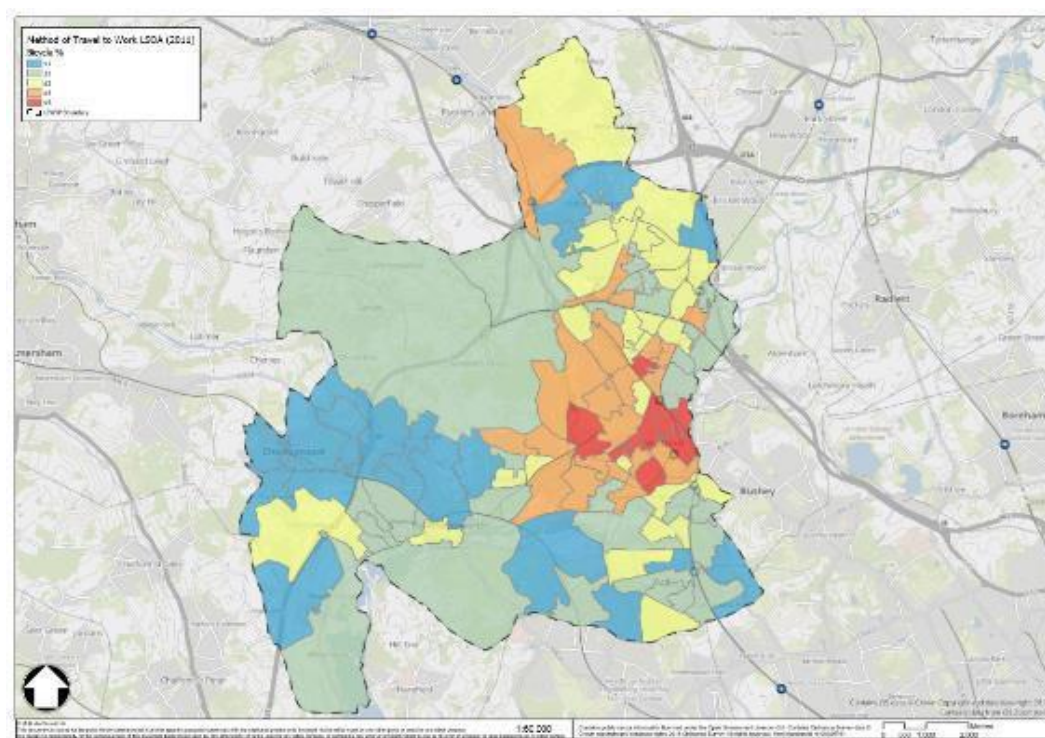
Source: Hertfordshire Traffic and Transport Data report

### Cycle to work mode share in Three Rivers

Figure 3.9 sets out a summary of the cycle to work mode share from the 2011 Census broken down to Lower Layer Super Output Areas (LSOA). This shows that there is a wide variation between 0 and 5% cycle mode share in specific LSOA areas across Three Rivers area. Cycle to work share is highest (4-5%) in LSOA areas around Croxley Park, and Nash Mills/Kings Langley. Cycle to work mode share is particularly low in the Three Rivers settlements of Rickmansworth (3%), Carpenders Park (2%) and Chorleywood (1%).

## 3.5.4 Walking Trends

**Figure 3.5 Cycle to work mode share**

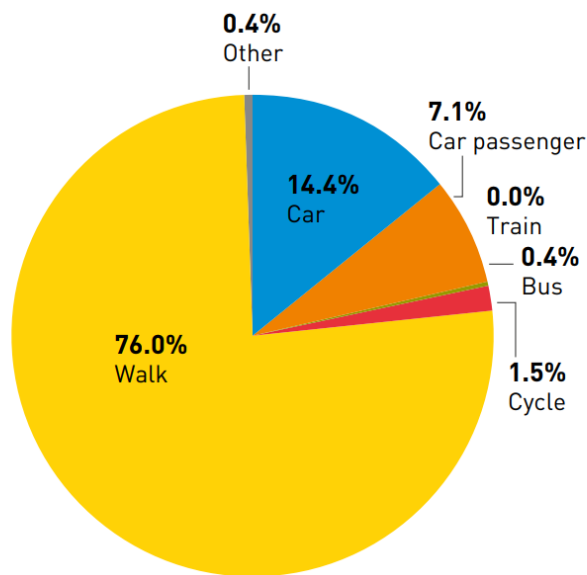


Source: Census 2011

The 2024 Hertfordshire Traffic and Transport Data Report suggests that in 2022, journeys of less than 1 mile were mostly undertaken on foot (76%), with 21.5% of journeys less than 1 mile undertaken by car (see Figure 3.8).

HCC has set out targets for of achieving 77% of all trips less than 1 mile to be undertaken by walking across the whole of Hertfordshire. Although the 2018 baseline was 76.3% (see Table 3.8), there were some local authorities across Hertfordshire with significantly lower mode shares, impacting the overall statistic.

Figure 3.6 Mode share of journeys less than 1 mile in length in Hertfordshire



Source: Hertfordshire Traffic and Transport Data report

Table 3.4 HCC walking targets

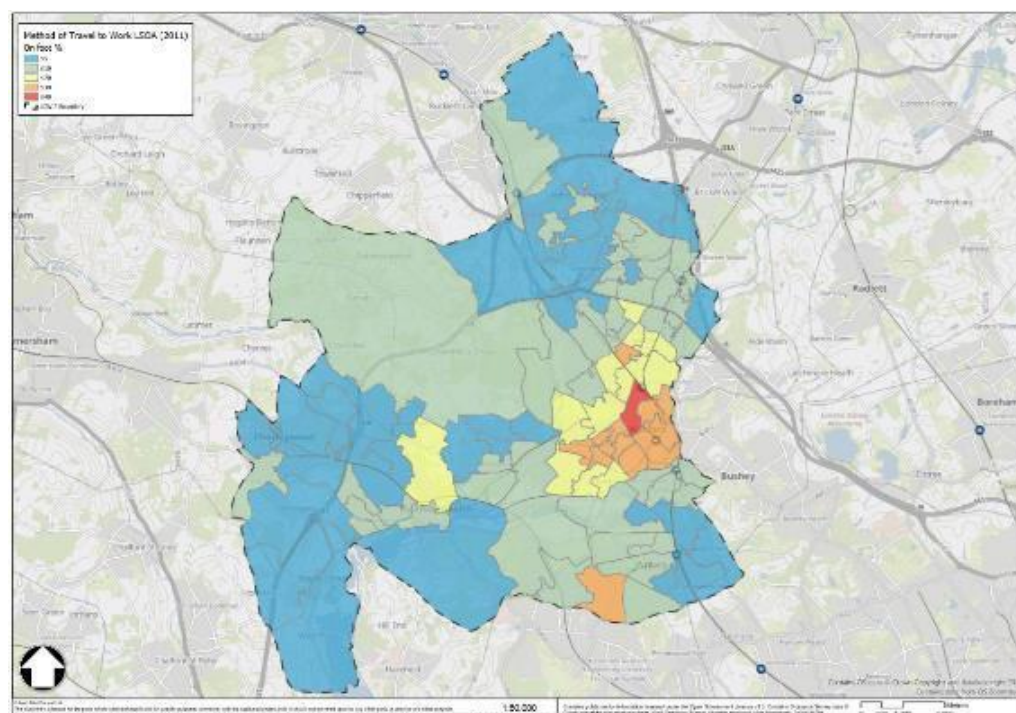
| Performance Indicator                         | 2018 Current Level | 2022 Current Level | 2026 Target | 2031 Target |
|---|--------------------|--------------------|-------------|-------------|
| % of all trips (under 1 mile) made by walking | 76.3%              | 76.0%              | 73%         | 77%         |

Source: Hertfordshire Traffic and Transport Data report

Walk to work mode share in Three Rivers

Figure 3.10 sets out a summary of the walk to work mode share from the 2011 Census broken down to LSOA. The Eastbury LSOA has the highest share (30%). Rickmansworth (c20%). Carpenders Park and Chorleywood LSOAs typically have 10% or lower walk to work mode share.

**Figure 3.7 Walk to work mode share**



Source: Census 2011

<sup>12</sup> 2019 Hertfordshire Traffic and Transport Data Report

## 4 LCWIP Stage 3 - Network Planning for Cycling

This section sets out the findings from the evidence collected and analysed for the information gathering information stage of the LCWIP (Stage 2). These findings aid in the identification and prioritisation of a cycling network in Three Rivers district.

### 4.1 Propensity to Cycle Tool

The LCWIP guidance recommends that the Propensity to Cycle Tool (PCT) is used as one method to understand the potential for cycling alongside other locally important evidence.

The PCT<sup>13</sup> is a DfT tool which shows the current and potential future distribution of commuter cycling trips under different growth scenarios. It estimates the amount of cycling in an area along straight desire lines (trip distribution) as well as allocating cycling trips to specific routes (trip assignment). The PCT uses open-source data, such as the census.

The PCT, while a useful tool, has limitations and outputs should be interpreted as an indicative representation of potential demand only. The data underpinning it is for example based on the 2011 census journey to work data and so does not take into account other journey types such as leisure trips. Proposed future development sites are also not included, so collectively this means that future demand for cycling is likely to be underestimated both in quantum and in distribution. The PCT is therefore used as just one input tool for the LCWIP.

Within the PCT, several different scenarios have been developed for commuting trips by cycle. These scenarios are summarised in Table 4.1 below.

The outputs from the PCT are expressed in terms of one-way daily cycling flows, and the outputs can be shown as:

- Straight Lines - representing the desire lines or origin-destination pairs. Each line has information showing the distance between the origin-destination point, how many commuters in total take this route, how many of these commuters currently cycle and what the propensity for cycling is.
- Route Network – aggregates all the cycling flows using the fastest legally cyclable routes (or alternative quieter streets) derived from Cyclestreets journey planner). This prioritises the fastest and most direct routes which have greatest potential for cycling. Using the LSOA's provides a higher accuracy in the detail of the origins and destinations.

**Table 4.1 PCT Scenarios**

| PCT Scenario      | Details  |
|-------------------|--|
| Government Target | The Government Target scenario models a doubling of cycling nationally, corresponding to the proposed target in the English Department for Transport's draft Cycling Delivery Plan to double cycling in England between 2013 to 2025 |
| Go Dutch          | The Go Dutch scenario is an ambitious vision for what cycling in England and Wales could look like. People in the Netherlands make   |

<sup>13</sup> <https://www.pct.bike/>

| PCT Scenario    | Details  |
|-----------------|--|
|                 | 28% of trips by bicycle, fifteen times higher than the figure of 1.6% in England and Wales. In addition, cycling in England and Wales is skewed towards younger, male cyclists. By contrast in the Netherlands cycling remains common into older age, and women are more likely to cycle than men. This means that the difference between England and the Netherlands is particularly large for women and older people.  |
| Ebikes          | The Ebikes scenario models the additional increase in cycling that would be achieved through the widespread uptake of electric cycles ('ebikes'). This scenario is built as an extension of the Go Dutch scenario, making the further assumption that all cyclists in the Go Dutch scenario own an ebike. It builds on the Go Dutch scenario by applying three additional ebikes scaling factors to account for the increased willingness of ebike users to cycle long distance, hilly and simultaneously long distance and hilly routes.  |
| Gender Equality | <p>In the 2011 Census, women accounted for 48% of all English and Welsh commuters but only 27% of all cycle commuters. This gender disparity is seen across the country, with no local authority having a proportion of female cyclists greater than 50%. Places in England and Wales with higher overall levels of commuter cycling also tend to have smaller gender inequalities in commuter cycling.</p> <p>It does not use distance and hilliness data to model propensity to cycle. Instead, it assumes that male propensity to cycle remains unchanged – i.e. there is no change in the number of male cycle commuters – and that female propensity to cycle rises to match male propensity. This scenario has the greatest relative impact in areas where the rate of cycling is highly unequal across gender</p> |

Source: Propensity to cycle tool

For the purposes of the Three Rivers LCWIP, the 'Government Target' and 'Go Dutch' scenarios have been used. This combination helps to illustrate the most likely local scenario for potential cycle demand, and what could be achieved with high levels of ambition and mode share.

## 4.2 Propensity to Cycle Analysis

### Trip distribution

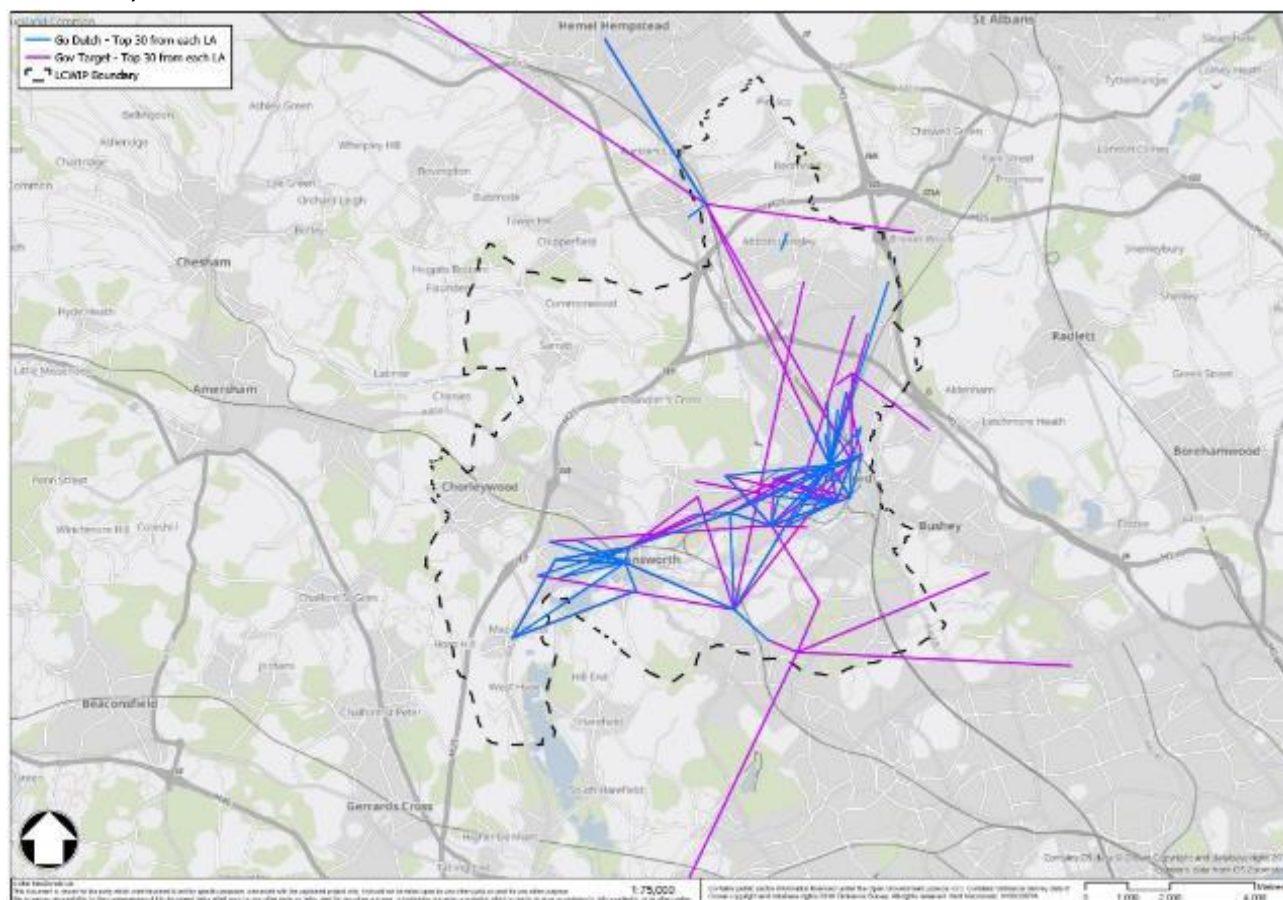
The PCT has been used to show where existing cycle trips are and where there is potential to increase cycle trips to replace short trips made by other transport modes.

Figure 4.1 below shows, for each authority, the straight 'desire' lines when the Government Target and the Go Dutch scenarios are modelled in the PCT.

Within Three Rivers, there are key desire lines into and out of Rickmansworth in particular, but there are also desire lines from Kings Langley/Nash Mills, Eastbury and Moor Park. There are a number of desire lines linking to external areas from Three Rivers, notably Watford, Hemel Hempstead, Berkhamsted, Bushey, Stanmore, and North Hillingdon.



**Figure 4.1 PCT Outputs for Watford and Three Rivers (Go Dutch and Government Target assignment scenarios)**



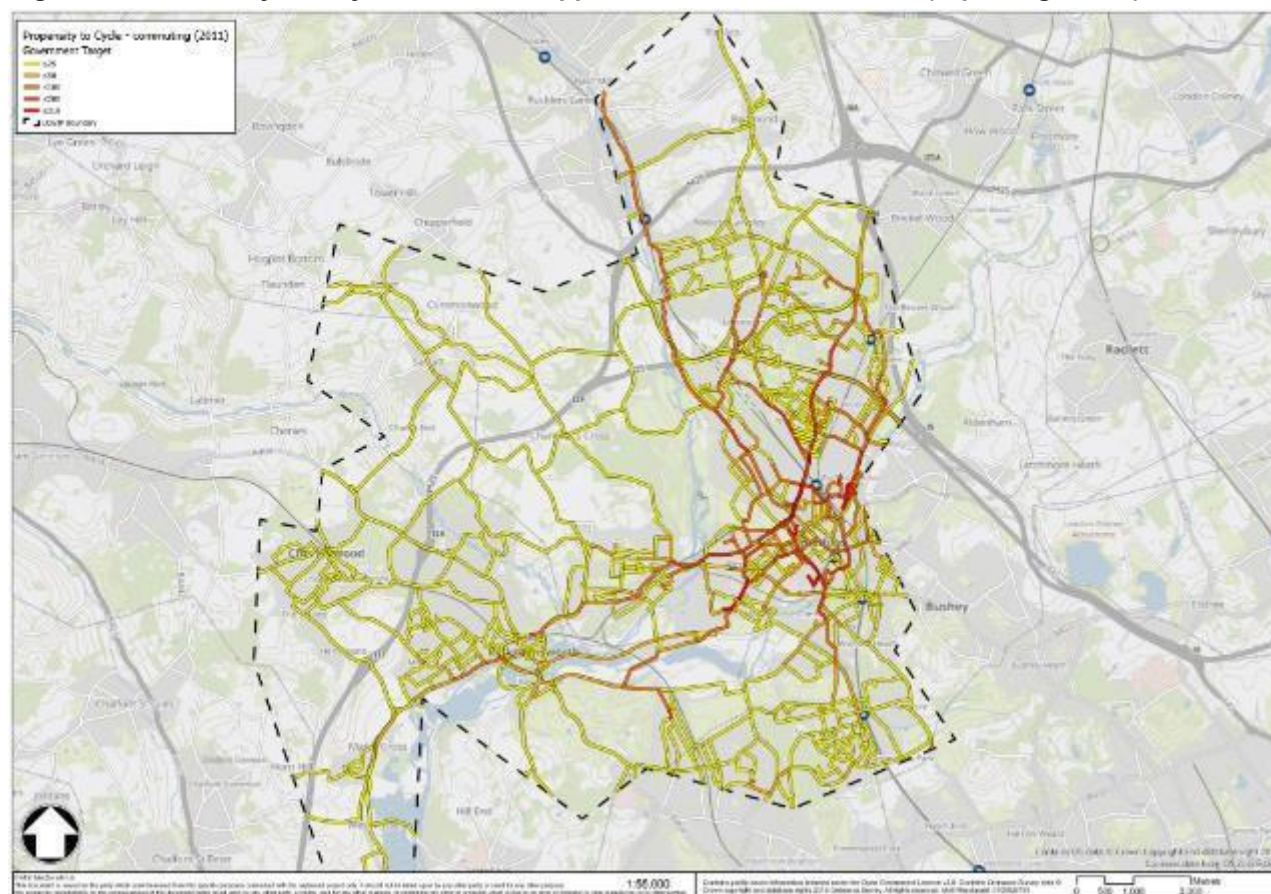
Source: Mott MacDonald, Propensity to Cycle Tool

### Trip assignment

Figure 4.2 below matches these desire lines onto the existing road network in Watford and Three Rivers. This shows particular hotspots of cycling potential:

- West - east demand between Rickmansworth and Watford Centre via Croxley and West Watford (A412 and Tolpits Lane)
- N North-south demand between North Watford and Watford Centre (A412)
- North-south demand between Garston and Watford Centre
- North-south demand between Leavesden and Watford Centre
- North-south demand between Kings Langley/ Nash Mills and Watford Centre (A411)

**Figure 4.2 PCT Analysis - cycle demand mapped onto the route network (trip assignment)**



Source: Mott MacDonald, Propensity to Cycle Tool

### 4.3 Origin and Destination Analysis

This section sets out the analysis of the origins and destinations in and around Three Rivers, including the method used.

Origins are identified as trip attractors, which are largely residential areas. LSOA residential population weighted centroids were selected to represent existing residential areas in Three Rivers. In addition, new and draft allocated development sites have also been taken into consideration. Any developments planned to provide over 50 dwellings have been included in this analysis.

Destinations have been identified as trip attractors, which include the following:

- Town and district centres.
- Employment sites, business parks or large employers.
- Secondary schools.
- Hospitals with accident and emergency departments.
- Retail facilities including out of town sites; and
- Leisure, including major visitor attractions such as Warner Brothers Studios.

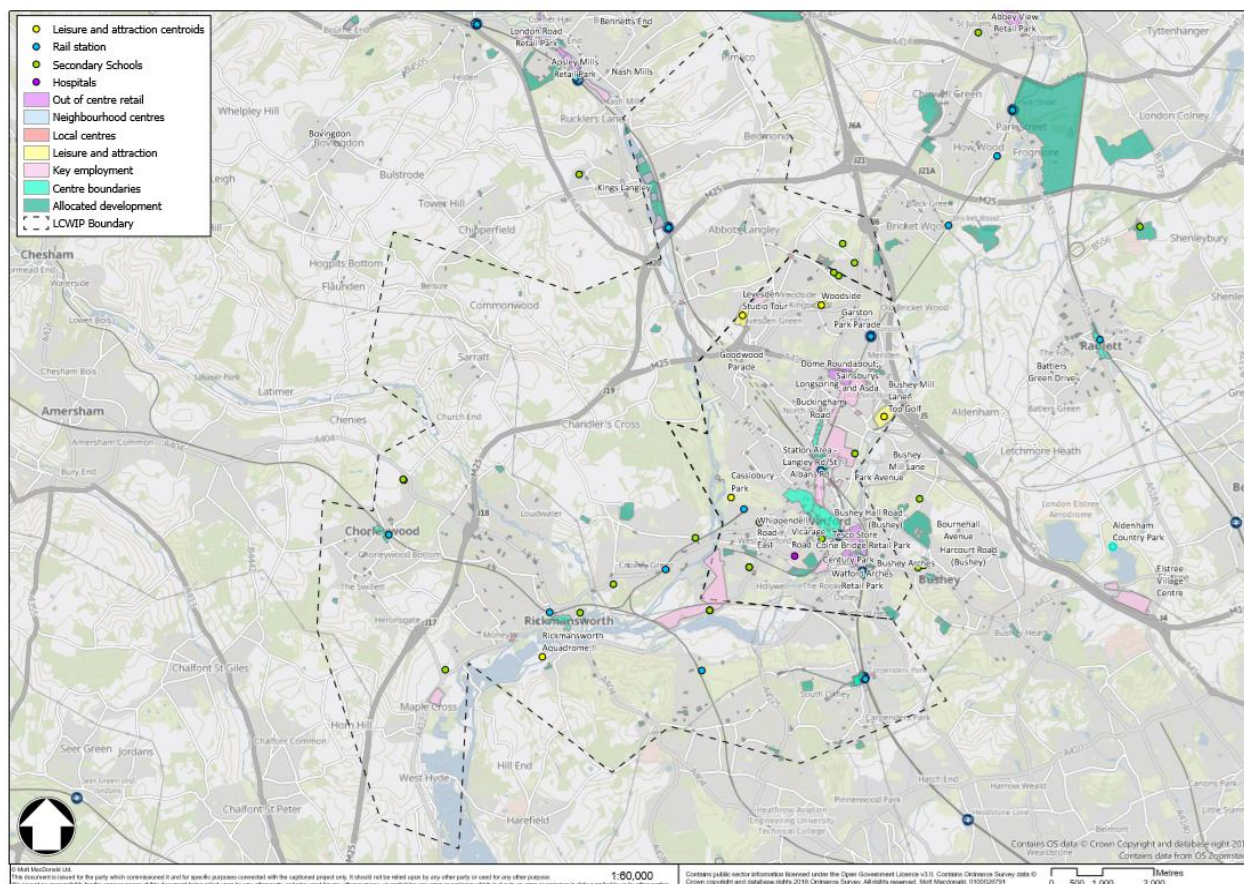
The identification of origins and destinations has been developed through an iterative process with officers at HCC and TRDC.



The information was initially provided as GIS polygons of the origin and destination points, which has then been sense checked by the project team and supplemented with further information including local promotional maps. For the purposes of the analysis, the geographical centre of a development has then been used as the origin point.

A full list of agreed key destination points assumed is set out in Appendix A. Figure 4.3 shows a summary of the origins and destinations in Watford and Three Rivers.

**Figure 4.3 Key trip origins and destinations in Watford and Three Rivers (December 2021)**



Source: Mott MacDonald

### 4.3.1 Identified cycling corridors

Figure 4.4 shows the origins connected to destinations, and the representation of potential cycling corridors. This analysis has been undertaken using a GIS model, based on the following assumptions:

Every origin connects to every destination within a 5km distance (approximately a 25-minute cycle) which is considered a reasonable cycle distance. The exception is at local centres, hospitals, and rail stations where there is an assumption that an individual would typically travel to the closest of these amenities<sup>14</sup>.

Origins and destination corridors are shown in blue and purple on the map, with key corridors of demand shown in red. The blue lines show the connections between existing origins and

<sup>14</sup> Approach agreed at scoping stage.

destinations, with the purple showing connections from allocated developments and destinations. The key corridors, shown in red, were identified by looking at the trends from the desire lines. Where a number of desire lines appeared to travel in a similar direction, this was seen as a key corridor, which was then sketched onto the map.



**Figure 4.4 Connecting origins and destinations**



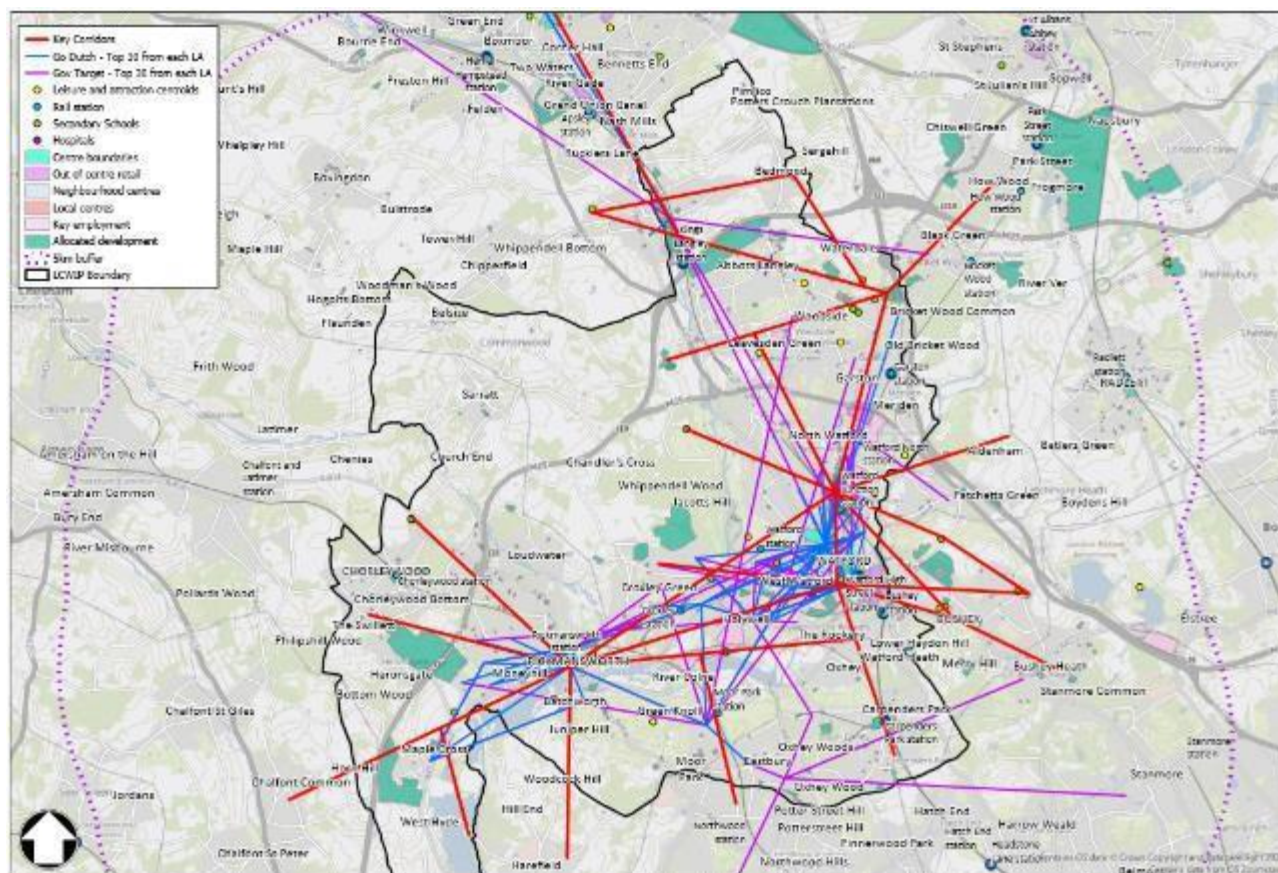
Source: Mott MacDonald

### 4.3.2 Key cycling corridors

Figure 4.5 shows a summary of the key corridors identified for Three Rivers based on this origin and destination analysis. The key corridors of demand are focussed in particular into and out of Rickmansworth, and Garston.

In addition, the PCT outputs drawn from the previous section are also shown to provide a comparison between the datasets. The PCT demand shows additional desire lines north-south which were not designated as a key corridor. It should be noted, the PCT shows only commuting trips, whereas the origin-destination analysis takes into consideration a wider spread of trips, including commuting, travel to school, leisure and shopping.

**Figure 4.5 Identification of key corridors of demand**



Source: Mott MacDonald

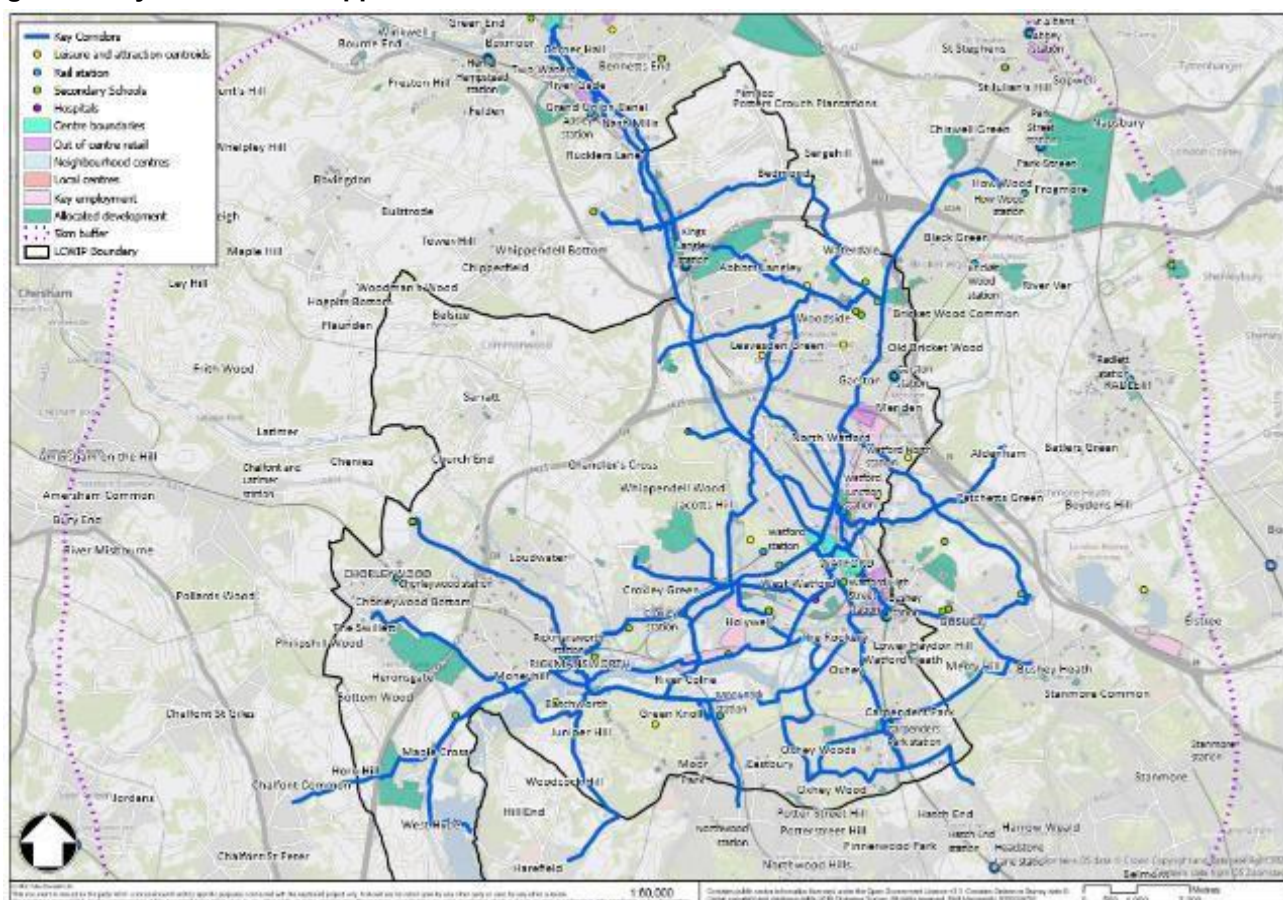
### 4.3.3 Cycle corridors and the road network

The corridors identified by the PCT analysis in section 4.1 and the origin-destination analysis in 4.2 have been mapped onto the road and path network in GIS using the shortest possible route, to illustrate what the straight-line network would look like when mapped to the road network across Three Rivers (see Figure 4.6). It should be noted that these initial outputs are purely indicative at this stage, with the exact alignments of shortlisted priority routes determined in the next stages of the LCVIP.

The network identified in Figure 4.6, and the process to arrive at this network, was presented at stakeholder engagement sessions (in June 2021). Stakeholders included elected representatives, local groups with an interest in walking and cycling; and national and regional statutory consultees and NGOs, identified in the Stakeholder Engagement Plan. These workshops allowed stakeholders to feed back on the draft proposed Networks and the background data used to inform the draft network of proposed routes.



**Figure 4.6 Cycle demand mapped onto the network**



Source: Mott MacDonald

## 4.4 Pre-prioritisation

The LCWIP process includes an element of prioritisation, in recognition of the long-term nature of the LCWIP, and that it will not be feasible to improve all routes in the immediate future.

As a large number of routes were identified through the network planning process, the decision to ‘pre-prioritise’ the network was taken at LCWIP stage 3, allowing the more detailed work to focus on those higher priority routes. The rationale for this pre-prioritisation was that:

- Assessing/auditing all routes would be time-consuming and would likely extend the programme and budget required significantly.
- There is unlikely to be sufficient future funding available to implement all routes over the short term, therefore there is a need to focus on those that will provide the most benefit.

Therefore, the purpose of pre-prioritisation is to identify the routes that are most likely to score highly in stage 5, so that time and effort is focused on auditing and assessing those routes that will provide the most benefit. It is envisaged that all routes will eventually be audited and assessed but this will need to be undertaken over time as part of future iterations of the LCWIP, and as funding becomes available.

### 4.4.1 Methodology

The LCWIP Guidance recommends three elements should be considered when looking at the prioritisation of schemes.

- Effectiveness
- Policy
- Deliverability

The effectiveness and policy aspects of prioritisation were considered in the pre-prioritisation exercise.

A number of datasets were gathered to inform the effectiveness of the routes, these datasets were decided upon by TRDC and informed by Mott MacDonald:

- Indices of multiple deprivation (IMD)
- PCT Government Target
- HCC's Place and Movement dataset
- Key severance factors (major roads, rail, waterways)

All of the above datasets were analysed in GIS and scored on the basis of how effective improvements to the cycle network would be in improving these aspects of the route.

The IMD dataset is classified by Lower Super Output Area (LSOA) and therefore covers the whole LCWIP area. The areas with higher indicators of deprivation are considered a higher priority.

The PCT was used to establish the links which could potentially attract the largest numbers of users for both commuting and school travel.

The Place and Movement scores for links proximate to the routes were assessed, with P2 and P3 links – those with a higher Place function – given a higher priority.

Severance was assessed through the number of severance points per kilometre on links, with sections overcoming the greatest number of severance points scoring most highly.

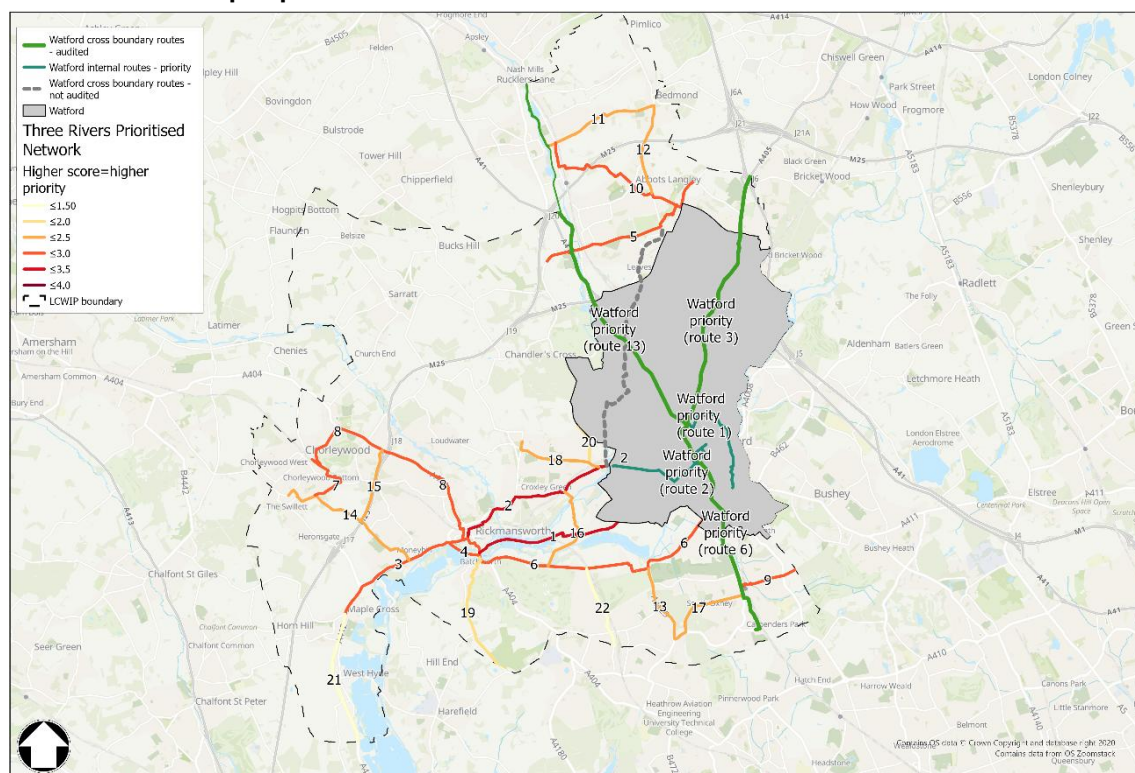
The proposed cycle network was broken into sections, a new section was created at every junction. For each section, a score was calculated for each of the four datasets. A final score was then derived for each section based on the cumulative score of all datasets.

In order to form routes out of the sections, the highest scoring section was selected first. The adjacent sections were included as part of the route until it came to a logical end. This means that the priority of the route at a different point can be much lower than the highest priority section. The next priority section was then selected to create the next priority route.

#### 4.4.2 Pre-prioritisation Routes

The pre-prioritisation of the strategic cycling network was undertaken in Three Rivers, providing a network across the local authority areas. The pre-prioritisation results for Three Rivers are shown in Figure 4.8.

**Figure 4.7 Three Rivers pre-prioritisation routes**



Source: Mott MacDonald



## 4.5 Priority Cycling Routes

Following the pre-prioritisation process outlined in Section 4.4, a more detailed assessment was undertaken to identify the highest priority routes for further development. This next stage involved a structured evaluation of all routes using a multi-criteria assessment framework. Officers ranked all routes based on the following criteria:

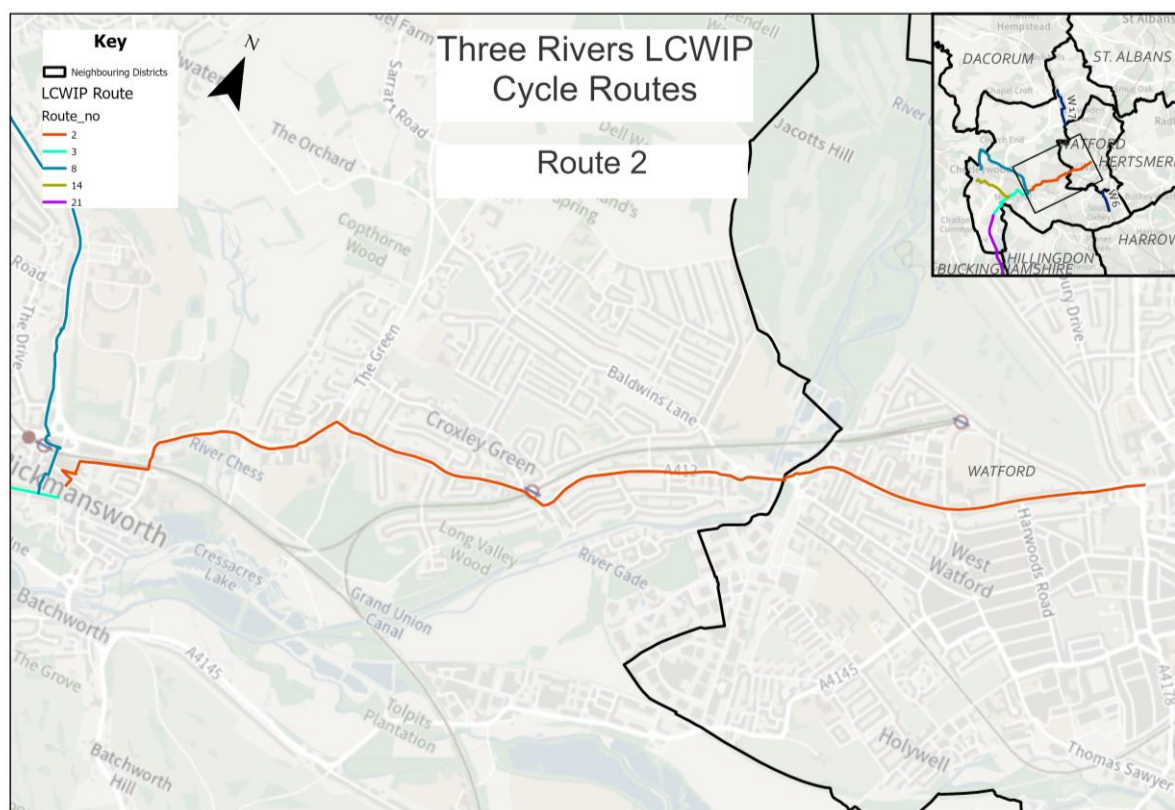
- **Effectiveness and policy ranking:** building on the datasets and policy alignment considered in the pre-prioritisation stage, as outlined in Section 4.4.1. This included reference to datasets such as Indices of Multiple Deprivation (IMD), the Propensity to Cycle Tool (PCT), and Place and Movement scores.
- **Technical feasibility:** assessing the practical deliverability of each route.
- **Overall support for the scheme:** considering stakeholder and public support.
- **Alignment with known funding or existing schemes:** evaluating how well each route fits with current or upcoming funding opportunities and related infrastructure projects.

Each route was scored against these criteria, and the scores were combined to produce an overall ranking. This process enabled a transparent and evidence-based selection of the most promising routes for investment. As a result of this assessment, five routes were prioritised for the Three Rivers district. These are detailed below as Routes 2, 3, 8, 14, and 21, and are illustrated in the maps that follow.

Further information on this process is detailed in section 6.

### Route 2 - Watford via Croxley Green A412 to Rickmansworth High Street

Figure 4.8 LCWIP priority route 2 overview



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**Figure 4.9 LCWIP priority route 3 overview**



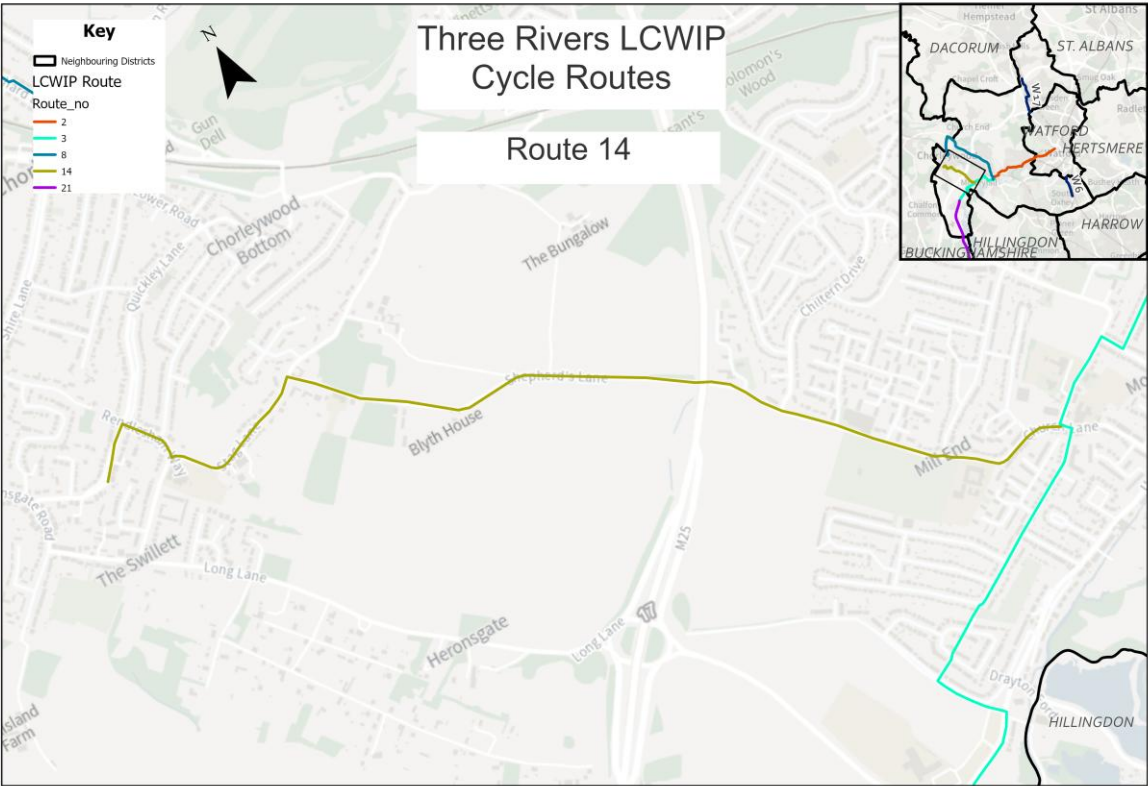
**Figure 4.10 LCWIP priority route 8 overview**





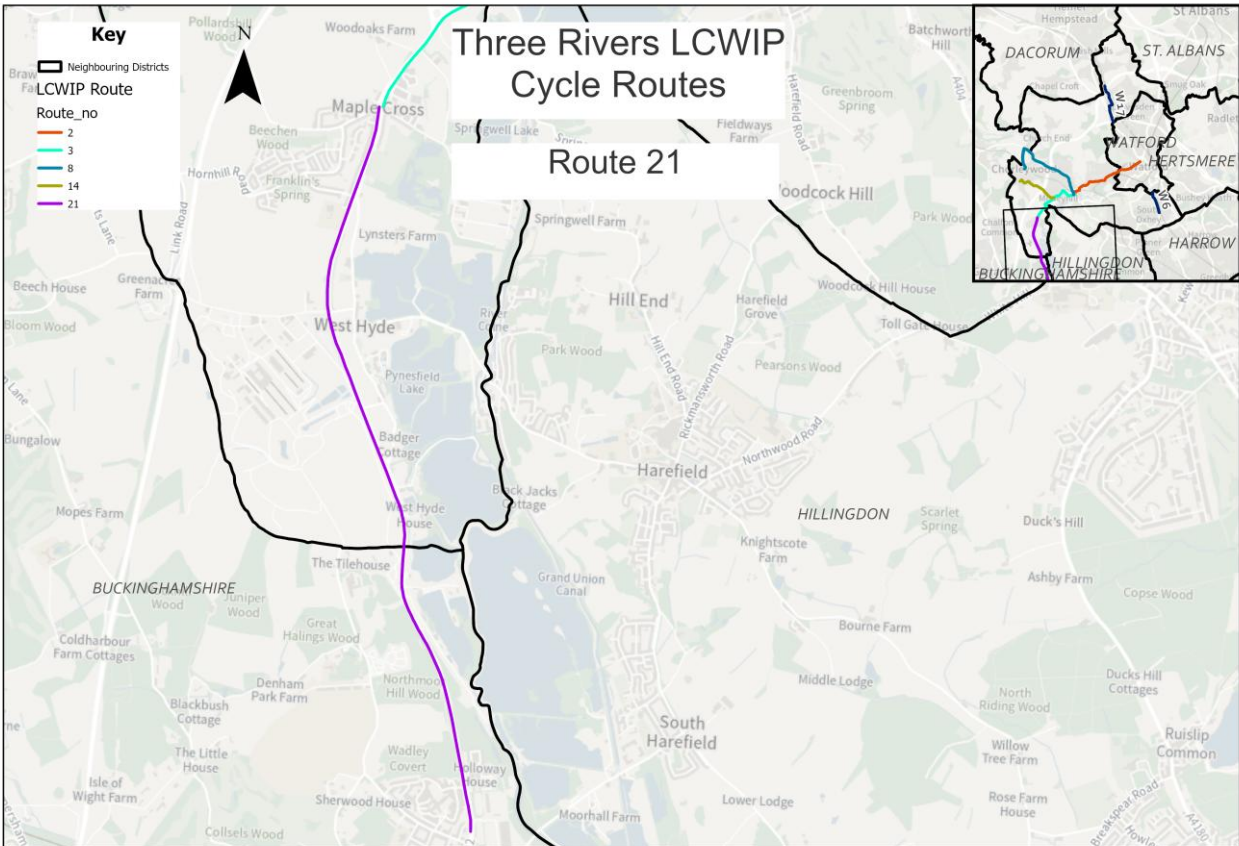
**Route 14 – Starts on Stag Lane in Chorleywood and comes out via Shepherds Lane towards William Penn Leisure Centre**

**Figure 4.11 LCWIP priority route 14 overview**



**Route 21 – Chalfont Road to towards Denham and Buckinghamshire border**

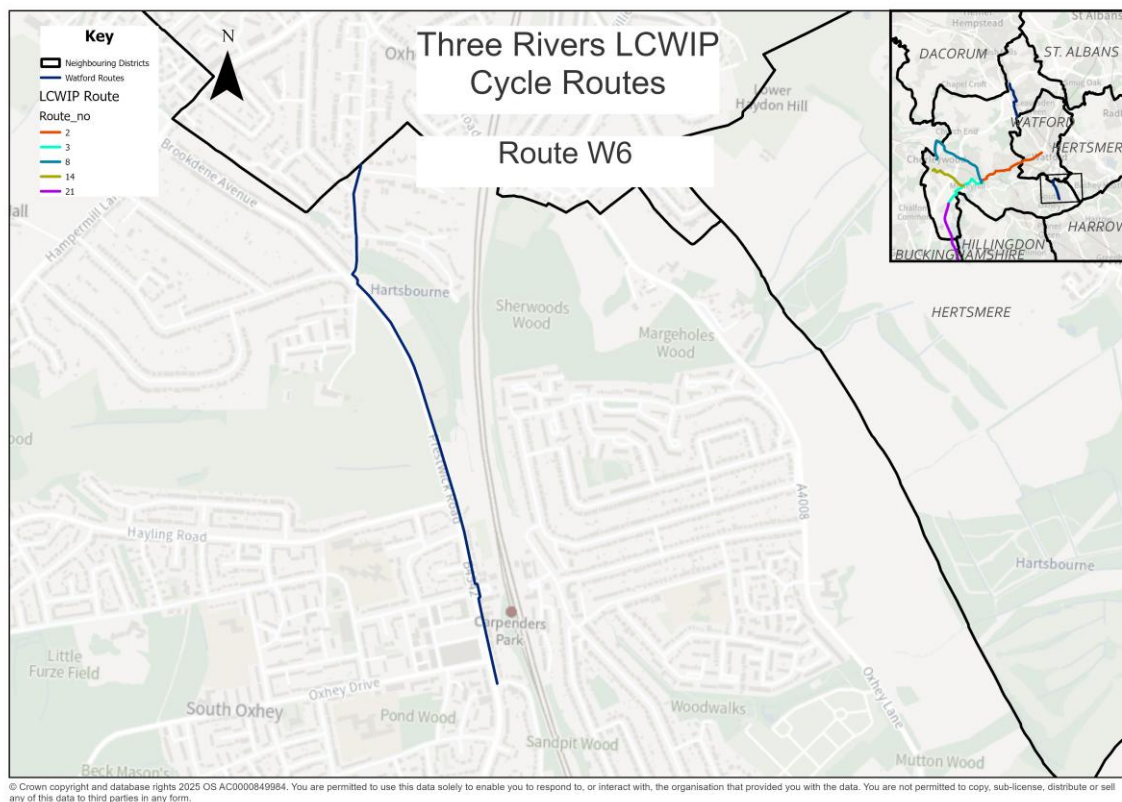
**Figure 4.12 LCWIP priority route 21 overview**



Two routes from the Watford Borough Council LCWIP also cross into Three Rivers district which are outlined below as routes W6 and W17.

**Route W6 – Along Green Lane and Prestwick Road towards Carpenders Park train station**

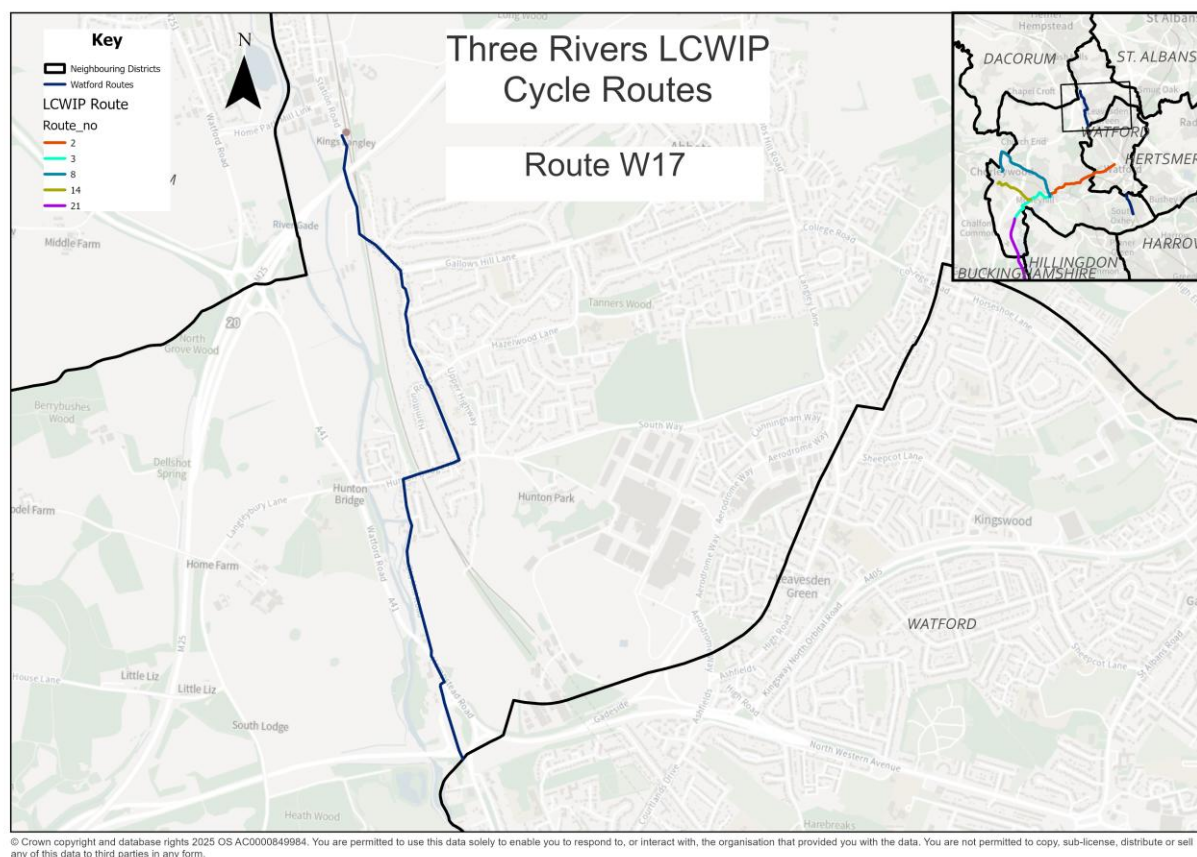
**Figure 4.13 Watford LCWIP priority route W6 overview**



**Route W17 – Along Old Mill Road, Lauderdale Road and Gallows Hill towards Kings Langley train station**



**Figure 9**



#### 4.6 Primary, Secondary and Local Routes

Other routes identified in the pre-prioritisation process but not chosen as a priority route will remain under consideration and may be progressed later or through separate workstreams. These are marked as 'primary' and 'secondary' routes on the map below.

All routes are also supported by Three Rivers District Council designated routes which have been chosen for providing key local connections from the strategic cycling network. As with all routes, these may not currently be safely passable by bicycle, but by designating these routes, it indicates an ambition to explore possible improvements. These are marked as 'local' routes which show on the map below.

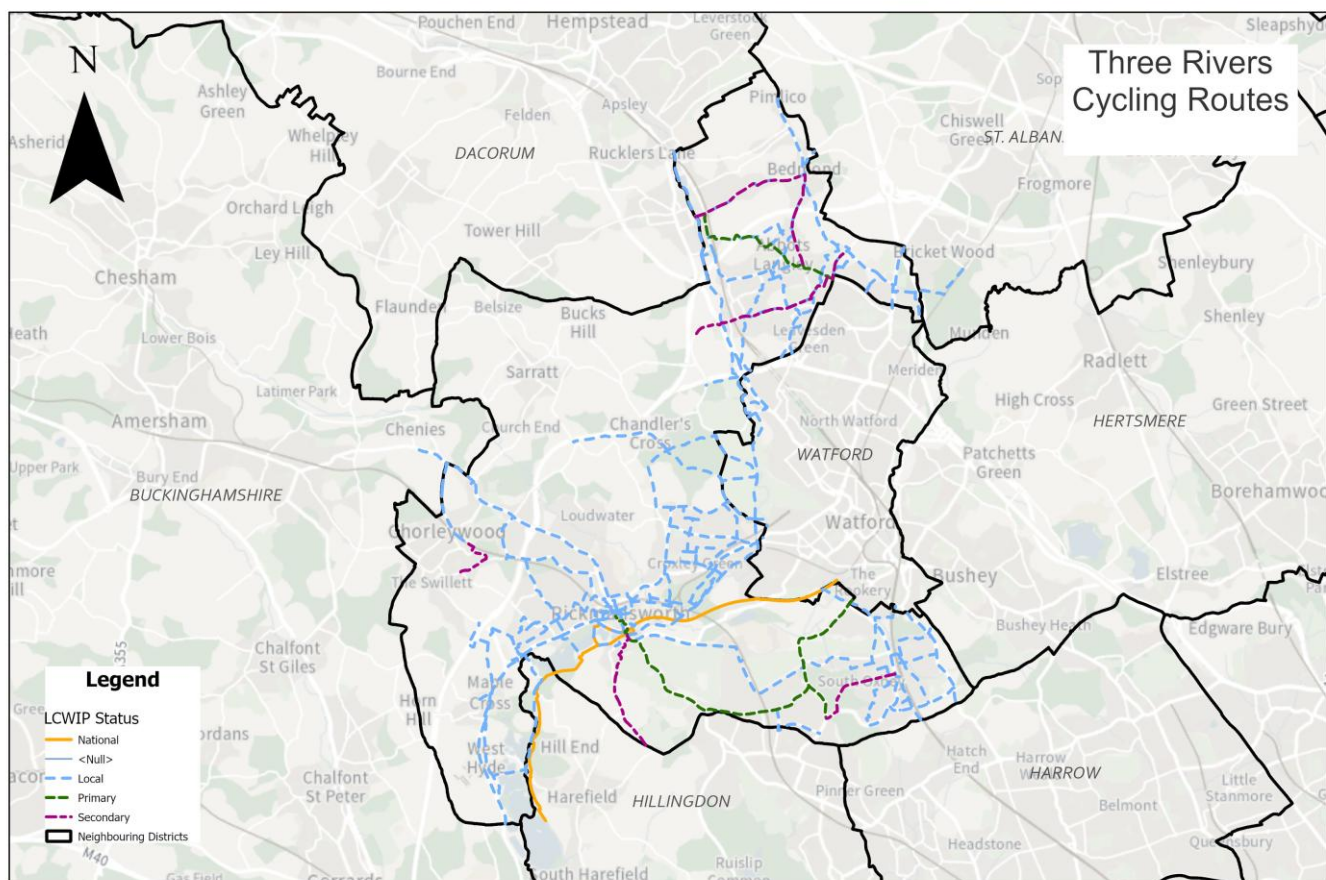
These are shown in more detail in Appendix B – Detailed District Cycle Route Map

#### 4.7 National Cycle Network routes

The Ebury Way route, has been distinctly marked as the only National Cycle Network route in Three Rivers district. This is a higher profile route and was not selected for prioritisation. Although the need for resurfacing the route and vegetation cutback is noted, no significant work on interventions is needed so improvements to this route are being progressed separately. These are marked as a 'national' route on the map below.

This is shown in more detail in Appendix B – Detailed District Cycle Route Map

**Figure 4.16 – District Cycle Route Map Overview**



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#### 4.8 Route Selection Tool

Each of the prioritised routes has been assessed using the LCWIP Route Selection Tool<sup>15</sup> (RST) which scores the route against five key criteria:

- **Directness:** How direct a cycle route is in relation to the route travelled by private motor vehicles.
- **Gradient:** How steep a route is.
- **Safety:** How safe a route is, taking account of separation between cyclists and vehicles and motor vehicle speed and volumes.
- **Connections:** The number of points at which a route can be joined.
- **Comfort:** How comfortable the space is for cycling based on width and surface treatment.

The RST also considers the number of junctions along the route considered to be particularly hazardous or unattractive for cyclists, usually due to high traffic volumes or speeds, and a lack of separated cycling facilities. These are defined as ‘critical’ junctions.

The RST was applied firstly to consider the baseline conditions across the five criteria, with each route broken down into sections of distinct character. An overall baseline score of 0-5 for each criterion across the route is established.

The route is then re-assessed based on the potential conditions across the five criteria – scoring the route sections on the basis that they were improved, where possible, to standards identified in the DfT’s Local Transport Note 1/20 (LTN 1/20) – the latest design guidance for cycle infrastructure. More detail on the LTN 1/20 principles is provided in section 4.9.

DfT’s LCWIP Guidance states that the aim is to achieve a score of at least three and significantly reduce the number of critical junctions, potentially removing these completely.

Owing to COVID-19 restrictions the initial RST assessment was largely desktop based with assessment sheets completed remotely using online mapping and satellite imagery. However, spot checks were undertaken on site in June 2021 at locations where information was not readily available, or more detail was required to complete the audits.

Scores were assigned using the DfT's LCWIP Route Selection Tool, with gradient calculated using online mapping as recommended in this guidance. In cases where traffic data was not available for a specific street the road characteristic has been used as a proxy for daily vehicle flows. Speed limit was based on the posted speed limit for all routes.

The summary of the baseline audits is shown in Table 4.3. The scores for the five core design principles are a function of the conditions across the whole route. The number of critical junctions on each route are also listed.

**Table 4.2 Three Rivers baseline results audits summary**

| Route No. | Name                         | Directness | Gradient | Safety | Connectivity | Comfort | Critical Junctions (no) |
|-----------|------------------------------|------------|----------|--------|--------------|---------|-------------------------|
| 2         | Rickmansworth - Watford A412 | 5.0        | 2.6      | 1.7    | 4.6          | 1.3     | 5                       |
| 3         | Rickmansworth – West         | 5.0        | 4.3      | 2.3    | 5.0          | 1.6     | 0                       |
| 8         | Rickmansworth – Chorleywood  | 5.0        | 2.9      | 0.7    | 4.6          | 0.6     | 3                       |
| 14        | Shepherds Lane               | 5.0        | 3.1      | 1.5    | 4.2          | 2.1     | 1                       |
| 21        | Maple Cross South            | 5.0        | 5.0      | 0.6    | 3.4          | 1.0     | 3                       |

The prioritised routes in Three Rivers generally follow the main corridors of movement – meaning high scores for the directness of the routes, but lower safety scores due to higher traffic volumes and speeds on these major routes. Lower comfort scores reflect the fact that cyclists currently move with general traffic on several higher traffic sections of the routes.

<sup>15</sup> <https://www.gov.uk/government/publications/local-cycling-and-walking-infrastructure-plans-technical-guidance-and-tools>

## 4.9 Types of cycling interventions

The Department for Transport's (DfT) Local Transport Note (LTN) 1/20 Cycle Infrastructure Design guidance<sup>16</sup> was introduced in 2020 and should be referred to for detail on cycling infrastructure.

LTN 1/20 states that cycling infrastructure should meet five core design principles as follows:

- **Coherent:** Routes are consistent and simple to follow from origin to destination.
- **Direct:** Routes are at least as direct as those for private vehicles and do not require cyclists to stop and start at junctions.
- **Safe:** Infrastructure should be safe, and people should feel safe using it.
- **Comfortable:** Good quality, wide routes.
- **Attractive:** Infrastructure is well designed.

In addition, the guidance provides more specific principles including:

- Cycle infrastructure should be inclusive and usable by people of all ages and abilities.
- Cycles must be treated as vehicles and not as pedestrians with physical separation provided between pedestrians and cyclists, including at junctions.
- Physical separation from high traffic volumes, including at junctions.
- Widths should cater for high growth and non-standard cycles.
- All highway schemes should include consideration of opportunities to improve provision for cycling.
- Schemes should be more than cosmetic public realm schemes and include restrictions to traffic or reallocation of road space.
- Cycle infrastructure should form a connected and holistic network.
- Cycle parking should be included in large schemes.
- Schemes must be legible and understandable.
- Clear and comprehensive wayfinding should be provided.
- Flagship infrastructure such as new cycle bridges should form part of a joined-up network.
- Schemes should be properly maintained which is as important as the infrastructure itself.
- Surfaces must be smooth and durable.
- Trials may be important in making sure a permanent scheme works from the start; however, good design is still required for trial schemes to maximise their chances of success.
  - Access controls such as barriers should not be used.
  - Lower cost, pragmatic schemes such as bollards to close a road are preferred where they can be effective.
  - Routes must be direct and logical.
  - Cycle routes should be comfortable to ride, minimising the need to stop and start and the need for traffic calming with vertical deflection (e.g. speed humps).
  - Schemes must be consistent and not switch between different types of provision such as carriageway lane and footway.

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<sup>16</sup> <https://www.gov.uk/government/publications/cycle-infrastructure-design-ltn-120>

The fact that the LTN 1/20 guidance was introduced so recently means that, in common with most of the country, much existing cycling infrastructure in the study area would not meet the latest requirements. The prioritisation of interventions in the LCWIP process takes account of which improvements are most urgently required.

The level of design for the LCWIP is necessarily high-level. For example, at this stage, the plans indicate where there is potential for protected cycle facilities; however, the exact nature of the facility would be subject to further design work and will be subject to circumstances specific to the route. Types of facility include:

- Hybrid stepped track.
- Kerb separated track.
- Separation provided by locating parking on the outside of the cycle lane (note LTN 1/20 also recommends kerb or light separation).
- Bi-directional track.
- Light separation such as wands, as have been used in the recent temporary schemes. It is, however, recommended that the type of design is consistent within each scheme.

A glossary of possible interventions can be found in Appendix C.

#### **4.10 Identified cycling interventions**

In identifying measures, the interventions that have been suggested reflect the aspirations outlined in LTN 1/20. This is necessary in order to provide the quality of infrastructure that will have the greatest chance of achieving mode shift.

The LCWIP is intended to provide a high-level overview of potential designs only. The deliverability of the schemes has been considered; however, in all cases, the measures identified will need to be subject to a full feasibility assessment, safety review and detailed consideration of the impacts on other road users, including buses and emergency vehicles. On some sections of the routes, very constrained pinch points have been identified where we are unable to recommend potential interventions at this stage – in these cases further study is required to identify potential solutions for continuing the cycle route. The deliverability of the schemes is considered in LCWIP Stage 5 – Prioritising Improvements.

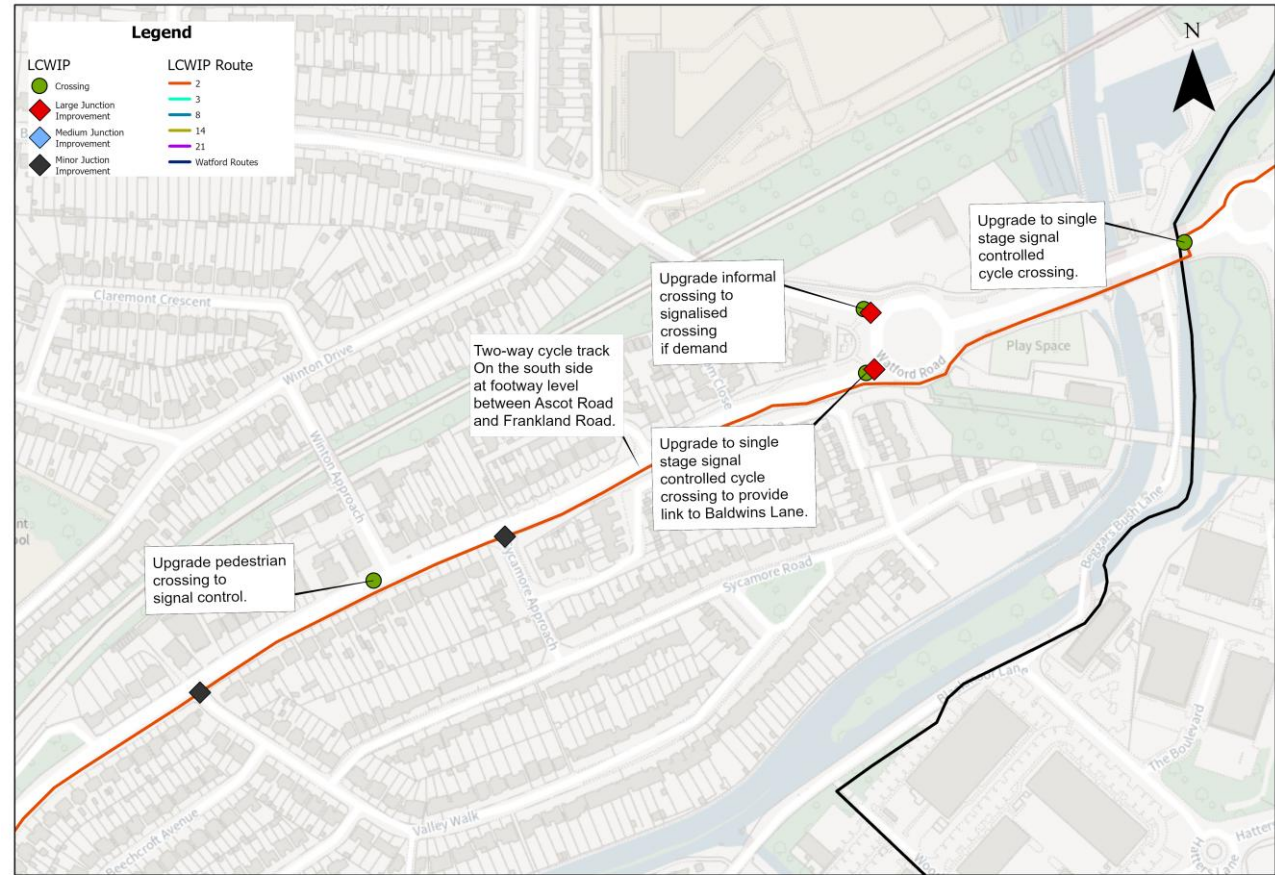
The measures proposed focus on the main links and junctions. In addition, it is recommended that the following interventions be included when designing schemes in more detail:

- Side road entry treatments, including priority for cyclists, reducing radii and providing raised tables or continuous footways for pedestrians. The plans provide some examples; however, as it is recommended that this would be a standard design consideration, the majority of locations are not highlighted.
- Traffic management measures, such as traffic filtering, to support the introduction of cycle schemes on strategic routes and to create low-traffic connector routes through residential areas. These may include modal filters (a method of traffic filtering that restricts through motor traffic while allowing access for cyclists and pedestrians), banned turns, or one-way systems. Some potential examples are provided; however, it is recommended that these measures be given wider consideration during the design development stage. For more info, please see Appendix C.
- Permitting of two-way cycling on one-way streets to improve permeability to and from the core network, subject to individual safety assessment.
- Signalised junctions should be reviewed on a case-by-case basis at feasibility stage, but dedicated signal stages for cycles should be the first consideration in most cases, with other options considered during the review, depending on space, junction capacity and safety factors.
- Cycle parking, including secure storage in residential areas and at destinations. Signage and wayfinding to provide for easy understanding of cycle facilities for cyclists, pedestrians, and other road users, especially at more complex junctions, and to provide navigation and route reassurance. Redundant signage – particularly ‘Cyclists Dismount’ – should be removed.
- Decluttering of spaces to provide suitable useable widths and remove obstructions where possible should be carried out on all routes.

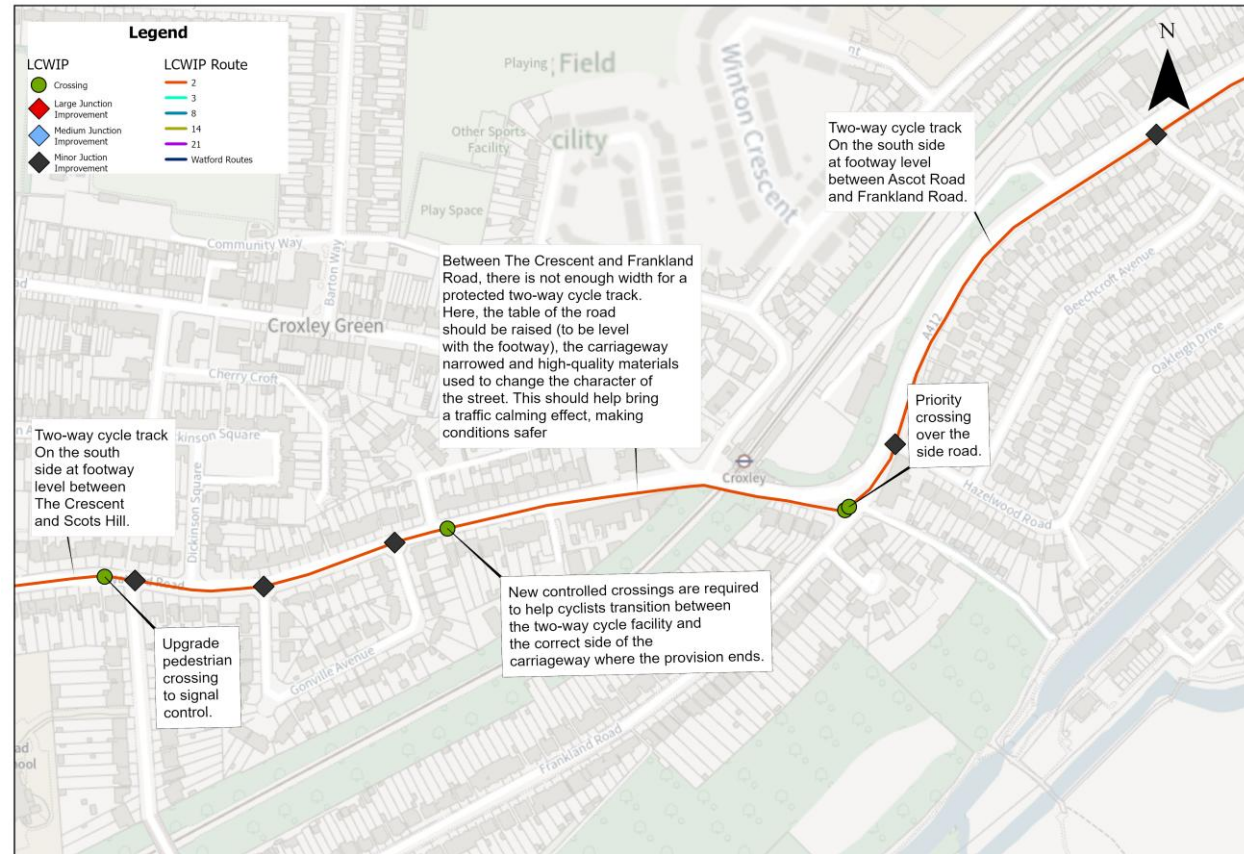
The indicative interventions on the 5 priority routes are shown below.



Route 2 - Watford via Croxley Green A412 to Rickmansworth High Street

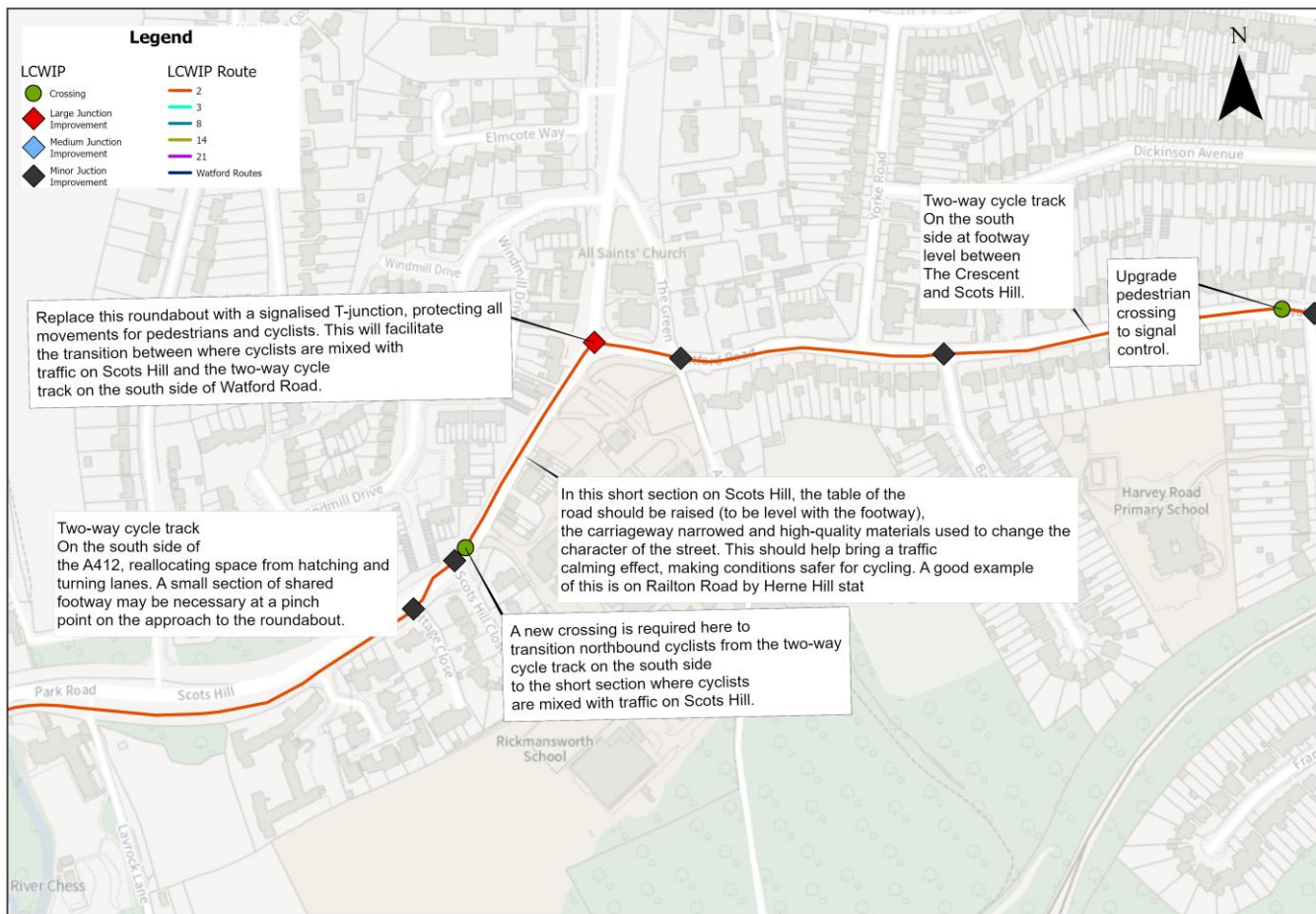


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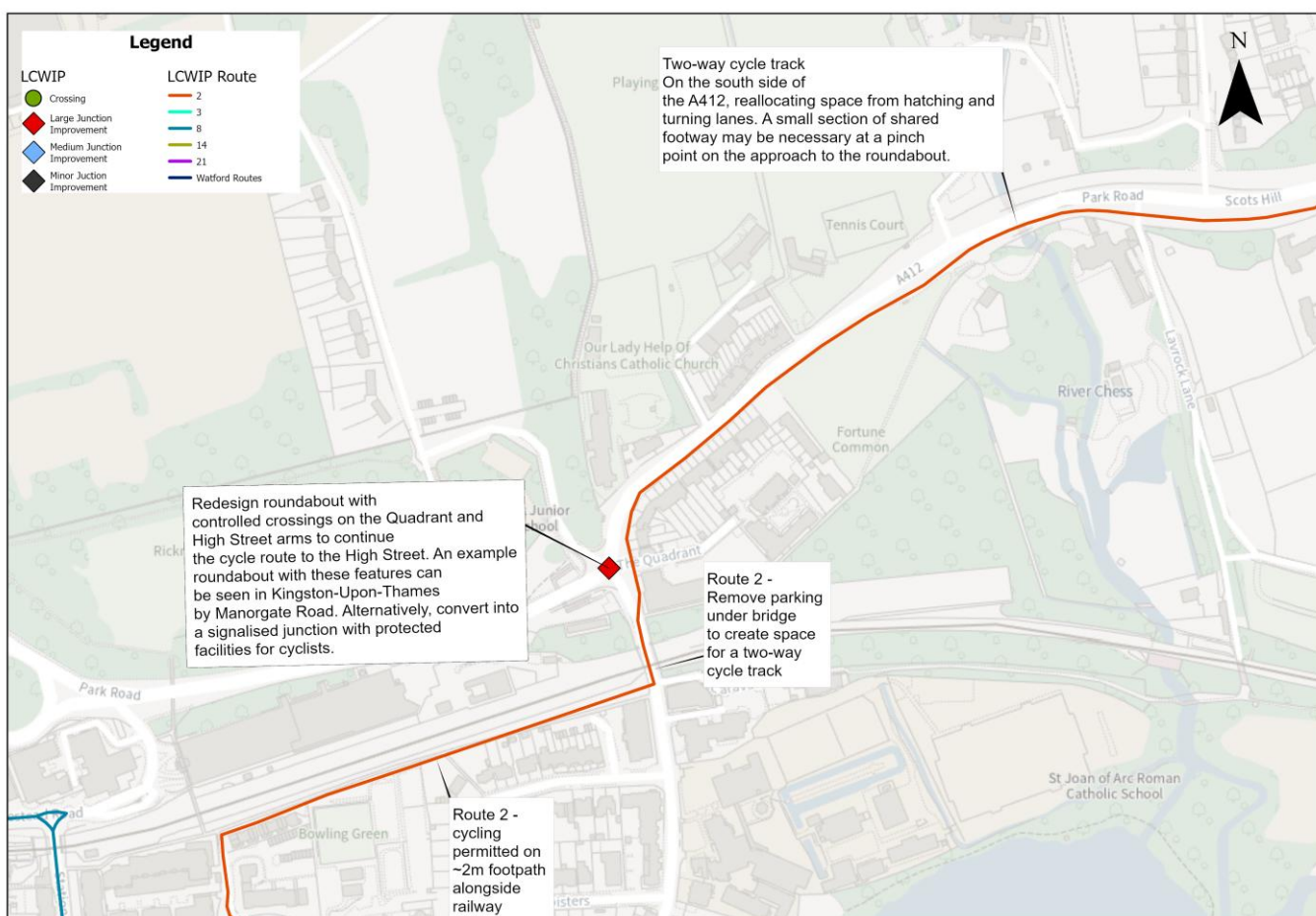


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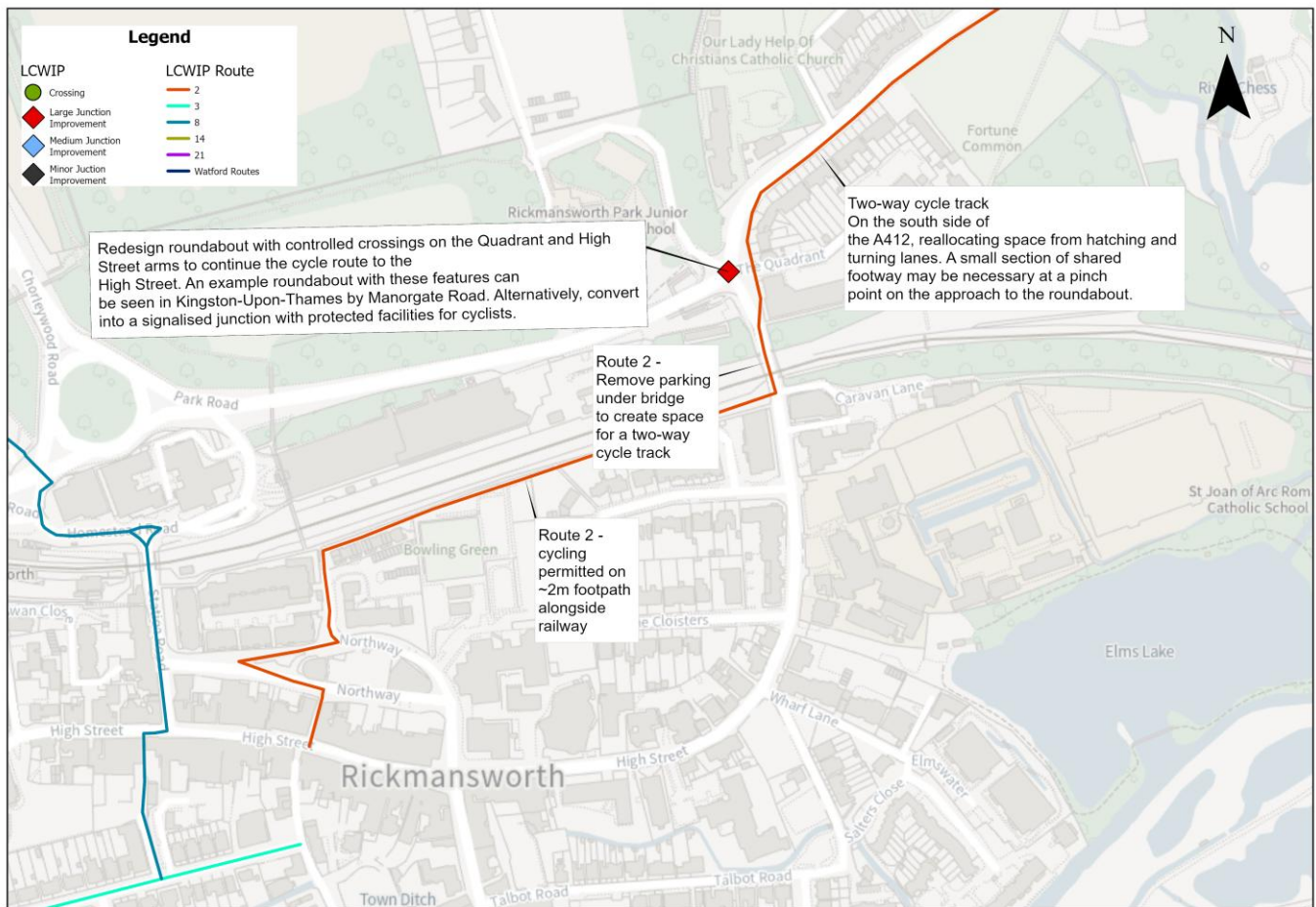


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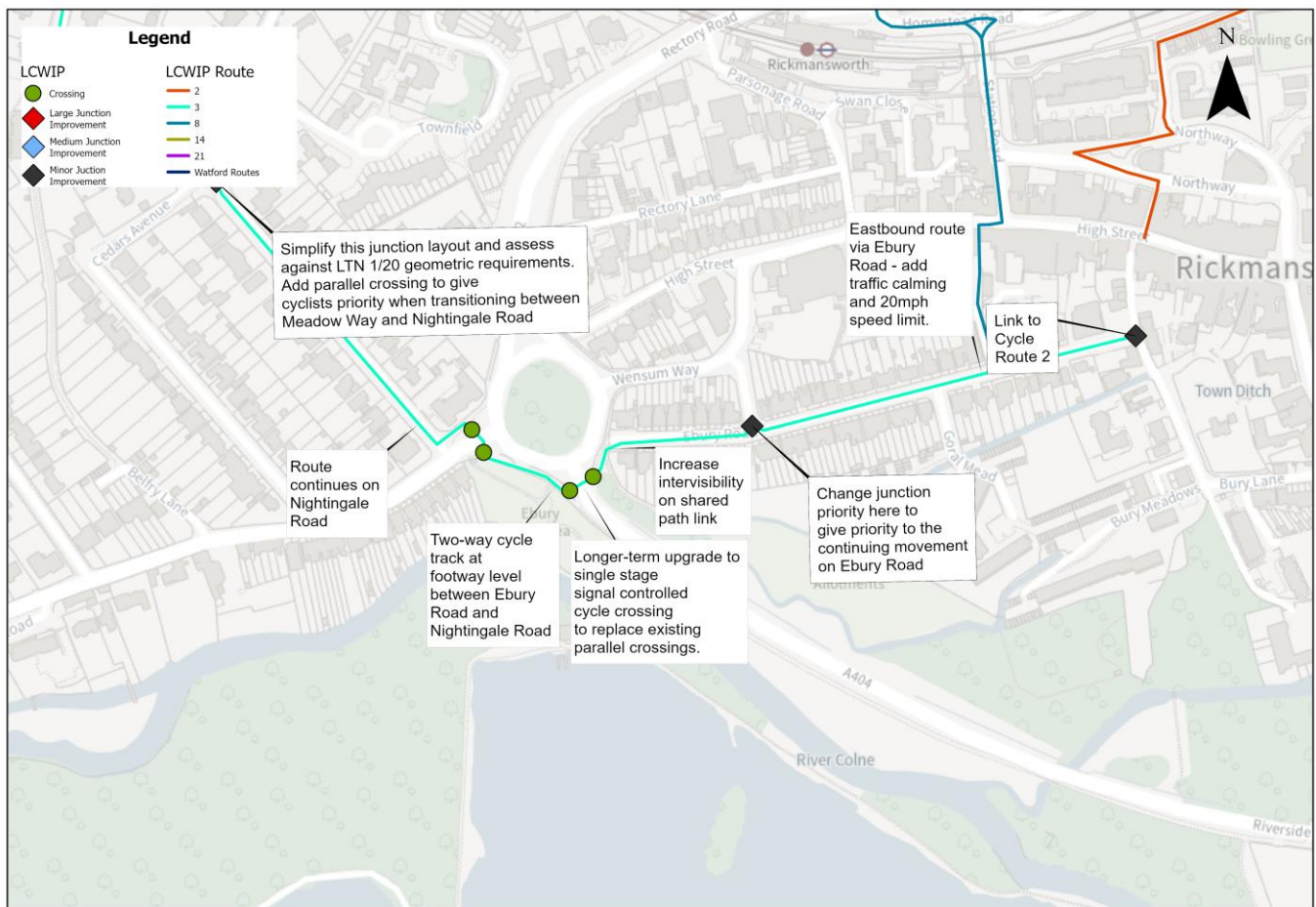


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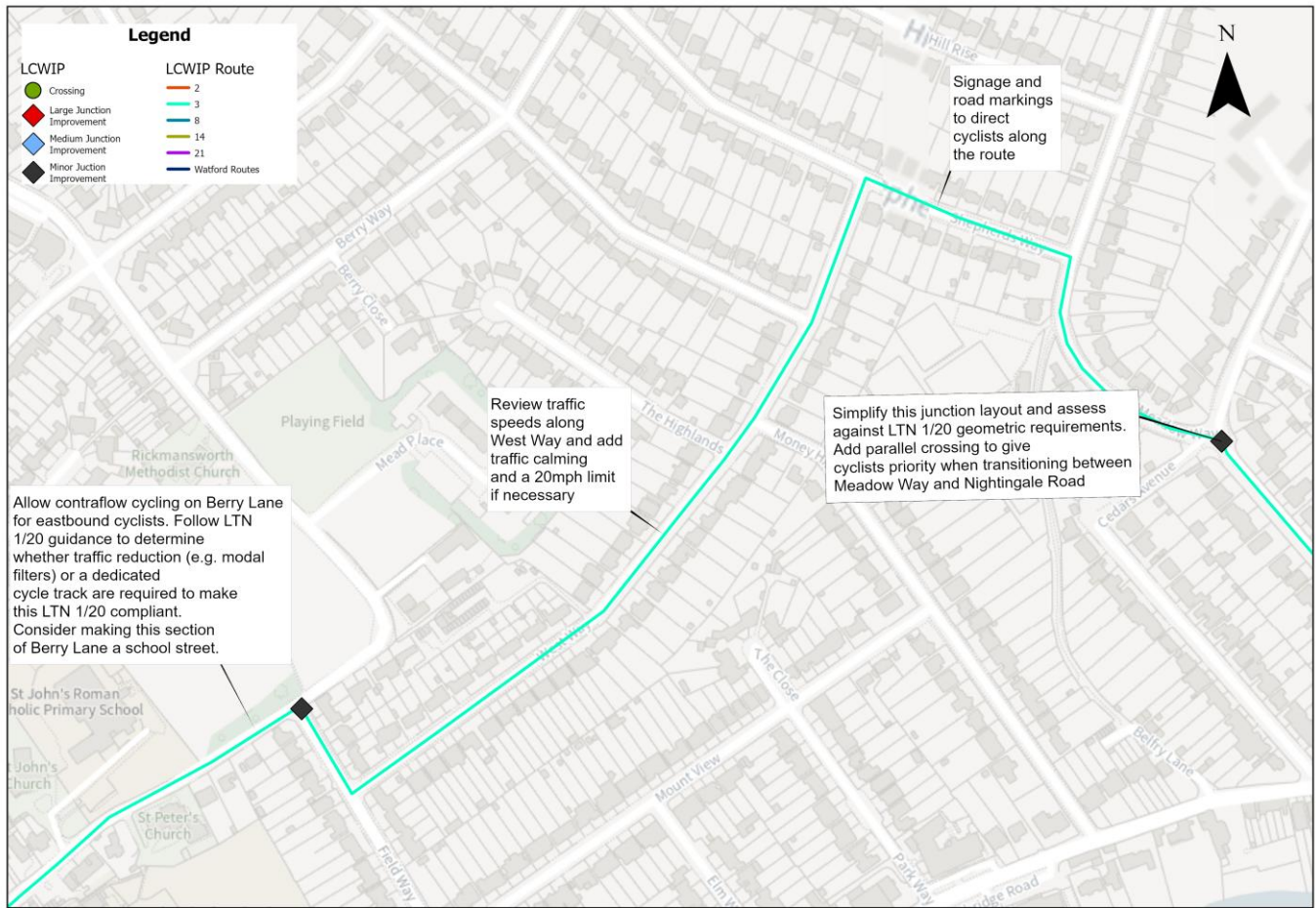




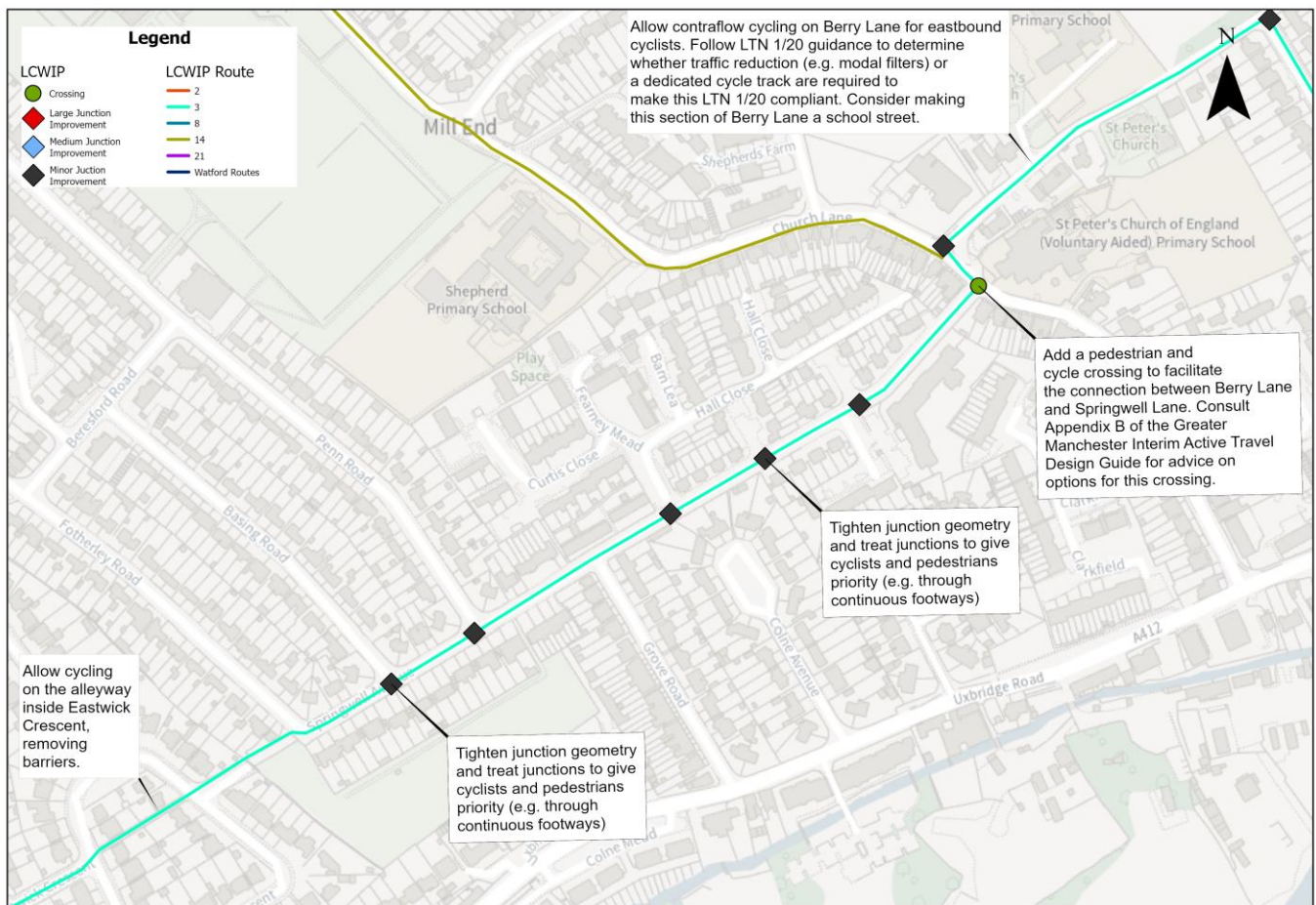
### Route 3 – Ebury Road, parallel with Uxbridge Road and then next to A412



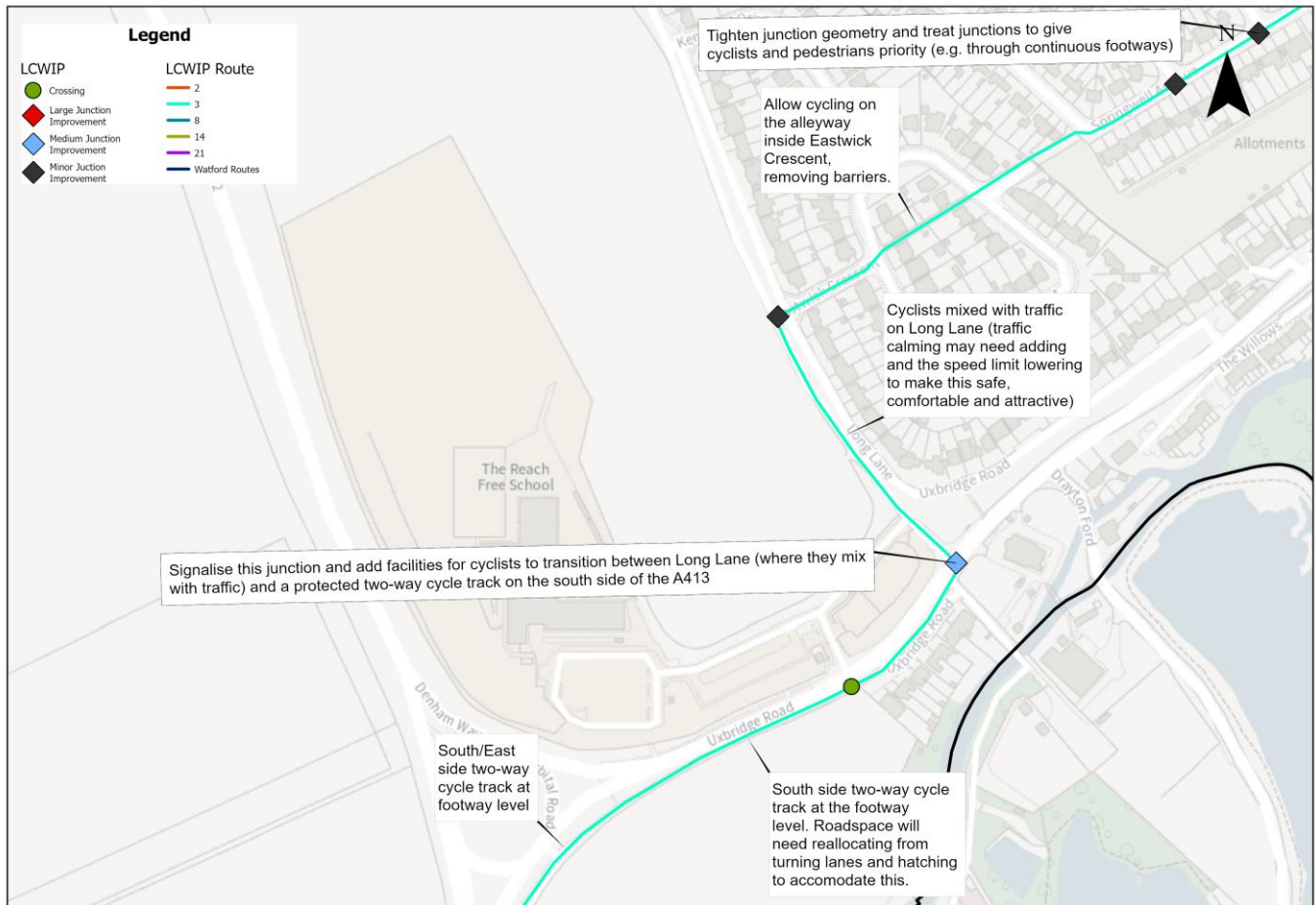




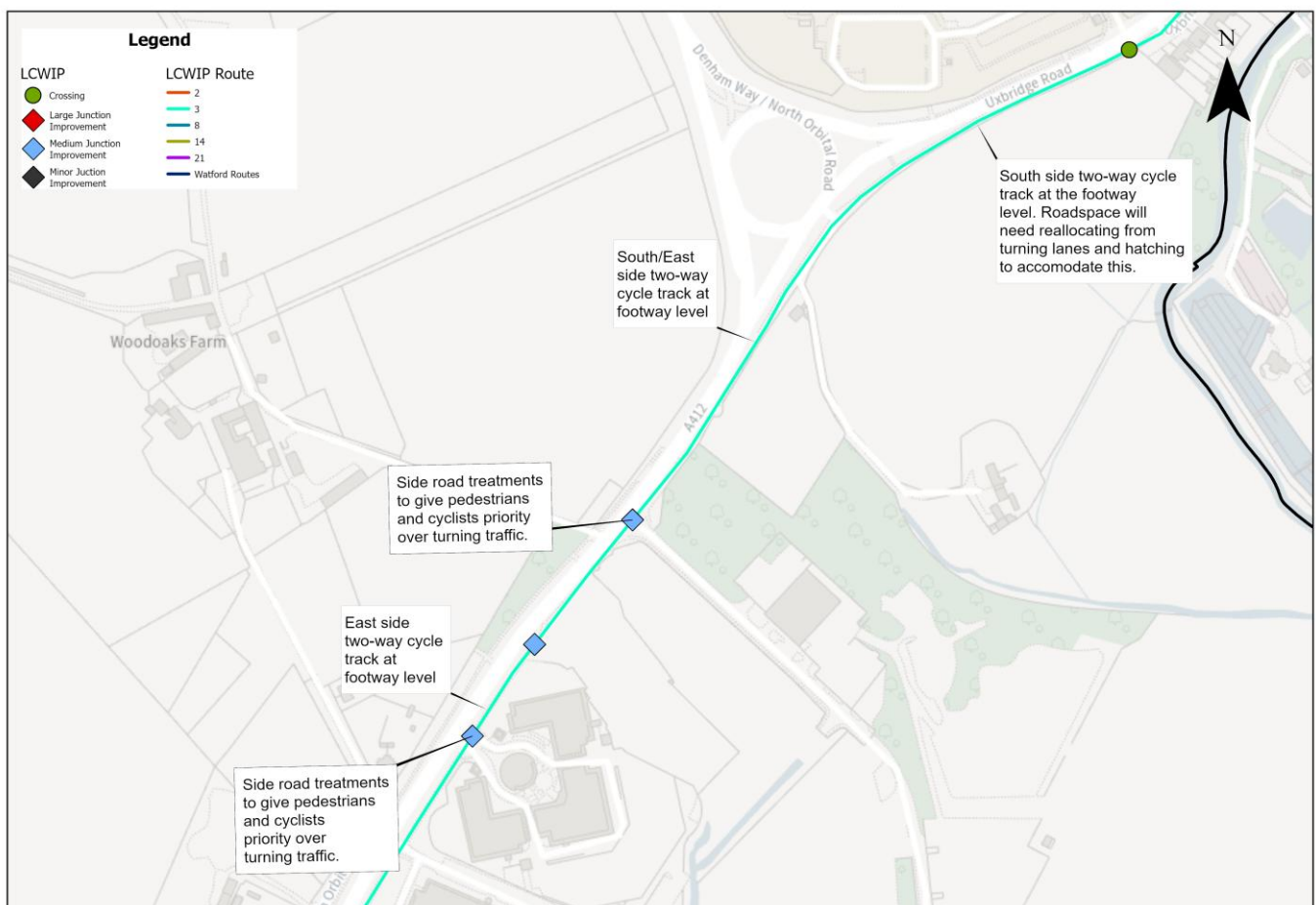
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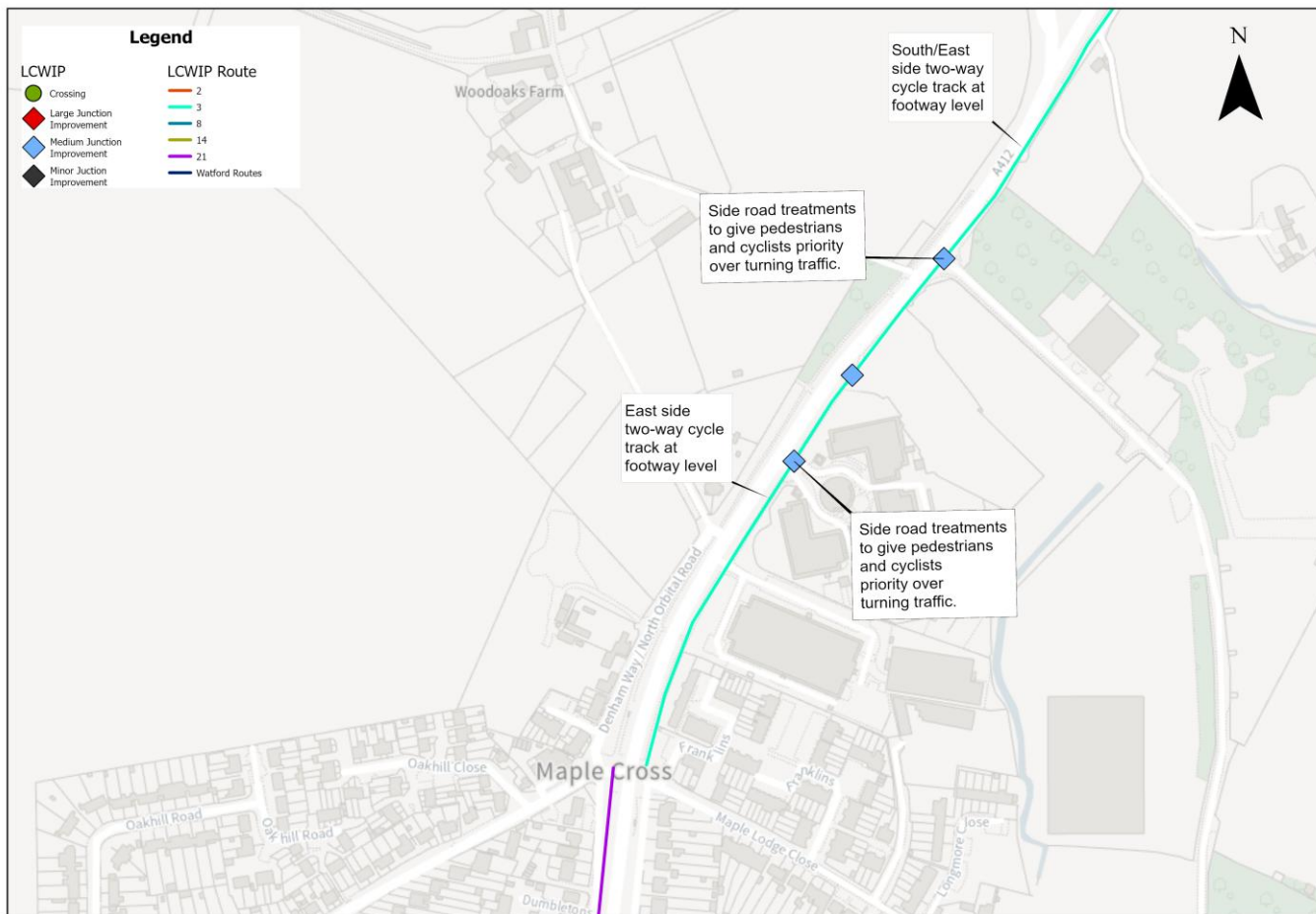


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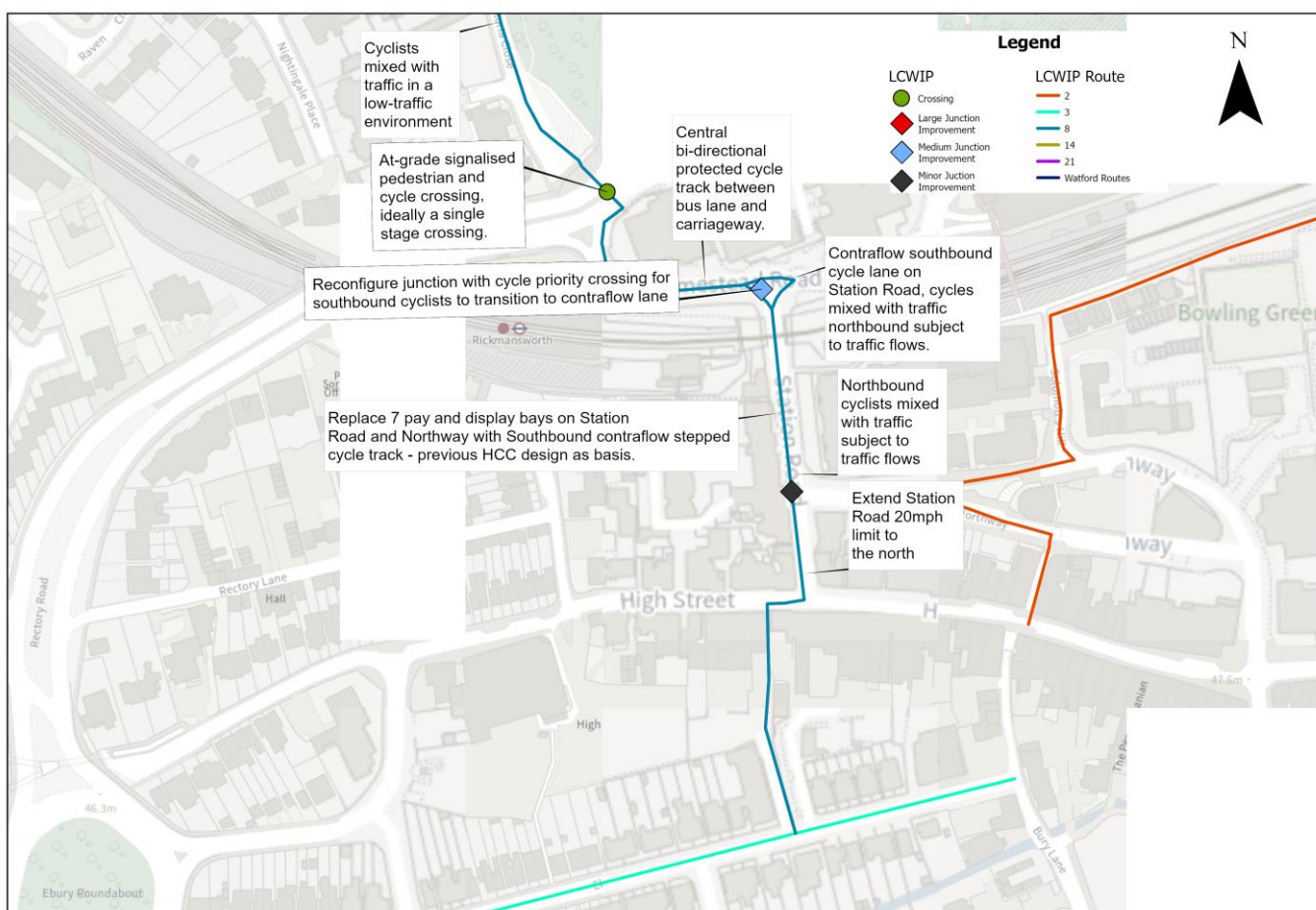


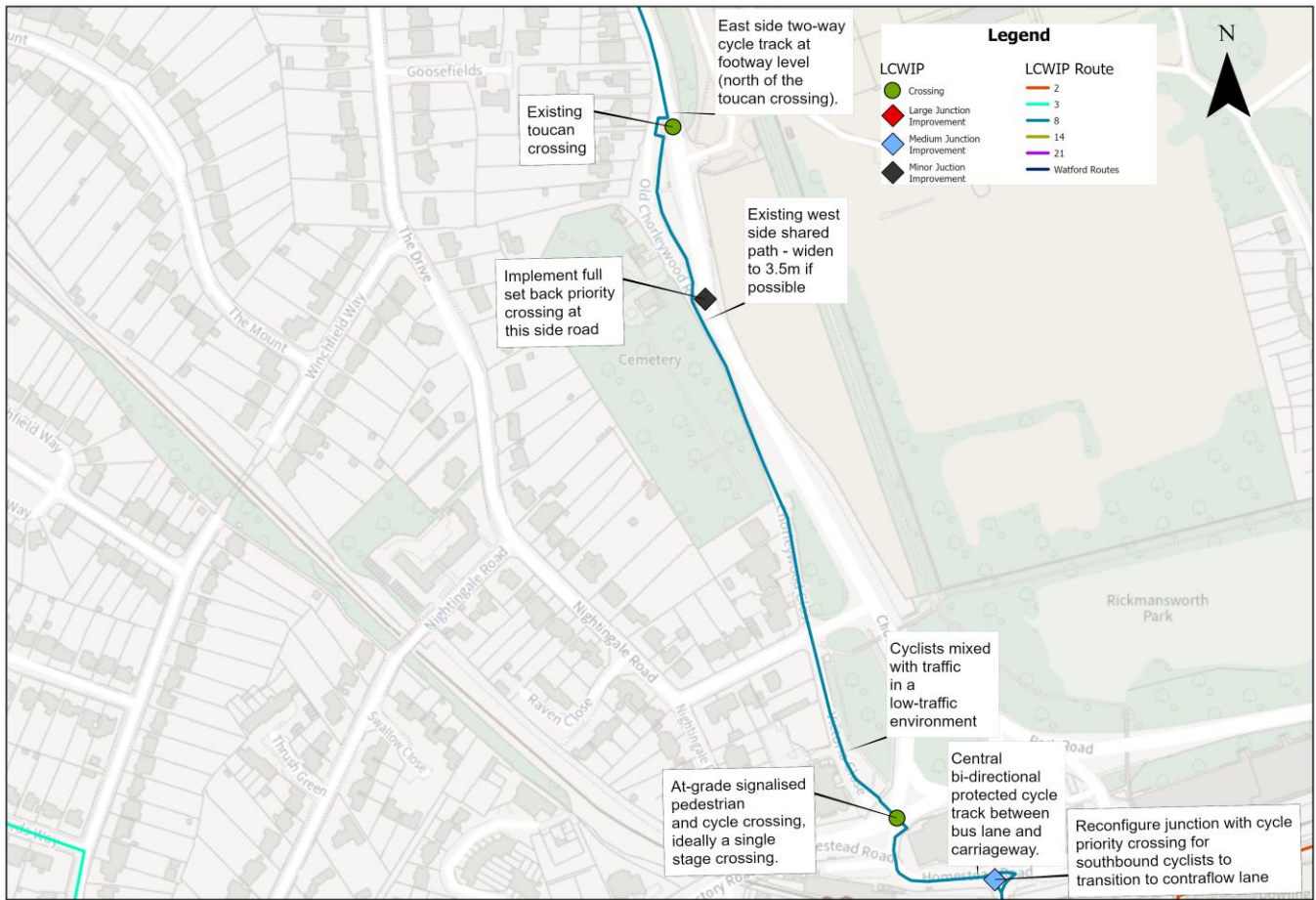
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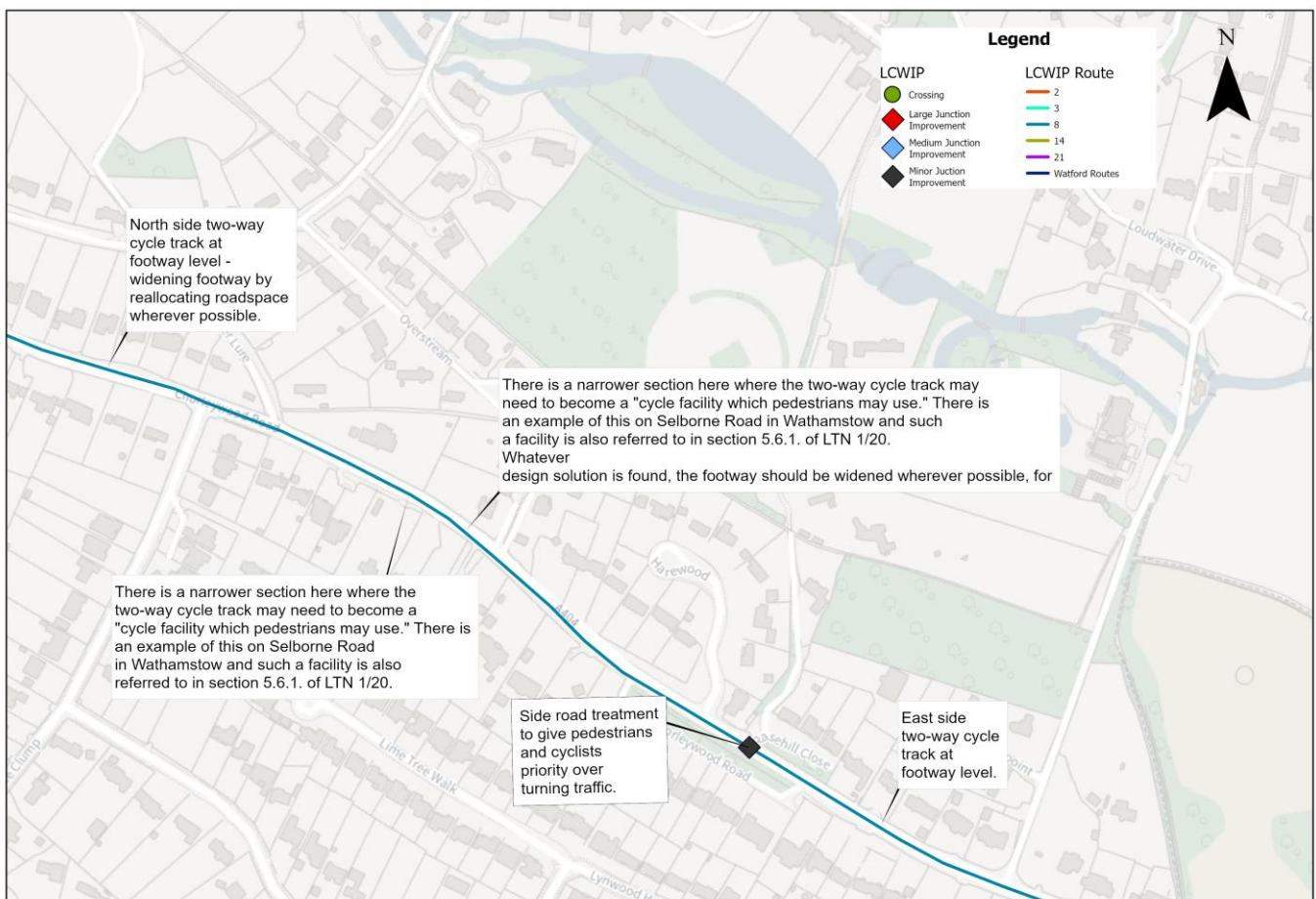


## Route 8 - A404 route between Rickmansworth Station and Chorleywood



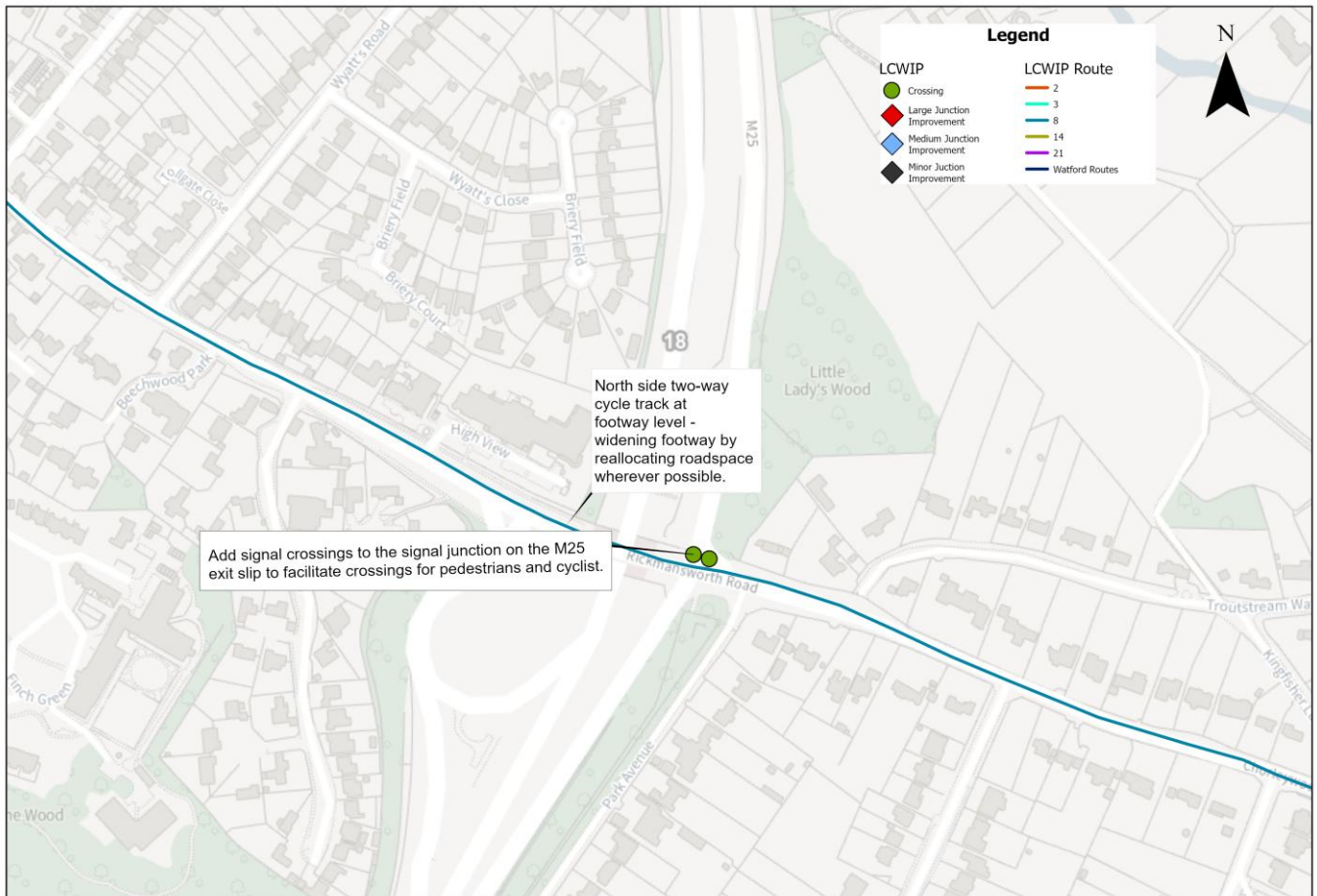


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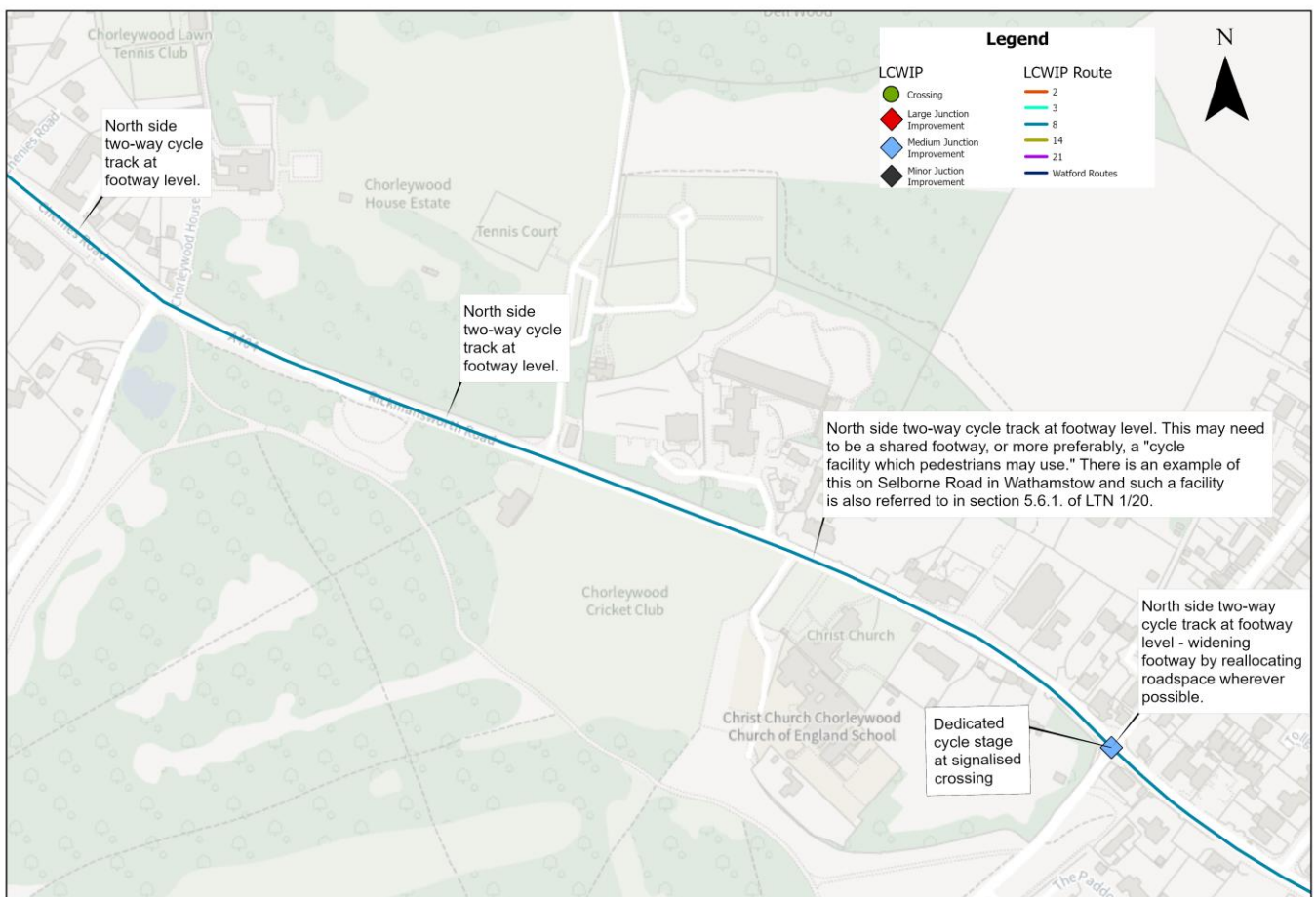


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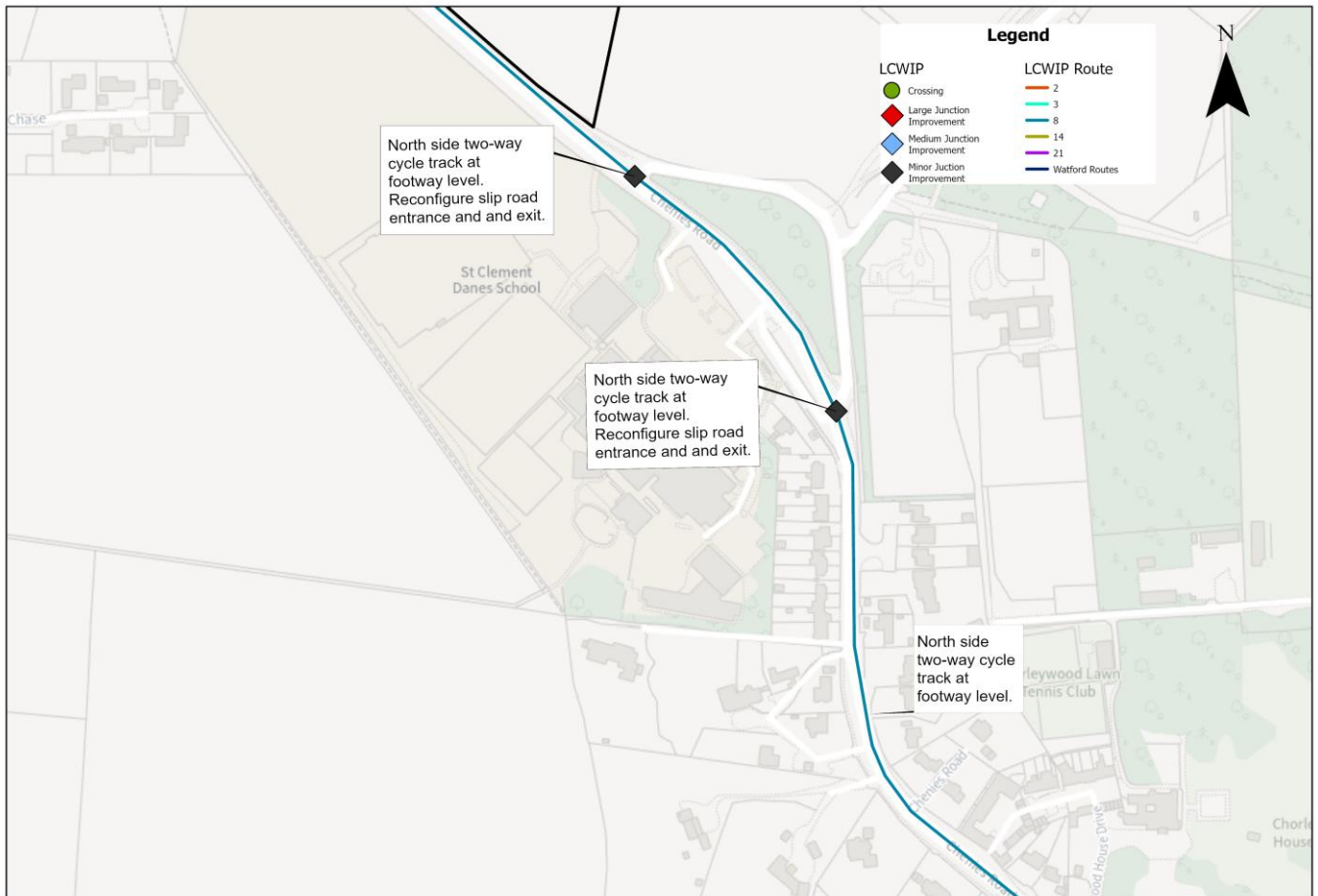




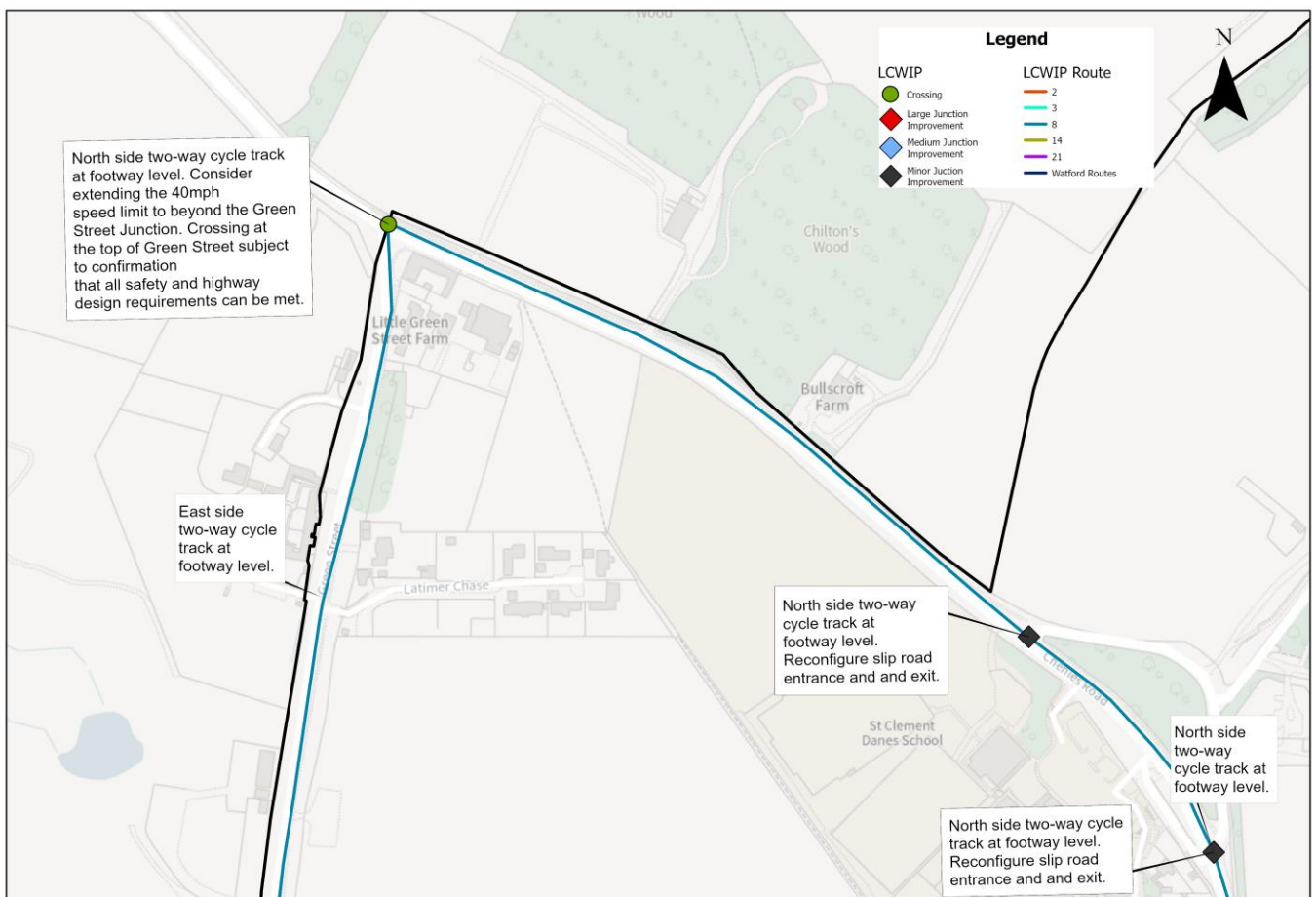
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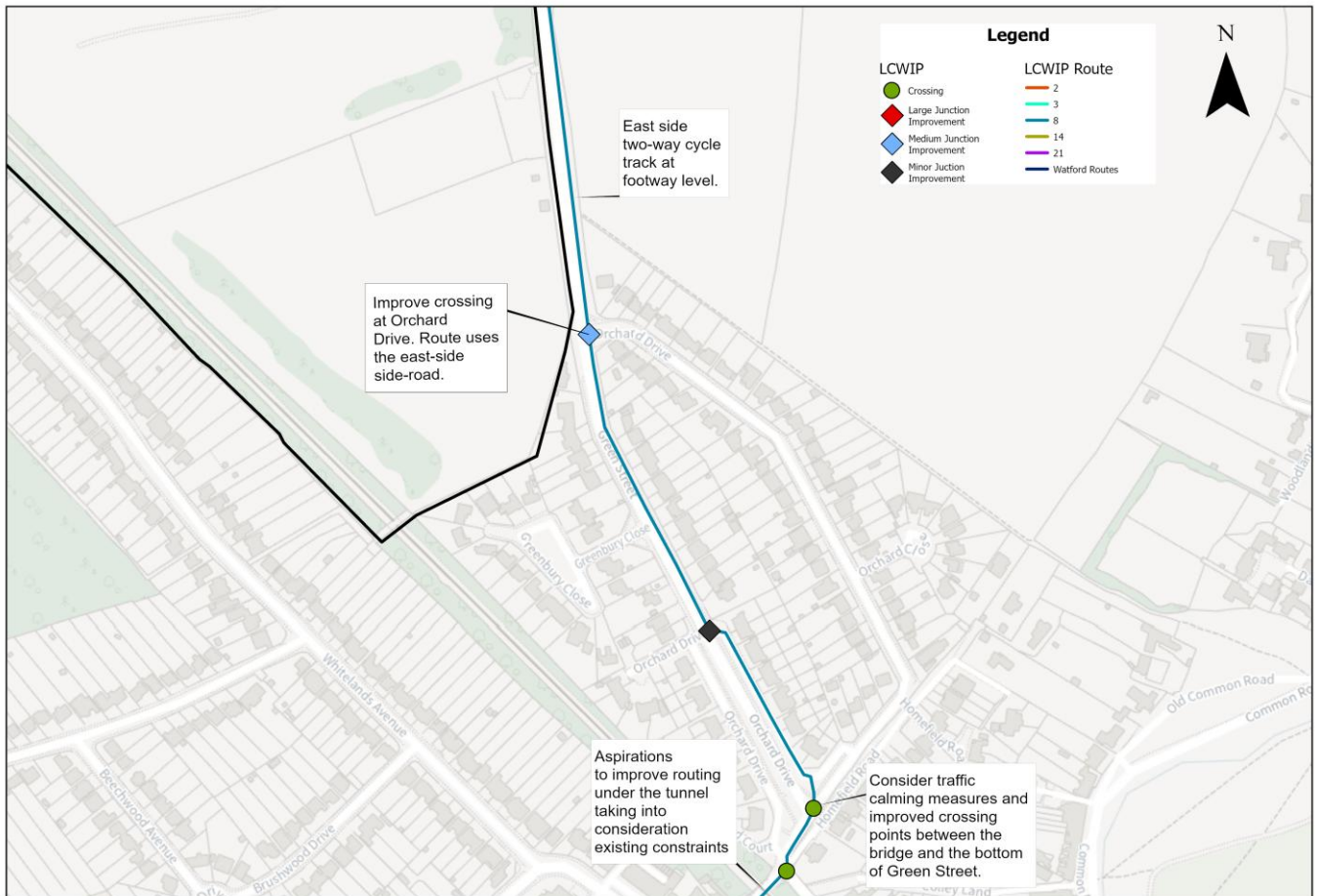


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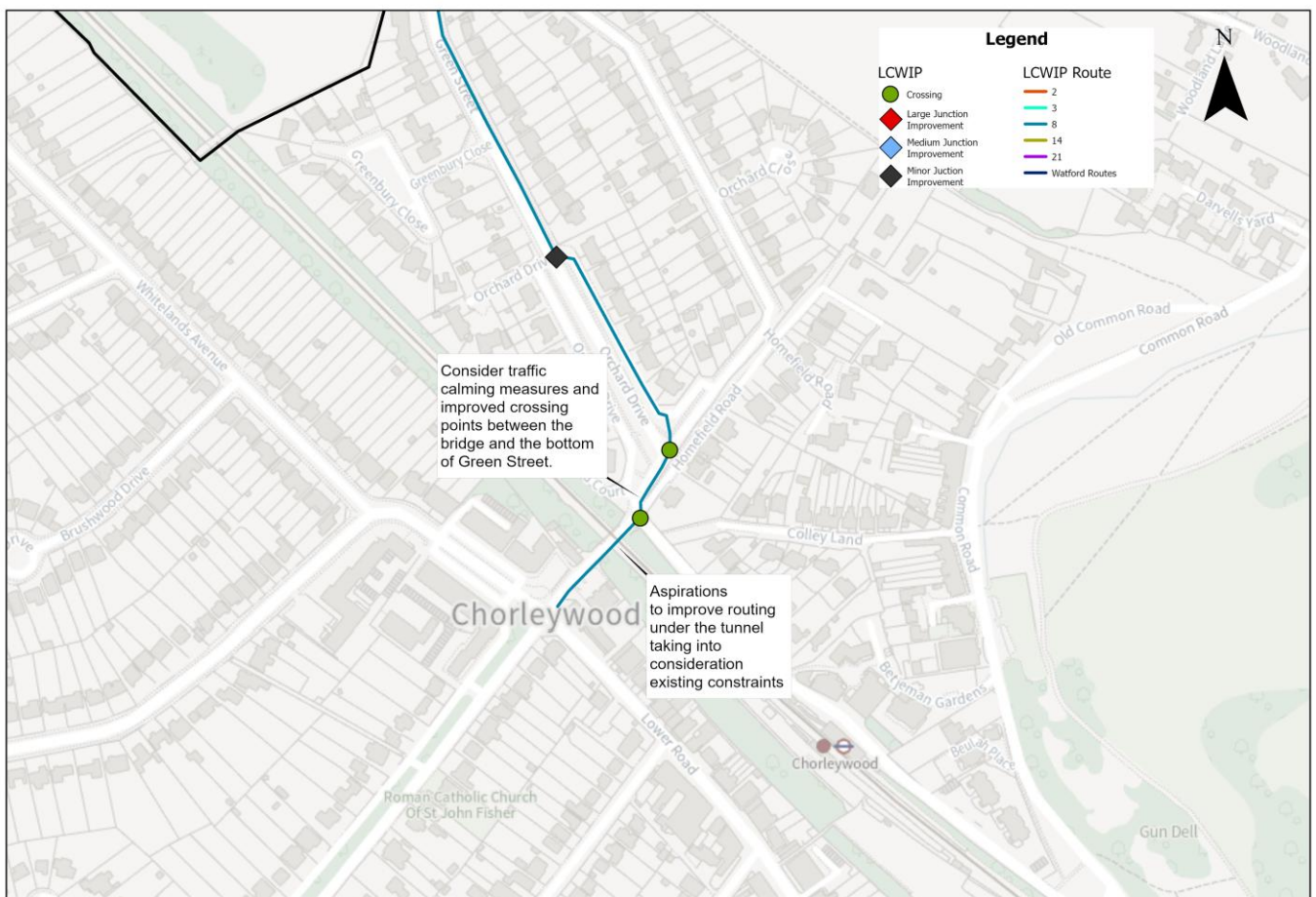


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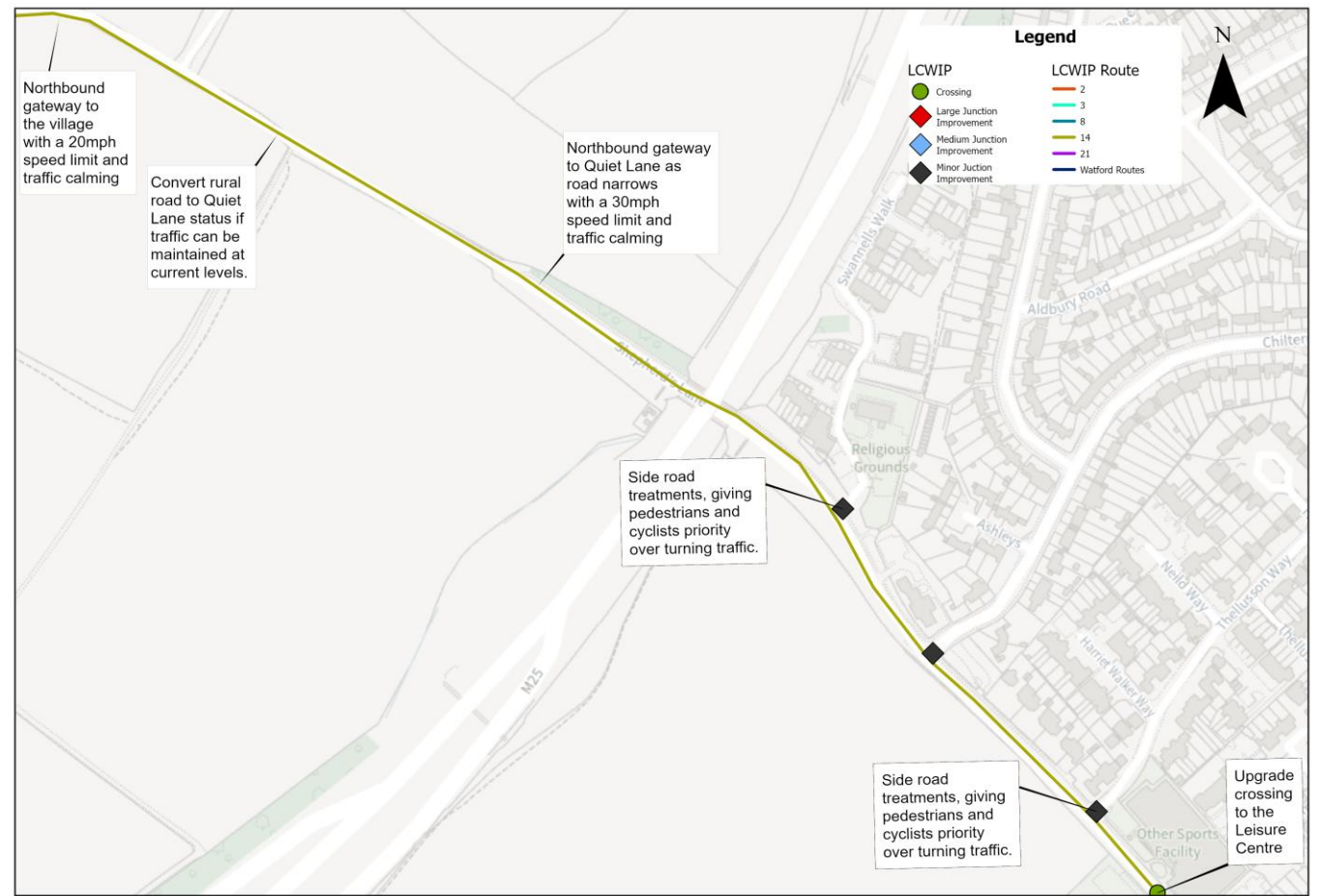
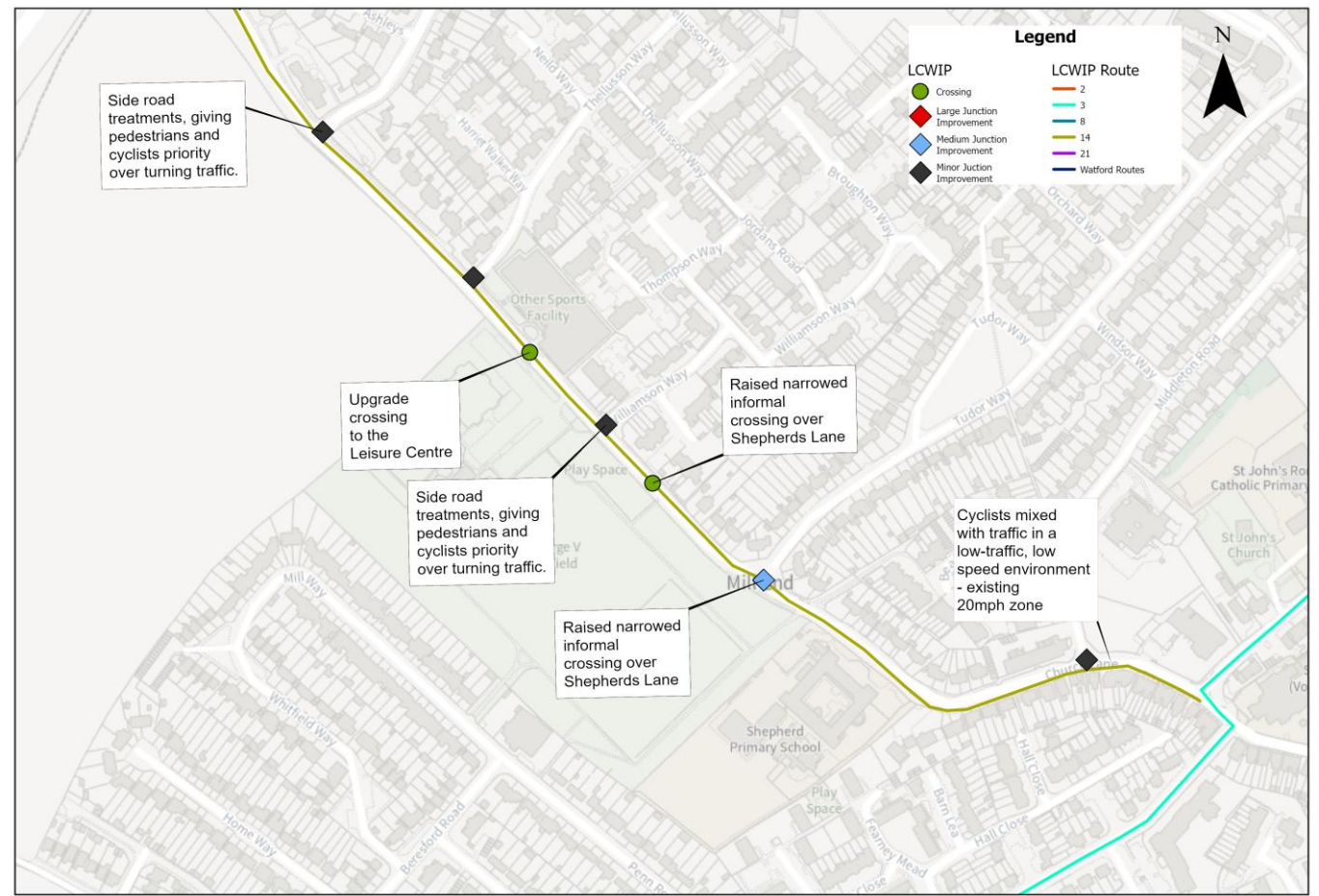


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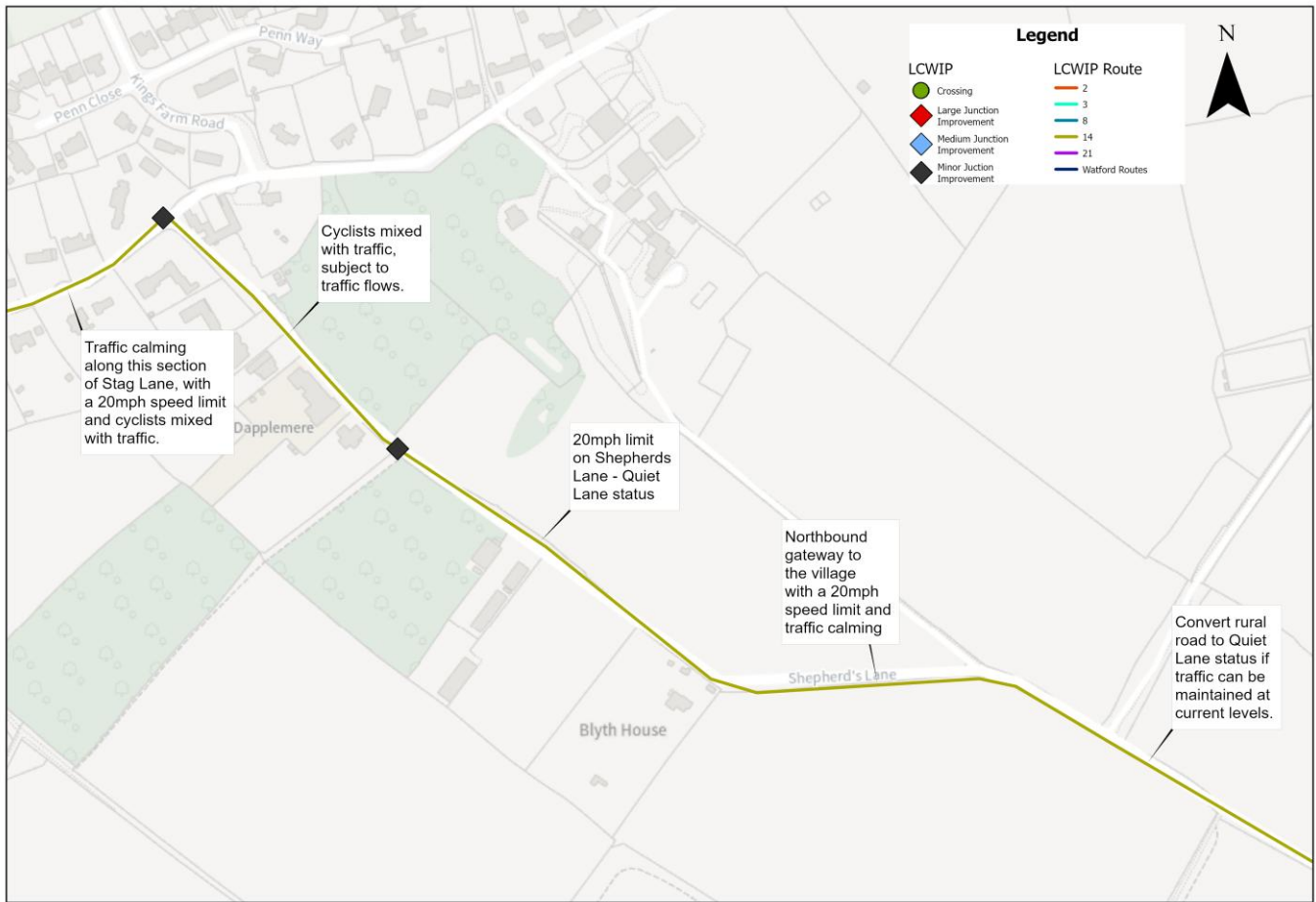


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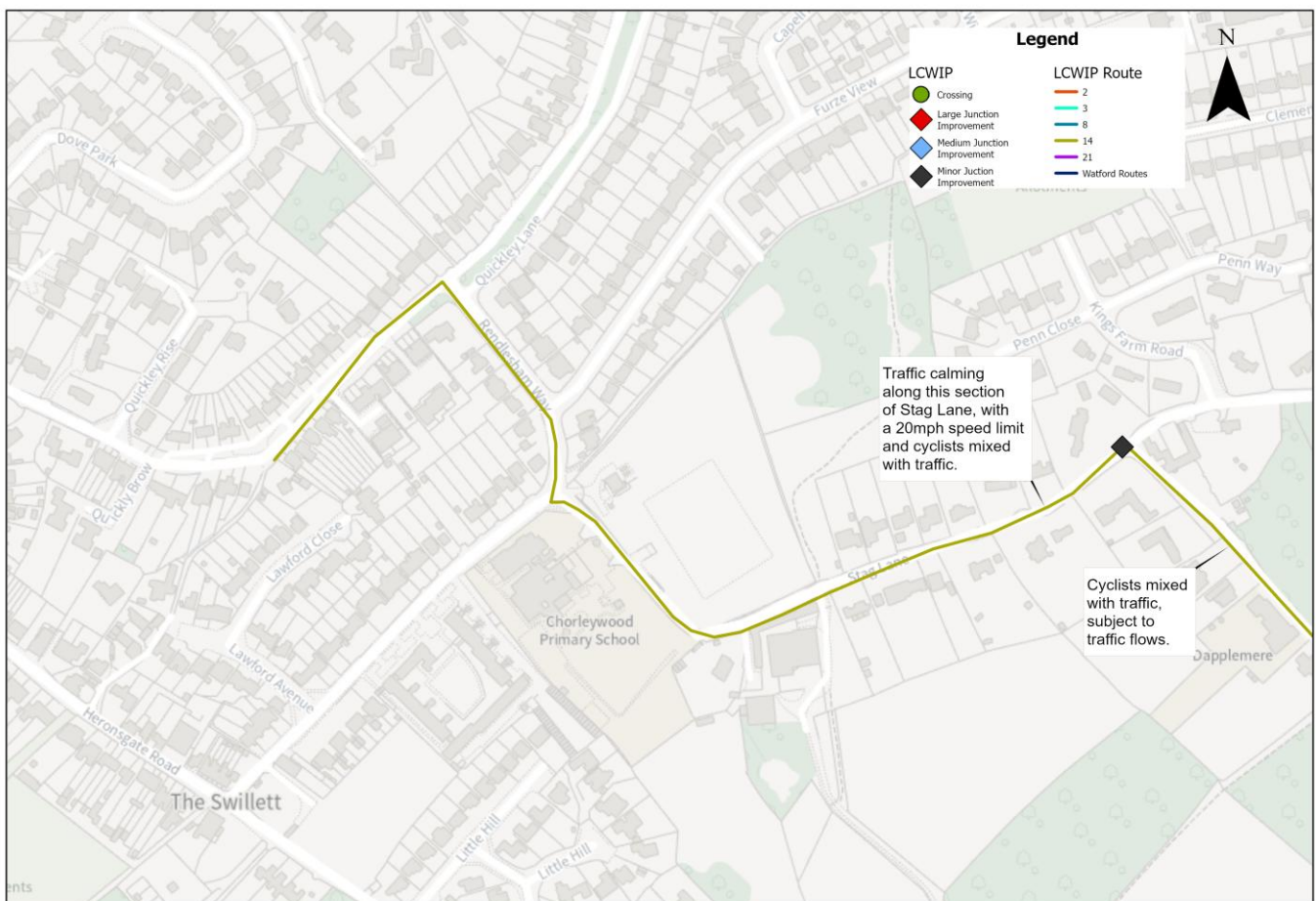
Route 14 – Starts on Stag Lane in Chorleywood and comes out via Shepherds Lane towards William Penn Leisure Centre





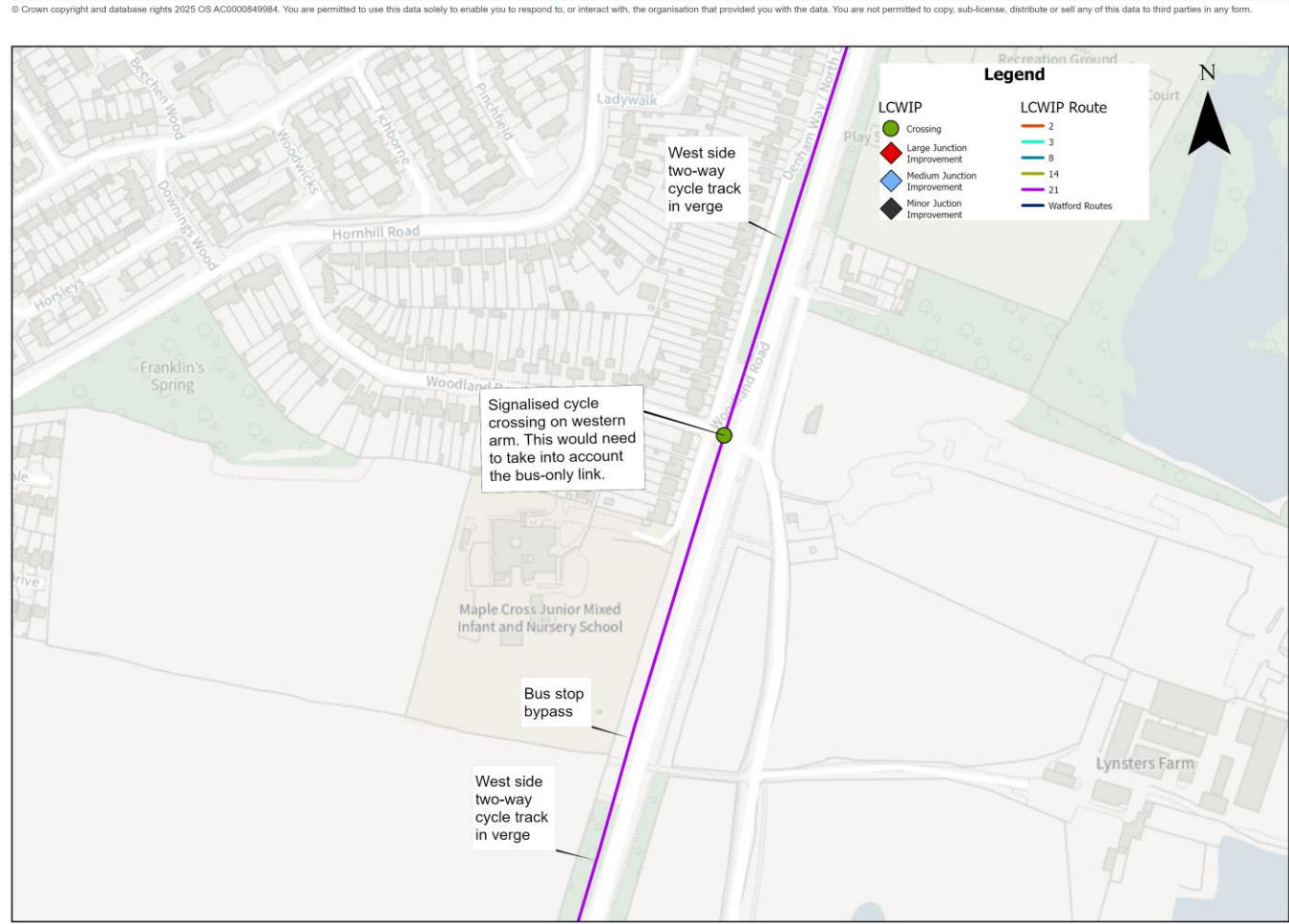
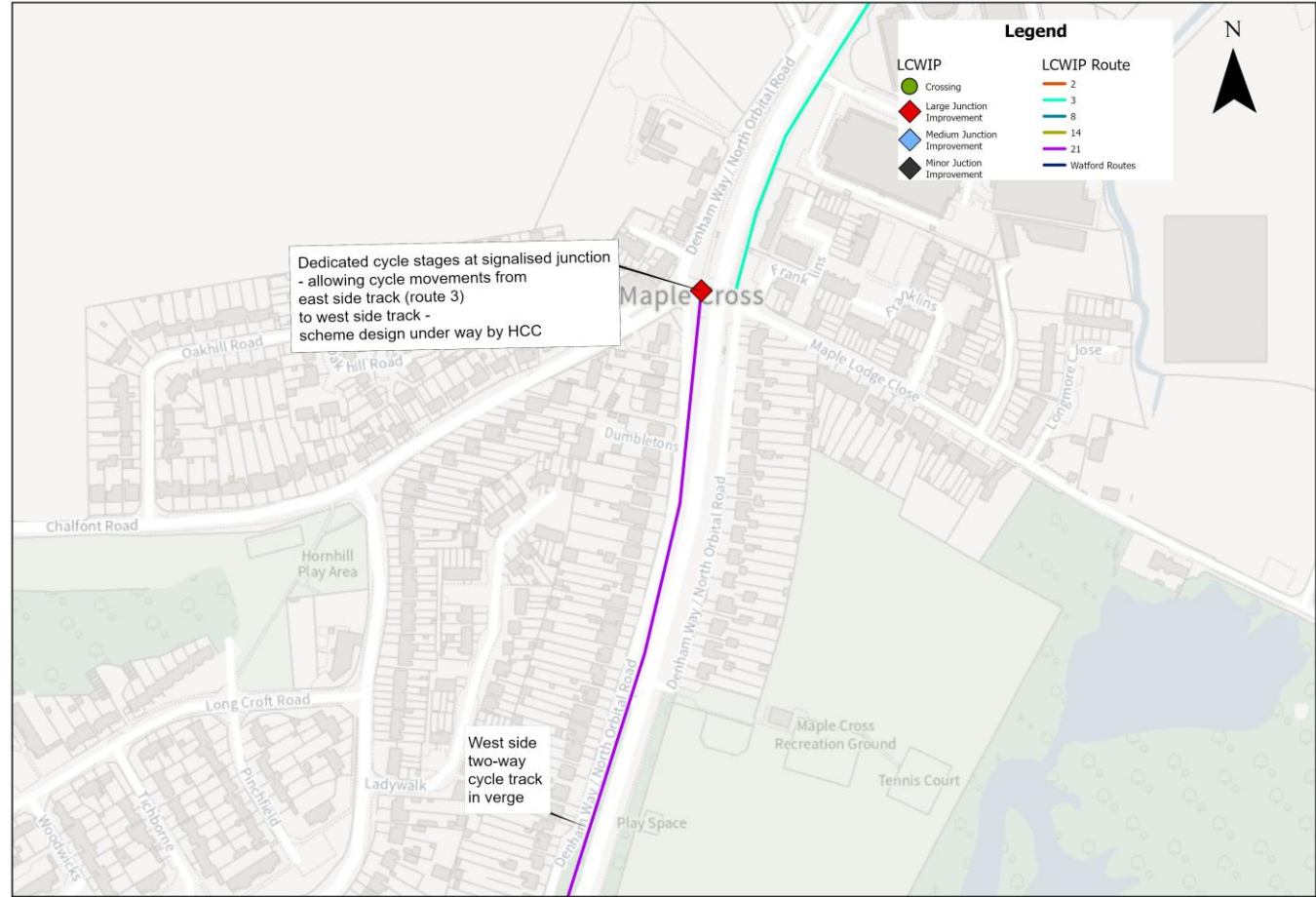


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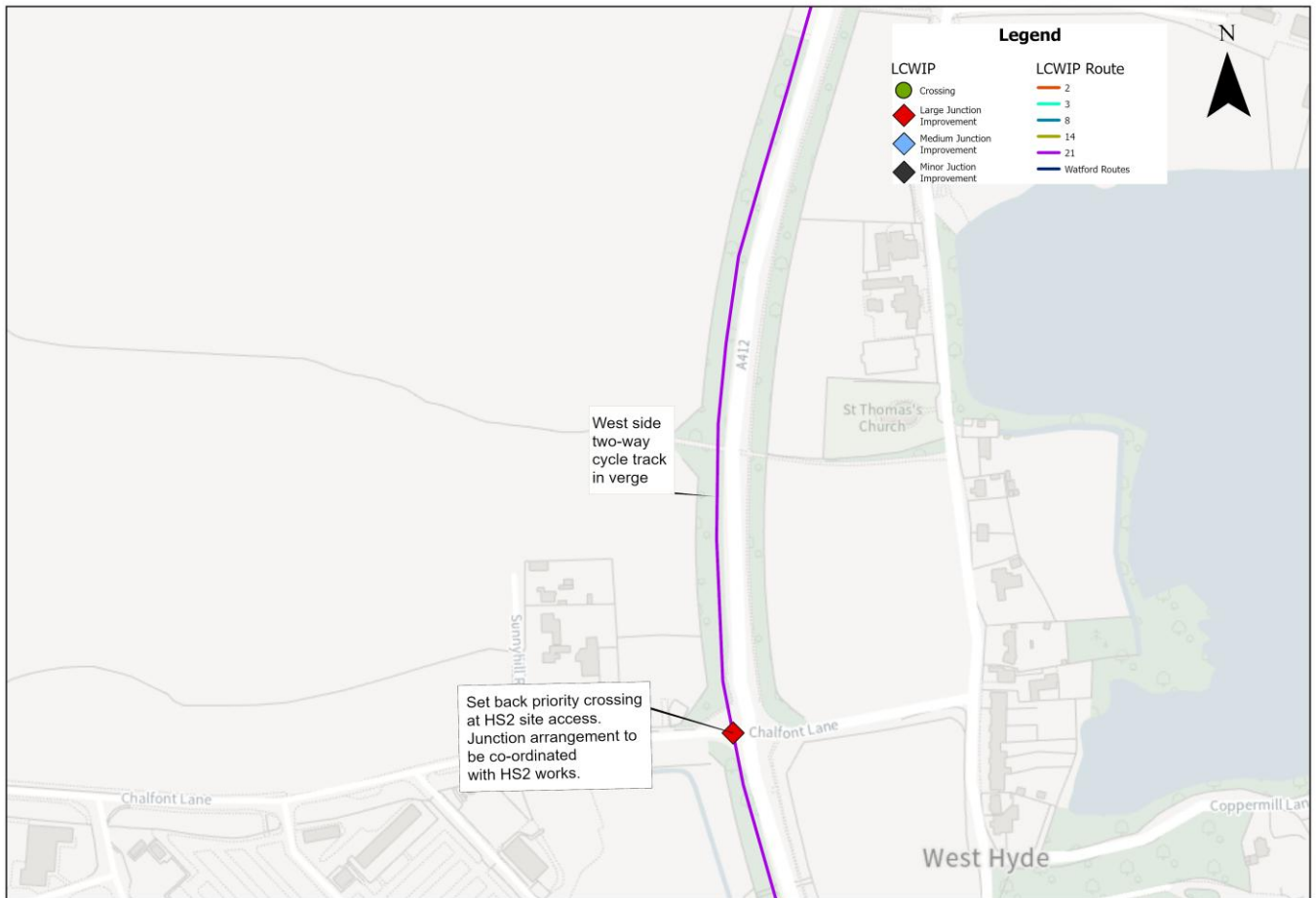
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Route 21 – Chalfont Road to towards Denham and Buckinghamshire border

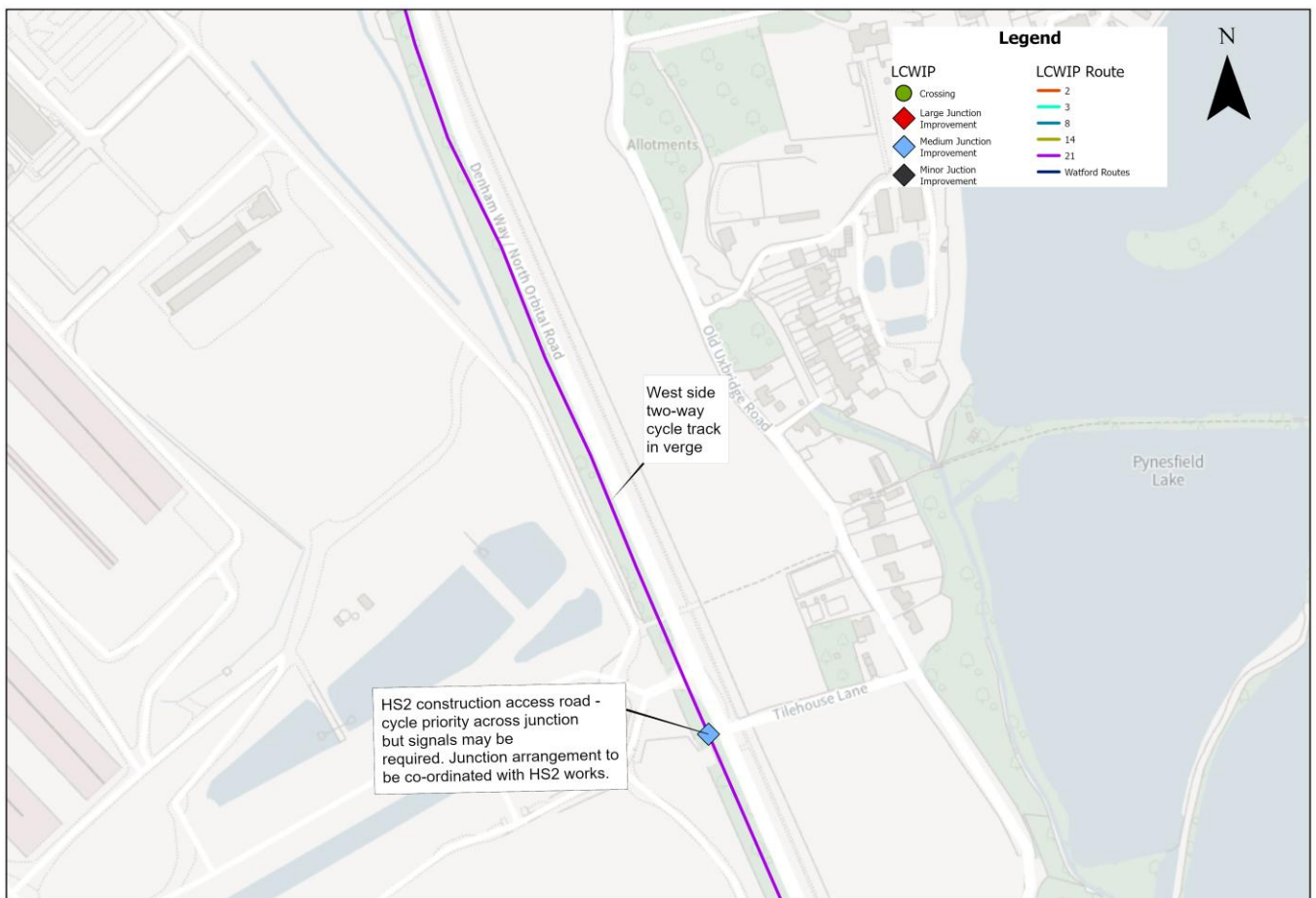


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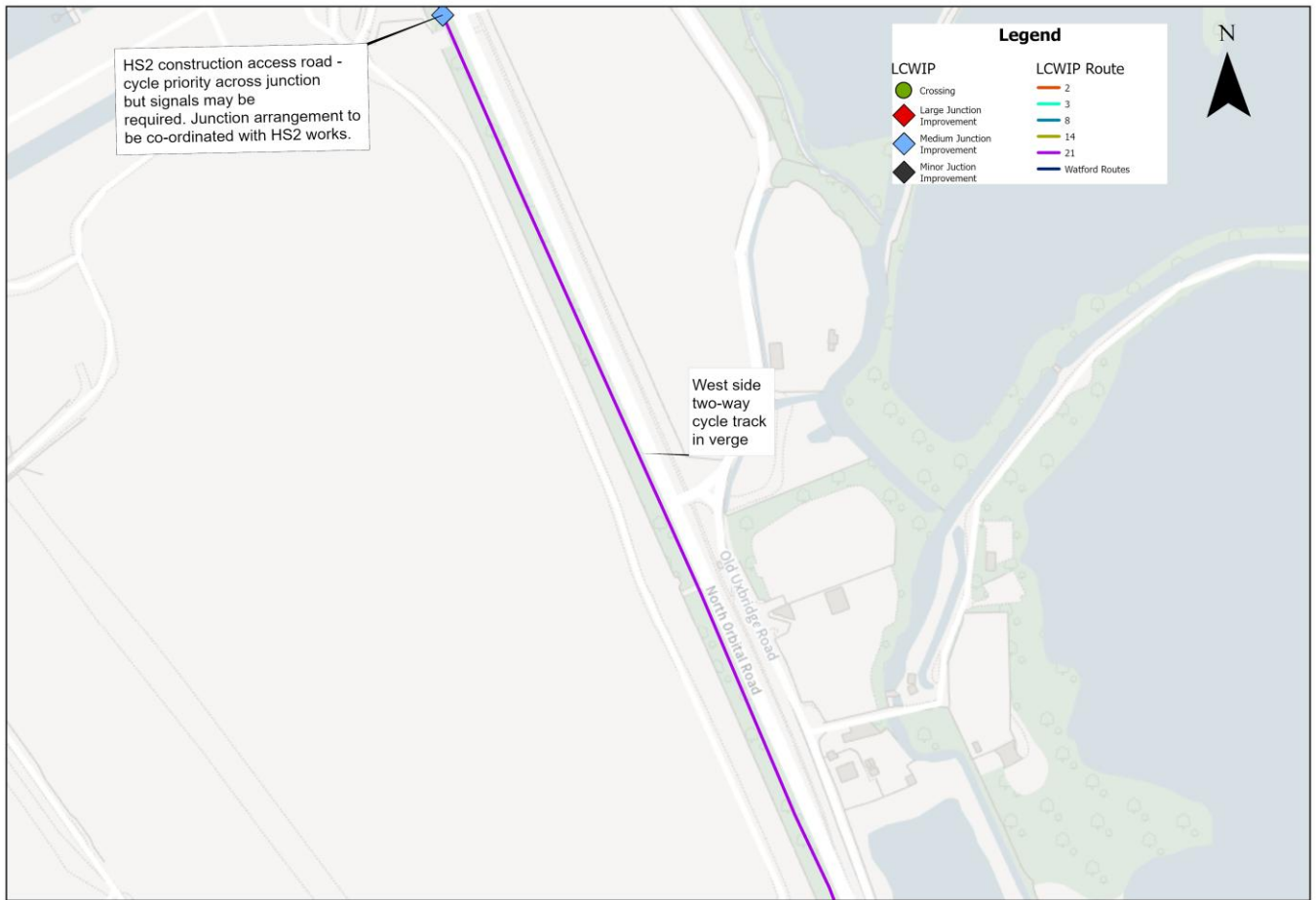




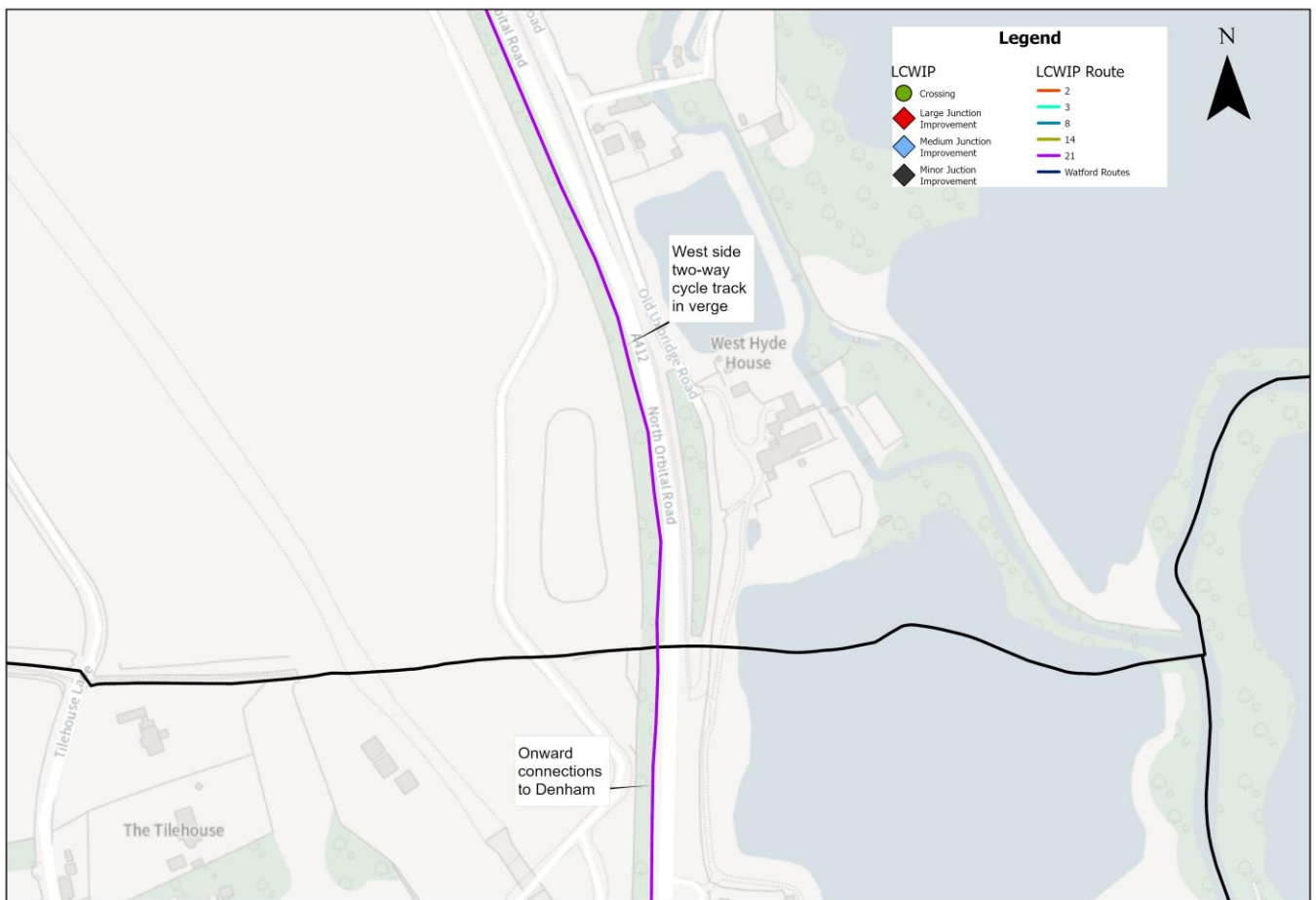
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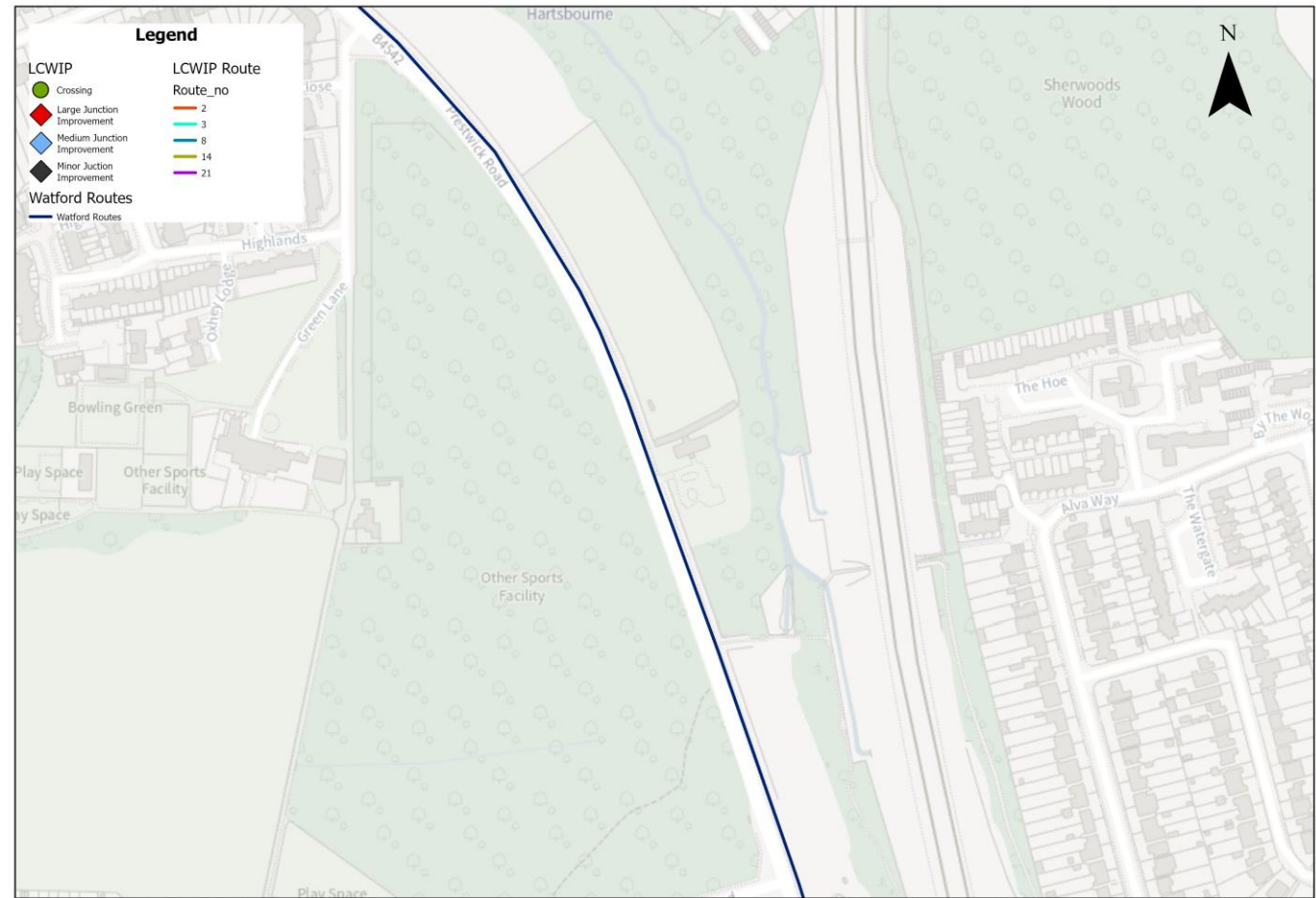
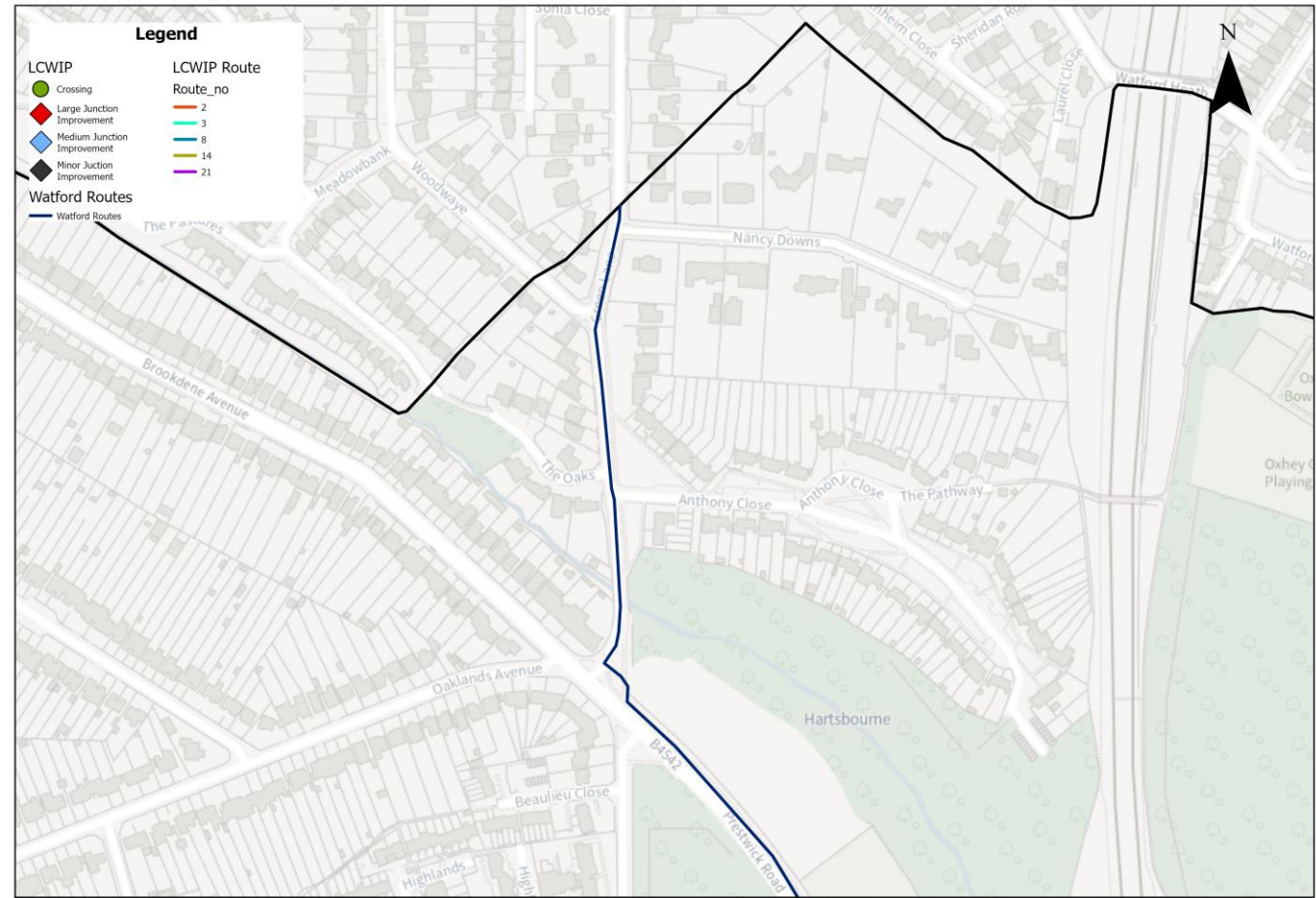


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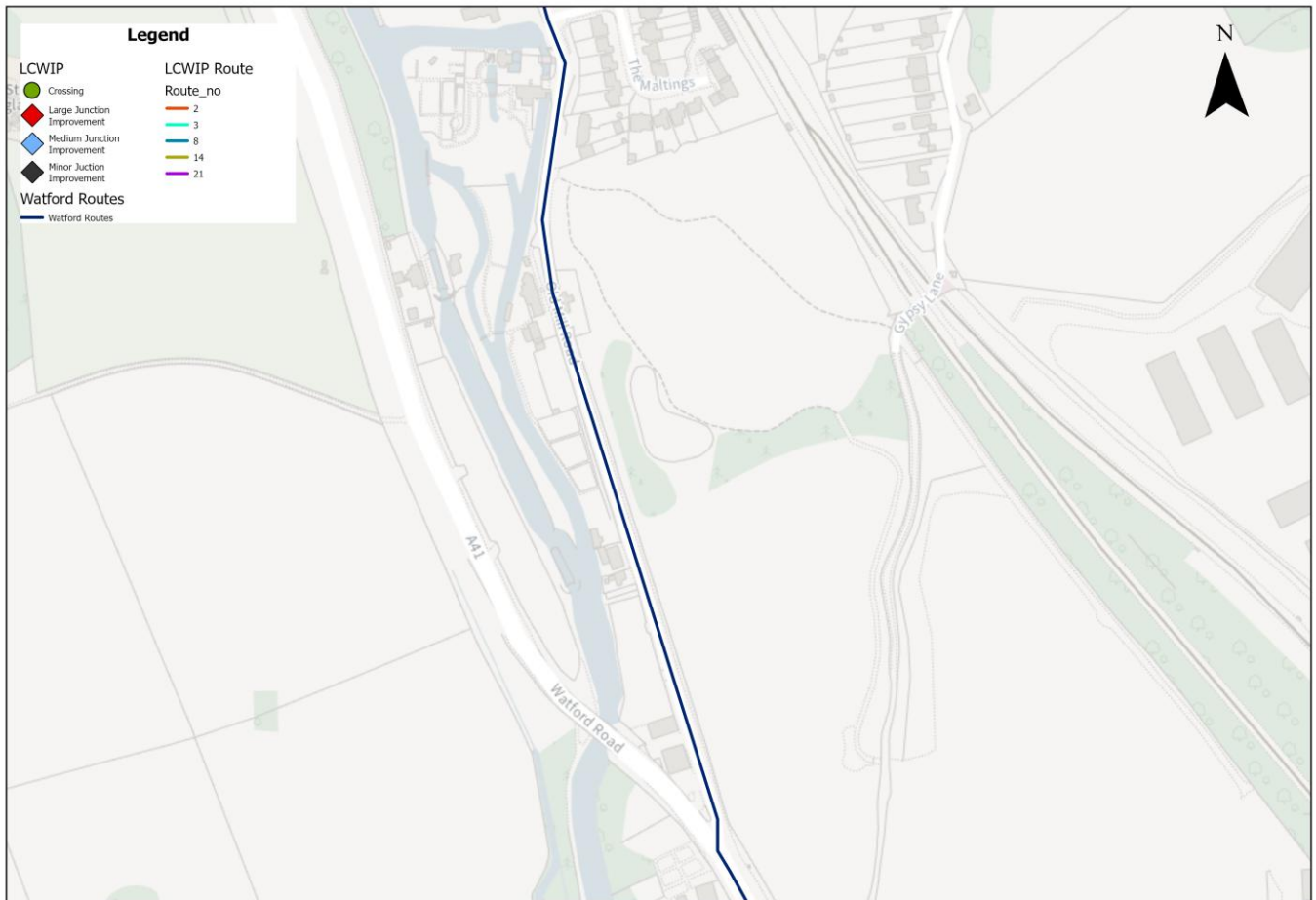
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Watford Route W6

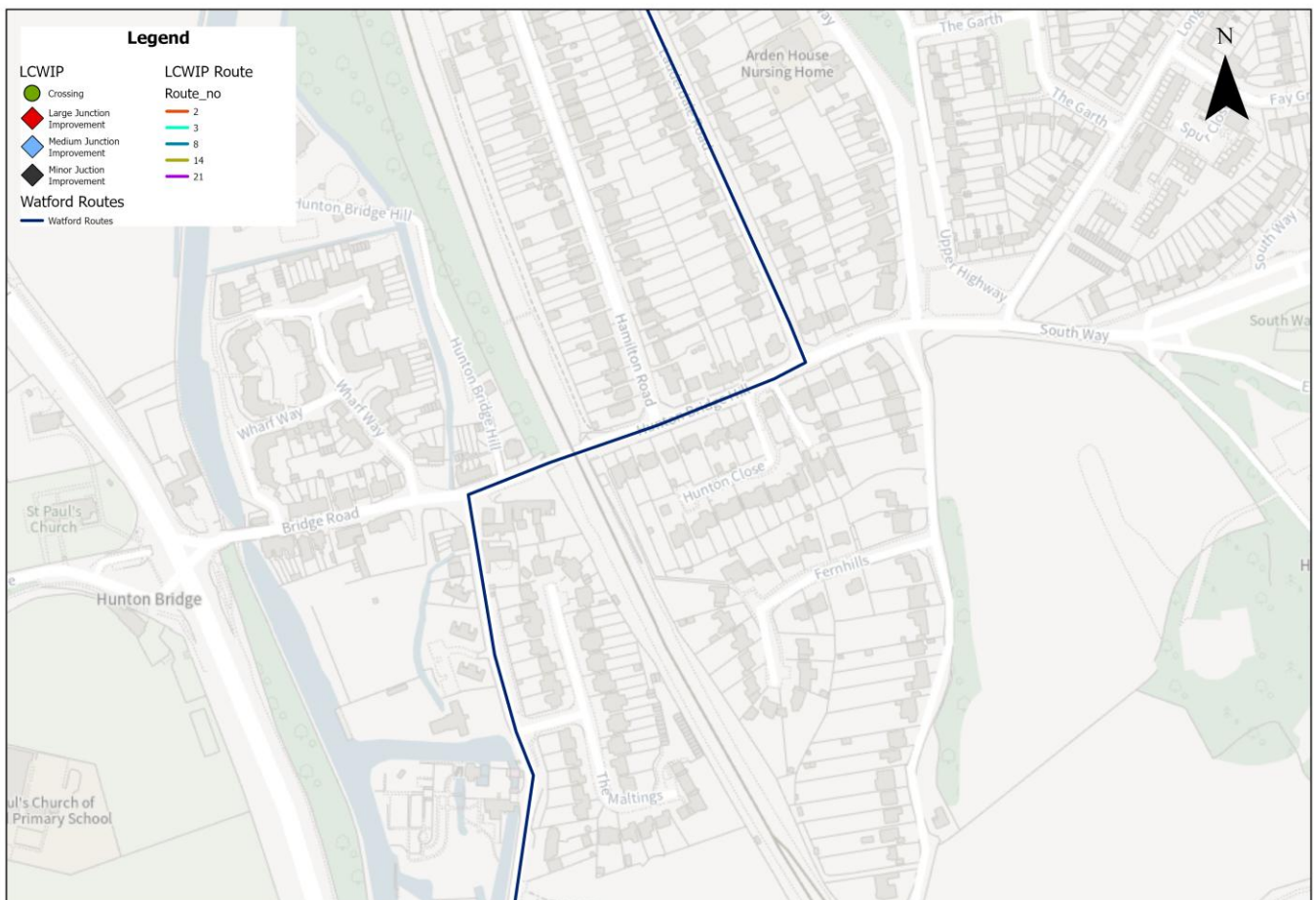






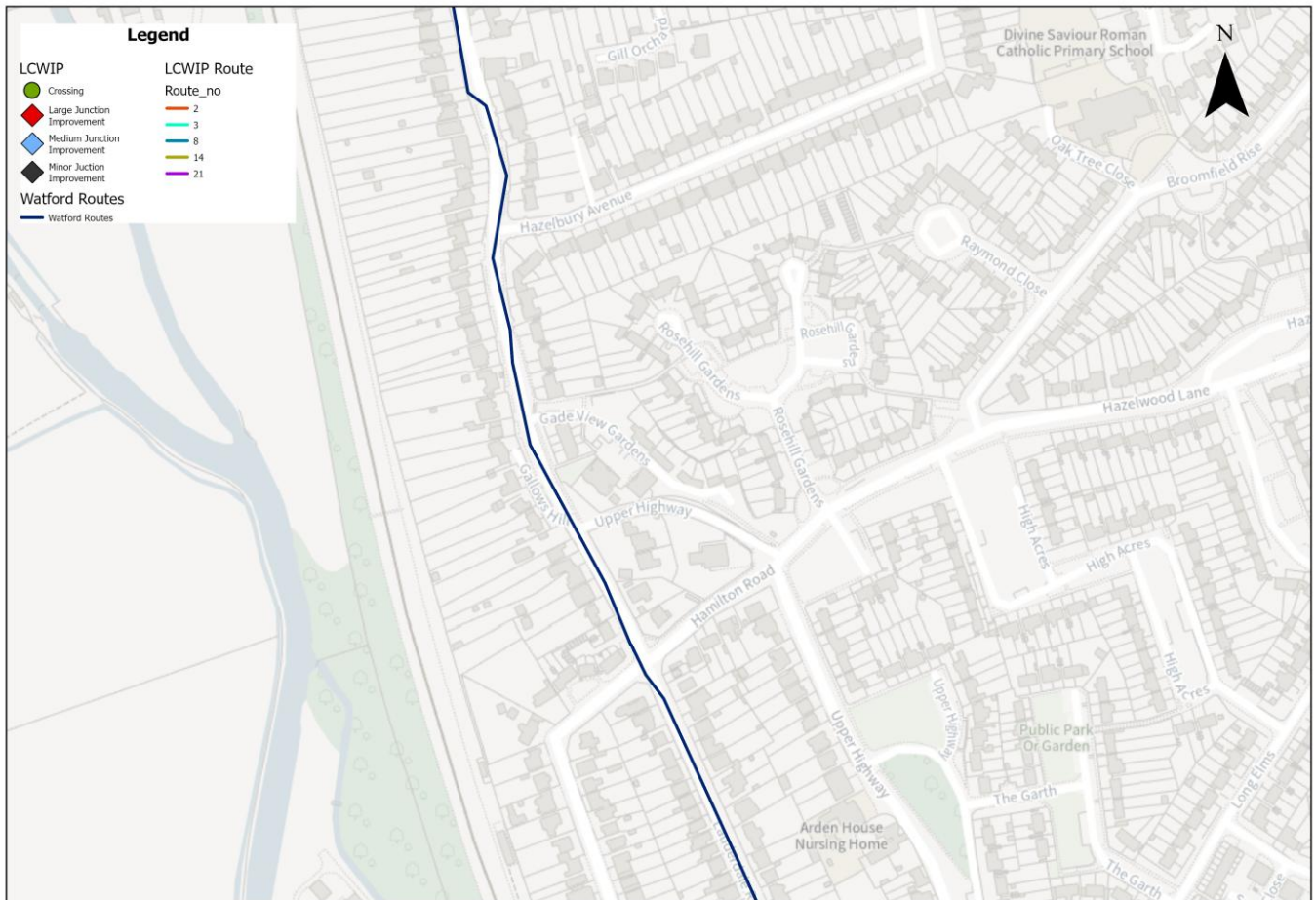


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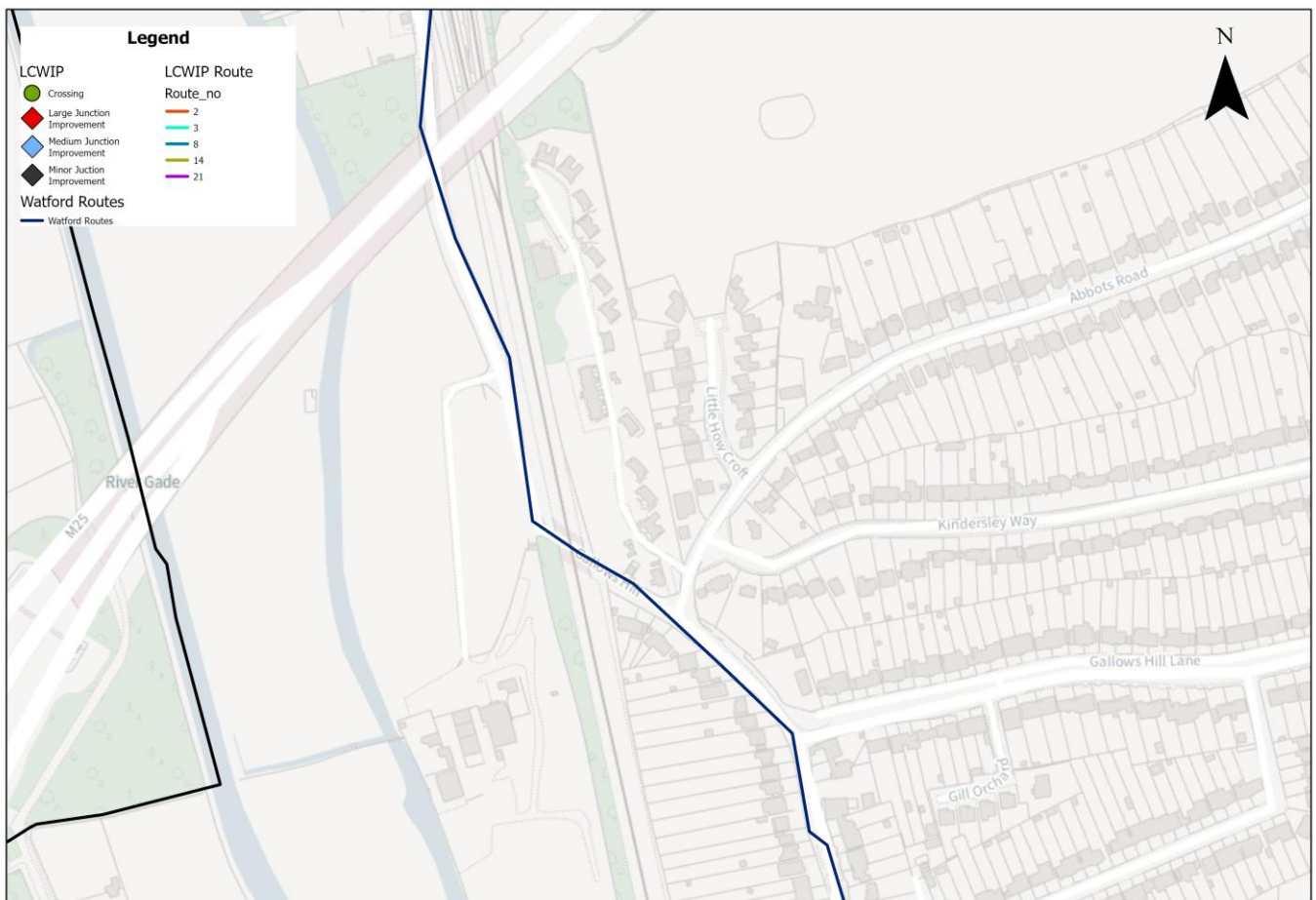


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## 4.11 Route Score Improvement

Table 6.2 provides the revised RST (Route Selection Tool) scores assuming the measures identified are implemented along these cycle routes. This indicates that there is significant potential to address the current issues and provide high quality cycle routes. There is expected to be scope to introduce facilities which can achieve at least the minimum standard against most criteria. It is acknowledged that on some links there are existing cycle facilities, and while these may not provide the highest level of service, they may provide a useable cycle link. Where links like this exist, further improvement here may be considered as a longer-term goal. This is considered in the Stage 5 Prioritisation process where the local priorities and acceptability are scored.

**Table 4.3 RST results summary (with interventions)**

| Route No. | Name                         | Score           | Directness | Gradient | Safety | Connectivity | Comfort | Critical Junctions (no) |
|-----------|------------------------------|-----------------|------------|----------|--------|--------------|---------|-------------------------|
|           |                              | Existing Score  | 5.0        | 2.6      | 1.7    | 4.6          | 1.3     | 5                       |
| 2         | Rickmansworth – Watford A412 | Potential Score | 5.0        | 2.6      | 4.8    | 4.6          | 2.7     | 0                       |
|           |                              | Existing Score  | 5.0        | 4.3      | 2.3    | 5.0          | 1.6     | 0                       |
| 3         | Rickmansworth – West         | Potential Score | 5.0        | 4.3      | 4.9    | 5.0          | 3.2     | 0                       |
|           |                              | Existing Score  | 5.0        | 2.9      | 0.7    | 4.6          | 0.6     | 3                       |
| 8         | Rickmansworth – Chorleywood  | Potential Score | 5.0        | 2.9      | 4.2    | 4.6          | 2.3     | 0                       |
|           |                              | Existing Score  | 5.0        | 3.1      | 1.5    | 4.2          | 2.1     | 1                       |
| 14        | Shepherds Lane               | Potential Score | 5.0        | 3.1      | 3.2    | 4.2          | 3.2     | 0                       |
|           |                              | Existing Score  | 5.0        | 5.0      | 0.6    | 3.4          | 1.0     | 3                       |
| 21        | Maple Cross South            | Potential Score | 5.0        | 5.0      | 4.2    | 3.4          | 3.0     | 0                       |

## 4.12 Consultation – Cycle Route Feedback

The LCWIP and associated routes have been amended following the consultation detailed in section 2.5. A summary of the feedback received on cycle routes and the response has been included in the table below.

**Table 4.4 Cycle Route feedback and responses summary**

### Route 2 – Rickmansworth Watford A412

| Comment  | Response  |
|--|---|
| Suggestion for Caravan Lane and Ebury Way as alternatives.   | Caravan Lane and Ebury Way are leisure routes, not suitable for all users.                |
| Parallel routes like Frankland Rd proposed.  | Frankland Rd deviates too far from desire line.   |
| Concerns about 2-way tracks and access.  | 2-way tracks are viable with dropped kerbs; details to be addressed in feasibility.       |
| Footpath 30 too narrow; alternative via The Cloisters or High Street.  | Alternatives noted; feasibility to explore options.                                       |
| Requesting this route should be given highest priority within the LCWIP.   | Acknowledged.   |
| Signalising the junction A412/Scots Hill could interfere with traffic lights at the crossing nearest to Rickmansworth School.  | Acknowledged.   |
| Suggestion to implement speed humps on approach to existing crossing location on Scots hill to reduce speed rather than change to signals.   | Acknowledged.   |
| Concerns raised about the conflict between pedestrians and cyclists at the alleyway running between the High Street to Station Road, (behind Cloisters) due to the restrictive width.  | Acknowledged.   |
| A suggested alternative route along Lavrock Lane/Caravan Lane, instead of across Fortune Common, which cyclists already use as a route into the High Street. This is an existing TRDC Local route.   | Caravan Lane is considered a leisure route, not suitable for all users and not as direct. |
| The route improves links to Watford and Rickmansworth from Croxley Green but does not suggest connecting to routes within Croxley Green.   | Local routes identified in Croxley intersect with the priority route.                     |
| Cycle UK - Consider limitations of cycle route using Fortune Common due to width restriction of path at rear of flats, suggest two-way cycle way on south side of Park Road.   | Incorporated into proposals   |
| Cycle UK – Park Road/Watford Road junction operating with cycle lane – options to consider.<br>Cross route over and investigate via Windmill Drive link to north side of Watford Road<br>Obtain land around Rickmansworth school with crossing provided further Watford Road,<br>Change to T junction iso roundabout | Junction proposal to T junction   |
| WSP – feasibility of Croxley Green proposals due to width restrictions. Consider using Frankland Road/ Harvey Road for cycle route   | Not taken forward, Frankland Rd deviates too far from desire line.                        |
| WSP – feasibility of Croxley Green proposals due to width restrictions. Consider raised table along Watford Road and change character of the area allowing for cycling with traffic.   | Incorporated into proposals   |

### Route 3 – Rickmansworth West

| Comment   | Response  |
|---|---|
| General support but corridor is constrained.                                    | Constraints acknowledged; further study needed. |
| Suggestion to use housing estate near Moneyhill Parade.                         | Route amended to use housing estate.            |
| One-way section on Berry Lane; route not direct.                                | Acknowledged.                                   |
| Townfield and Rectory Road path suggested.                                      | Feasibility to explore Townfield route.         |
| Footpath 65 needs improvement.  | FP65 to be addressed outside LCWIP.             |
| Long wait at Riverside Drive crossing.  | Signal phasing to be addressed outside LCWIP.   |
| The Path between Springwell Avenue and Colne Avenue needs widening for cycling. | Acknowledged.                                   |

|   |   |
|---|---|
| During peak periods of travel there is congestion along Berry Lane which is a key route between Rickmansworth and Chorleywood.  | Acknowledged.                             |
| The Route should be directed through the High Street to bring additional people to shop, buy a coffee and dwell.  | Acknowledged.                             |
| This provides a good route travelling west towards Mill End from Rickmansworth, but Berry Lane is currently one way so cyclists cannot cycle in the opposite direction.   | Acknowledged.                             |
| An alternative route suggestion was proposed from Nightingale Road to Townfield.  | Acknowledged.                             |
| Cycle Uk – Identifying alternatives to Uxbridge Road route due to width restrictions and traffic volume.<br>Through Aquadrome but would this be year round route due to lighting restrictions.<br>Through Money Hill residential area, consideration needed around gradient of route. | Money Hill routing incorporated in plans. |

#### Route 8 – Rickmansworth to Chorleywood

| Comment  | Response   |
|--|--|
| Strong opposition to using Chorleywood Common.   | Remove routes on or near Chorleywood Common.             |
| Common Road one-way not suitable due to buses.   | Common Road one-way removed due to bus use.              |
| Colley Land suggested but steep and narrow.  | Colley Land not viable.                                  |
| Speed concerns near Clement Danes.   | Speed zone and crossing to be considered in feasibility. |
| Suggestion to widen footpath at Station Approach/Shire Lane.   | Widening and signalling bridge not viable.               |
| Suggested crossing opposite Parish Council.  | Speed zone and crossing to be considered in feasibility. |
| Route along edge of common proposed.   | Edge-of-common route also removed.                       |
| Extension down A404 and Green Street supported by Chorleywood stakeholders.  | Extension down A404 and Green Street accepted.           |
| Support for a continuous route along A404 on the west side to the M25.   | Acknowledged.  |
| Extend the route along the A404 to St Clement Danes for a safe cycle route to the school from Chorleywood.   | Acknowledged.  |
| Request to move cycle path location adjacent to Common road - less intrusive.  | Acknowledged.  |
| Chorleywood common is part of a conservation area.   | Acknowledged.  |
| Encouraging cycling across the common would destroy wildlife and habitat.  | Acknowledged.  |
| Alternative to Common Road would create more traffic and pollution.  | Acknowledged.  |
| Common Road is a bus route and relied upon by the elderly residents.   | Acknowledged.  |
| This proposal will lead to a significant increase in traffic accessing Chorleywood to use Green Street.  | Acknowledged.  |
| Cycle UK – considering issues with width restrictions Chorleywood Road. Consider East side two-way cycle track with thought of how shared use can be accommodated for narrow sections. | Incorporated into proposals                              |
| Extension to Green Street if The Common option is removed.<br>Speed reduction needs to be removed<br>Crossing required<br>Options for segregated cycle facility presented              | Incorporated into proposals                              |

#### Route 14 – Shepherds Lane

| Comment   | Response  |
|---|---|
| Modal filter under M25 opposed.   | Modal filter removed.                                     |
| Alternative via gravel paths on north side of M25.                      | Bridleway 19 flagged for future development.              |
| Concerns about buses, footway parking, and traffic.                     | Further study needed for junctions, crossings, and speed. |
| Modal filter will significantly increase traffic on alternative routes. | Modal filter removed.                                     |
| Modal filter will impact access to William Penn Leisure Centre.         | Modal filter removed.                                     |
| Suggestion to allow car access but reduce speeds.                       | Acknowledged.   |
| Add speed humps to keep speeds under 20mph.                             | Acknowledged.   |

|  |                       |
|--|-----------------------|
| Modal filter would gridlock Long Lane during M25 issues.         | Modal filter removed. |
| Berry Lane would be overburdened.                                | Acknowledged.         |
| Catnips Farm access issues for large vehicles.                   | Acknowledged.         |
| Suggest width and speed restrictions instead of modal filter.    | Acknowledged.         |
| Suggest upgrading adjacent footpaths/bridleways as alternatives. | Acknowledged.         |

#### **Route 21 – Maple Cross**

| <b>Comment</b>                                     | <b>Response</b>                       |
|--|---------------------------------------|
| General support.                                   | Acknowledged.                         |
| Alternative via Old Uxbridge Rd proposed.          | Main road preferred for connectivity. |
| Request for onward connections to Buckinghamshire. | Acknowledged.                         |
| Improve crossing points.                           | Acknowledged.                         |
| Suggest continuous cycle track on one side.        | Acknowledged.                         |

#### **Route 7 – Chorleywood Bottom (Secondary Route)**

| <b>Comment</b>                                  | <b>Response</b>                                    |
|---|--|
| Opposition to modal filter on Shepherds Bridge. | Modal filter removed.                              |
| Suggestion to signalise bridge.                 | Signalising not feasible due to highway conflicts. |

## 5 LCWIP Stage 4 - Network Planning for Walking

This section sets out the process for identifying core walking zones across the LCWIP area and identifying the most appropriate areas for walking interventions. It should also be noted that walking improvements will also be made alongside the cycling improvements across the strategic network identified in section 4.

### 5.1 Core Walking Zones

The first stage of the development of a walking network is to identify the Core Walking Zones (CWZ). The LCWIP guidance recommends that:

- CWZs should consist of a number of walking trip generators that are located close together - such as a town centre or business parks.
- An approximate five-minute walking distance of 400m should be used as a guide to the minimum extents of CWZs.
- All pedestrian infrastructure should be deemed as important within the CWZs.
- Once the CWZs have been identified, the important pedestrian routes (key walking routes) that serve them should then be located and mapped.

The origin and destination analysis undertaken in section 4 has helped to identify the key walking trip generators in Three Rivers district. From this analysis the following CWZs have been identified, these are shown in Figure 5.1:

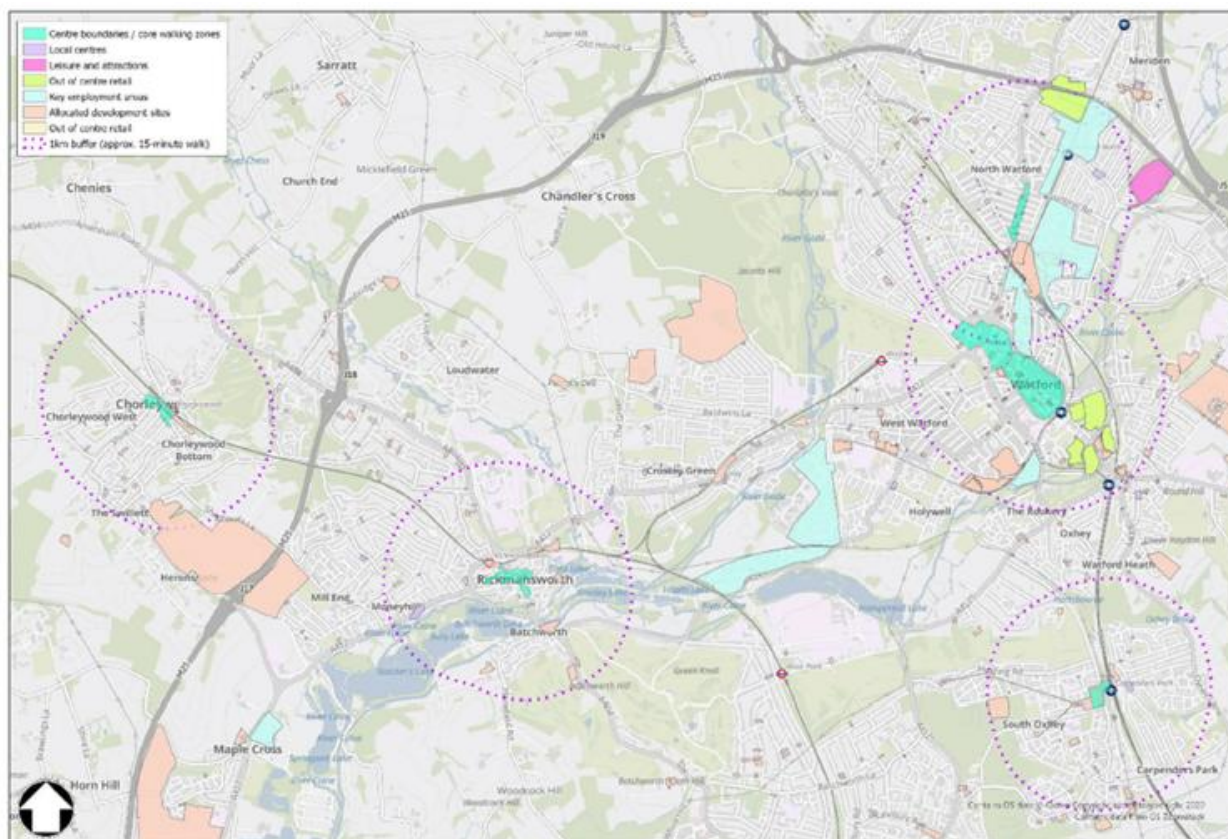
- Rickmansworth Town Centre
- Carpenders Park
- Chorleywood

These CWZs align with the designation of these locations in Three Rivers as 'designated key centres' within the district, and therefore these have been assigned as the initial set of core walking zones. It is envisaged that as the LCWIP is revised, more core walking zones will be identified to help to create a more comprehensive, coherent walking network.

It was agreed by council officers that the extents of the important routes that serve the CWZs should be within 1km of the CWZs. These extents are visible on Figure 5.1.



**Figure 5.1 Core Walking**



Source: Mott MacDonald

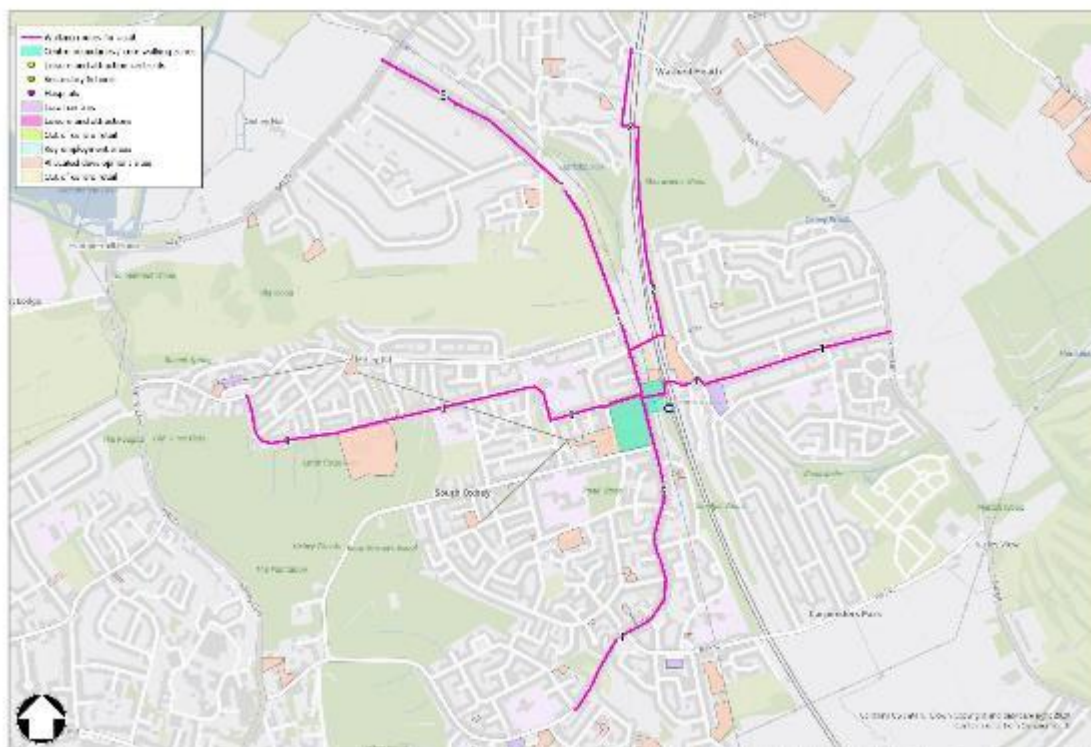
## 5.2 Priority Walking Routes

Carpenders Park was identified by TRDC as the local priority CWZ. Five priority walking routes connecting Carpenders Park were identified as priorities. These routes connect the station to a number of residential areas, development sites and key destinations such as schools. Figure 5.3 shows the identified key walking routes, and can be summarised as follows:

- Walking Route 1 – Carpenders Park Station to Hayling Rd
- Walking Route 2 – Carpenders Park Station to Watford Heath
- Walking Route 3 – Prestwick Rd (South) Carpenders Park Station to Greenfields School
- Walking Route 4 – Carpenders Park Station to Oxhey Lane
- Walking Route 5 – Prestwick Rd (North) Carpenders Park Station to Hampermill Lane



**Figure 5.2 Key walking routes around South Oxhey and Carpenders Park**



Source: Mott MacDonald

### 5.3 Walking Route Audit Tool

Using the Department for Transport's (DfT) Walking Route Audit Tool (WRAT), on-site audits were undertaken on the agreed routes by trained WSP and HCC personnel. The WRAT assesses existing pedestrian infrastructure against five core design outcomes: attractiveness, comfort, directness, safety, and coherence. It considers the needs of all users, including vulnerable pedestrians such as older adults, people with visual or mobility impairments, and those using buggies or walking with children. The audit process also integrates safety inclusion assessments with a gender-inclusive lens, helping to identify targeted infrastructure improvements.

A summary of the WRAT baseline audits is shown in Table 5.1, with the scores reflecting existing conditions across each route. These assessments informed the development of walking infrastructure improvement plans, which were subsequently integrated with cycling infrastructure proposals.

**Table 5.1 Three Rivers Key walking routes - Existing WRAT results summary**

| Route No. | Name   | Attractiveness % | Comfort % | Directness % | Safety % | Coherence % | Overall score % |
|-----------|--|------------------|-----------|--------------|----------|-------------|-----------------|
| 1         | Carpenders Park Station to Hayling Rd                              | 74               | 32        | 81           | 89       | 0           | 61              |
| 2         | Carpenders Park Station to Watford Heath                           | 46               | 55        | 71           | 33       | 50          | 54              |
| 3         | Prestwick Rd (South) Carpenders Park Station to Greenfields School | 44               | 50        | 81           | 67       | 0           | 56              |
| 4         | Carpenders Park Station to Oxhey Lane                              | 67               | 60        | 75           | 83       | 50          | 68              |
| 5         | Prestwick Rd (North) Carpenders Park Station to Hampermill Lane    | 45               | 54        | 70           | 78       | 50          | 60              |

The Three Rivers walking routes are generally direct – with fewer busy roads meaning that desire lines are well catered for. The lower traffic volumes and speeds are also reflected in the higher safety scores – although the lack of natural surveillance on route 2 impacts on this safety score. The lower comfort scores are a result of poorer path

condition, and particularly on route 1, where there is footway parking. The coherence scores are generally low, reflecting the lack of dropped kerbs and tactile paving on some routes.

## 5.4 Types of walking interventions

Whilst design guidance for walking schemes is more limited than for cycle design guidance, the CIHT Designing for Walking guidance<sup>17</sup> provides a good framework for the principles to apply. Well-designed walking facilities should enable walking journeys and improve the experience of those already walking by following desire lines, being clutter-free and being legible to all users. They should take into account the volumes of people walking along the streets (actual or desired) or crossing the streets and should take into account the needs of all users. The specific design solutions will therefore depend on a variety of considerations.

Potential interventions could include:

- Increasing the width of footways
- Public realm improvements, including:
  - Continuous level footways
  - Raised tables.
- Provision of high-quality street furniture and provision of benches
- Improving of pedestrian facilities at traffic signal junctions, including:
  - Additional pedestrian crossings
  - Reduction in crossing distances
  - Changing ‘staggered’ to ‘straight across’ pedestrian crossings.
- Street lighting improvements
- Decluttering and maintenance
- Dropped kerbs and tactile paving.
- Wayfinding
- Measures to assist with access to/by other modes – i.e. bus stops, stations, disabled parking.
  - Area wide treatments such as Low Traffic Neighbourhoods.

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<sup>17</sup> [https://www.ciht.org.uk/media/4460/ciht\\_-\\_designing\\_for\\_walking\\_document\\_v2\\_singles.pdf](https://www.ciht.org.uk/media/4460/ciht_-_designing_for_walking_document_v2_singles.pdf)

Provision should aim to achieve good design outcomes for pedestrians – routes should be attractiveness, comfort, directness, safety, and connectivity. See section 4.1 for further details.

There is some overlap between the cycle network and walking routes and measures proposed for cycling, such as junction improvements, can clearly also benefit pedestrians. It is recommended that all cycle schemes consider the needs of pedestrians and incorporate design measures that will benefit pedestrians as well as cyclists.

## 5.5 Identified Walking Interventions

In identifying measures for walking, Mott MacDonald has sought to reflect the principles outlined in CIHT's Designing for Walking guidance. This is necessary to provide the quality of infrastructure that will have the greatest chance of achieving mode shift.

As with the cycling interventions, the LCWIP is intended to provide a high-level overview of potential walking designs only. Effort has been made to consider the deliverability of schemes. However, in all cases, the measures identified will need to be subject to a full feasibility assessment, safety review and detailed consideration of the impacts on other road users, including buses and emergency vehicles. WBC, TRDC and HCC may wish to consider deliverability and acceptability during the prioritisation process in LCWIP Stage 5.

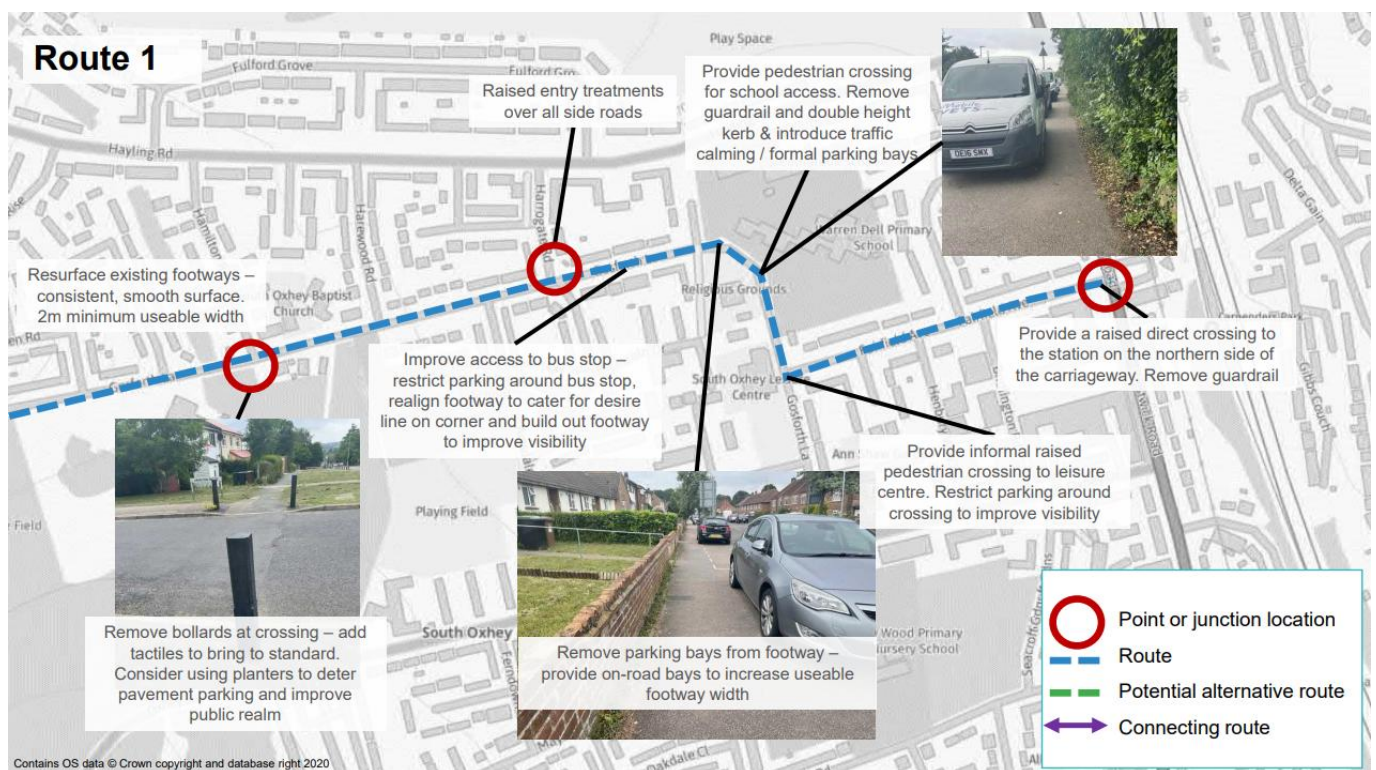
The measures proposed focus on the main links and junctions. In addition, it is recommended that the following interventions and measures are also considered, with consideration given to the urban or rural nature of the local environment:

- Usable footway widths of at least two metres in all locations. Where there is high footfall, such as in the town centre, this should be increased further.
- Crossings should be single stage to reduce pedestrian crossing times. Where this is not feasible due to the number of traffic lanes, pedestrian wait times should be minimised and green man time should be maximised.
- Footways should be maintained to the same standard they were designed to. If any works are undertaken, the surface should be replaced to the same standard it was designed to.
- Side road entry treatments, including reducing radii and providing raised tables or continuous footways. These are noted in some circumstances however, it is recommended that this would be a standard design consideration.
- Tactile paving and dropped kerbs should be provided at all points pedestrians are expected to cross the road.
- Car parking should be restricted around formal and informal pedestrian crossing points, and where pedestrian movement is higher (e.g., around bus stops).
- General upkeep and maintenance of the pedestrian environment should be ongoing to ensure the quality of the route does not deteriorate. This includes litter picking, ongoing maintenance of street furniture and surfaces e.g., removal of graffiti on walls, as well as trimming vegetation to maintain useable footway widths and to preserve visibility.

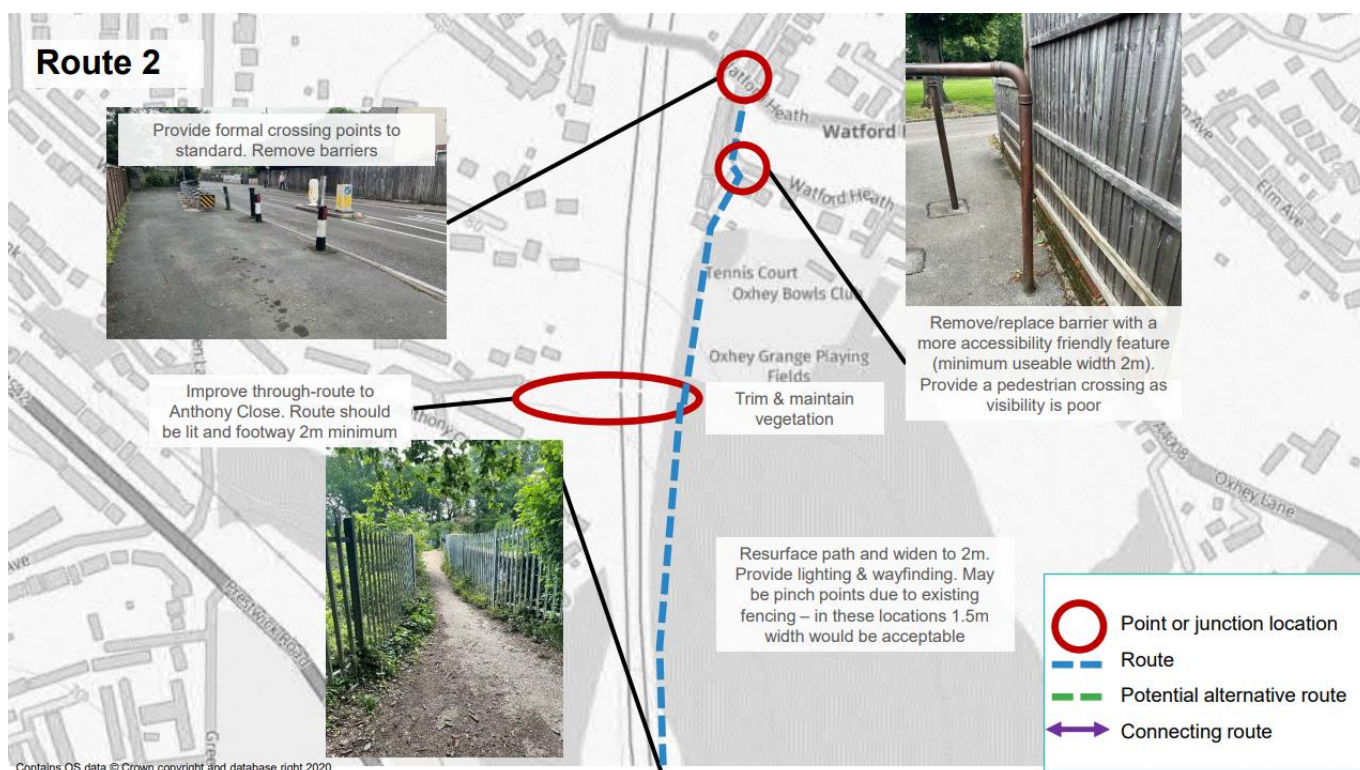
Routes that scored over 70% in the WRAT assessment are not considered to need additional interventions to bring them to a suitable standard.

Potential interventions have been created for the walking routes which scored less than 70% when using the WRAT. However, in many cases it has not been possible to address issues associated with the volume of traffic on the adjacent highway. Reducing traffic on these walking routes would significantly improve the pedestrian environment.

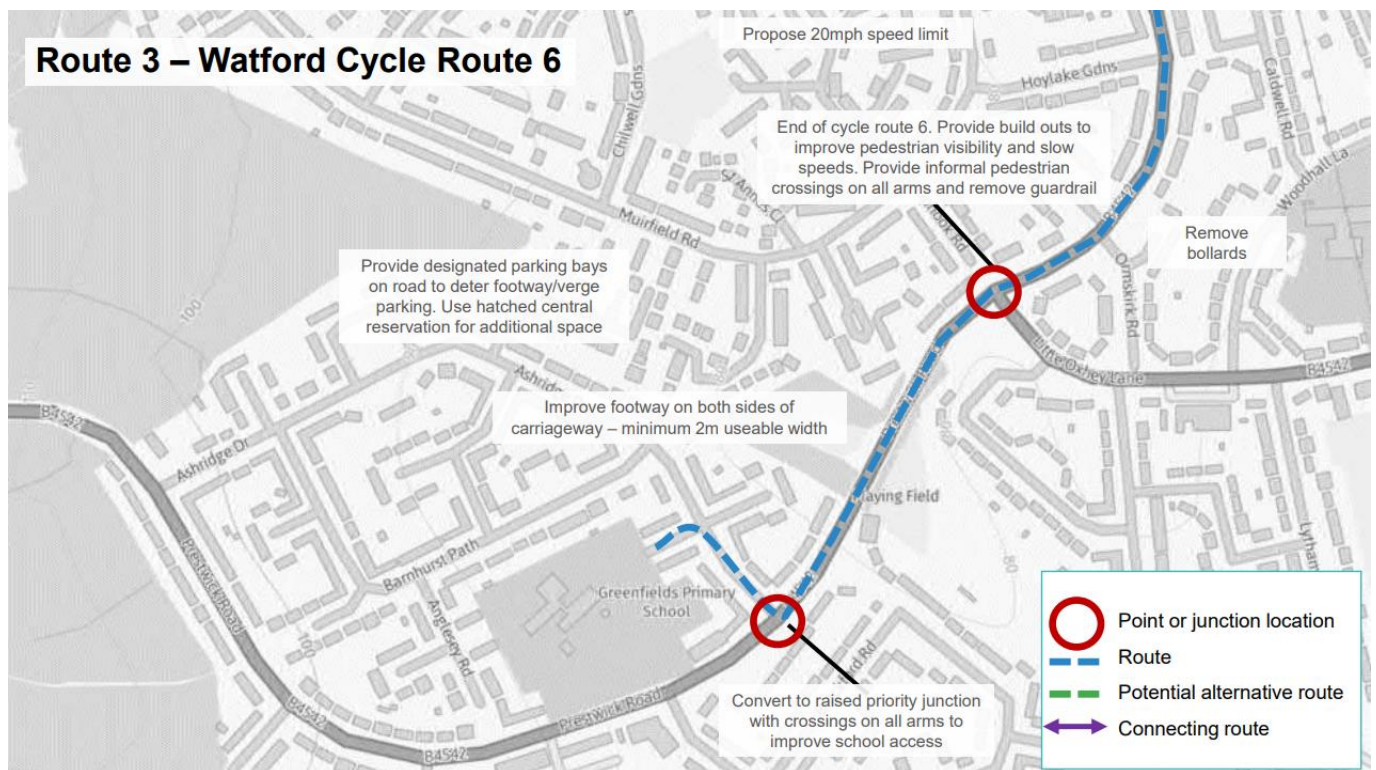
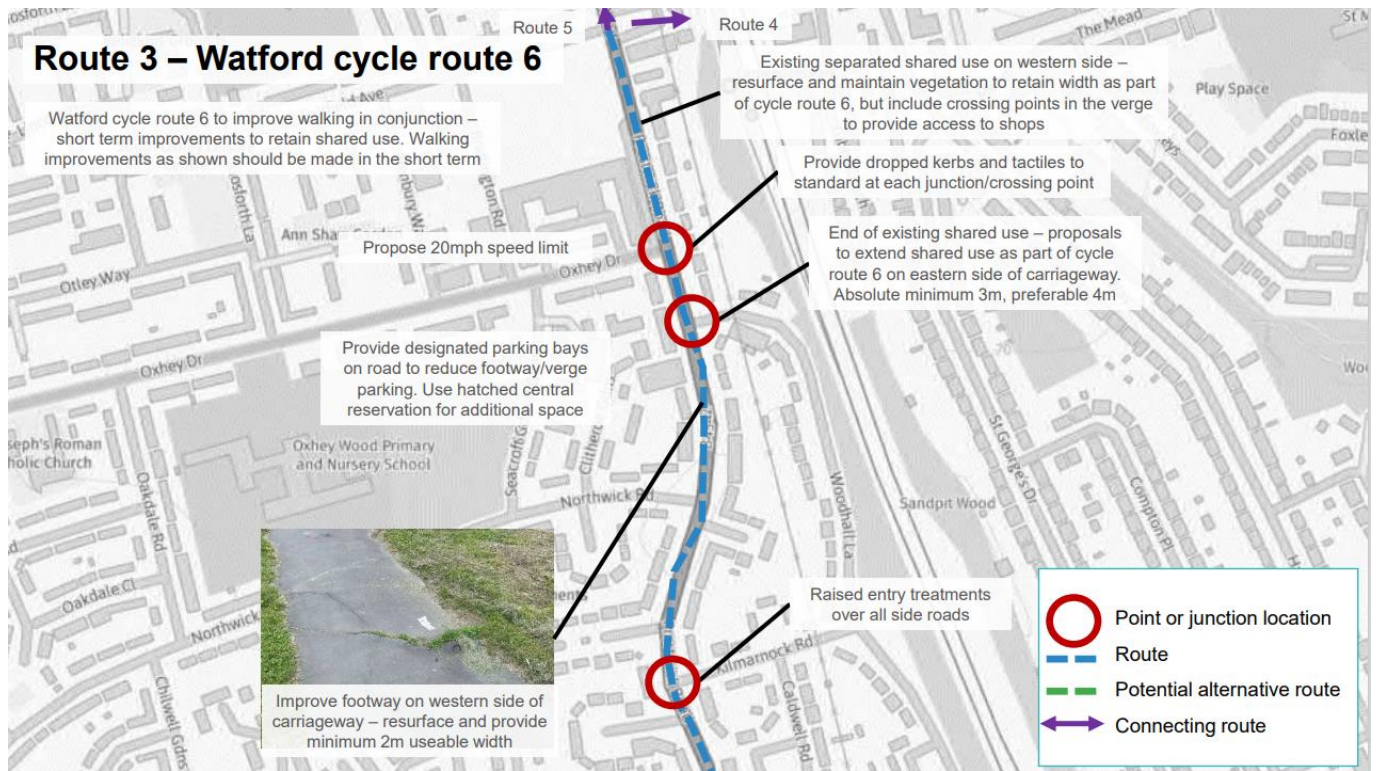
The indicative interventions on the 5 priority routes are shown below.



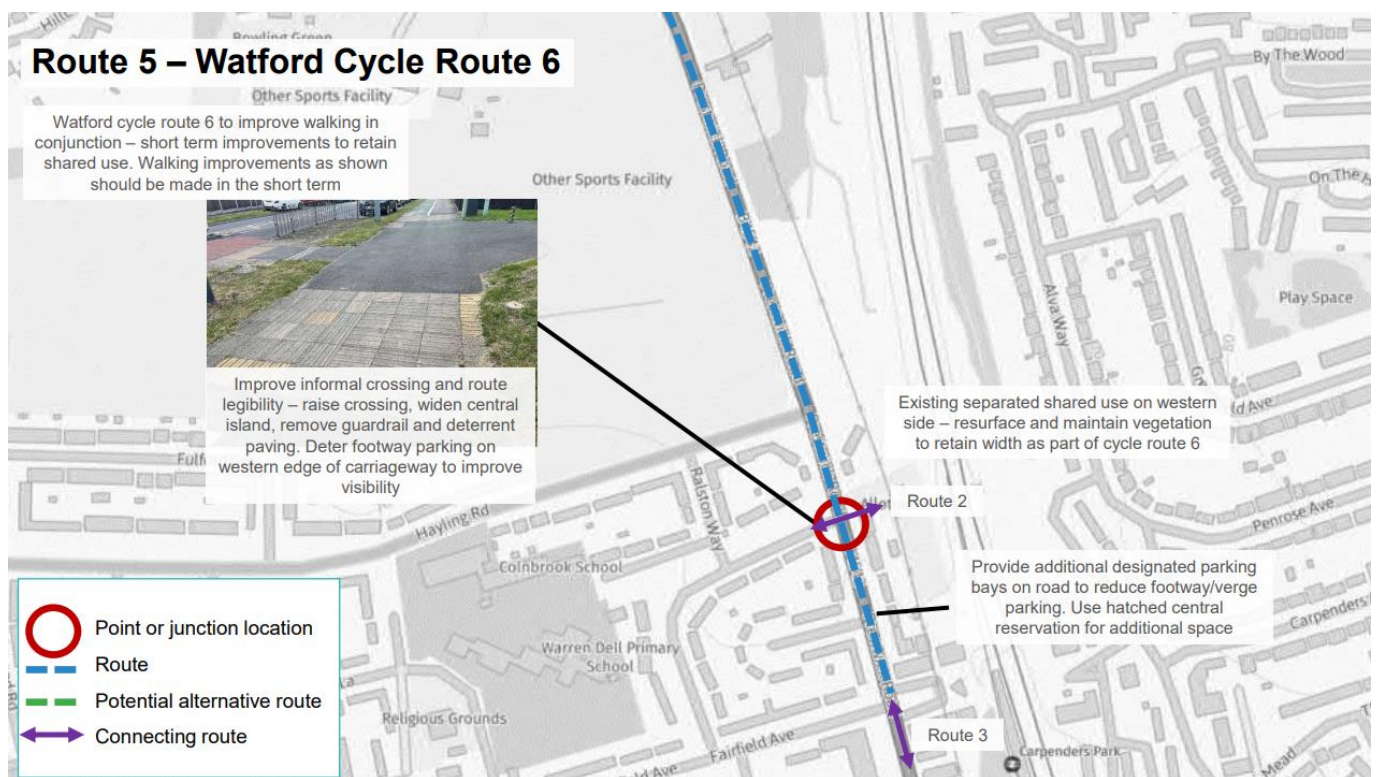
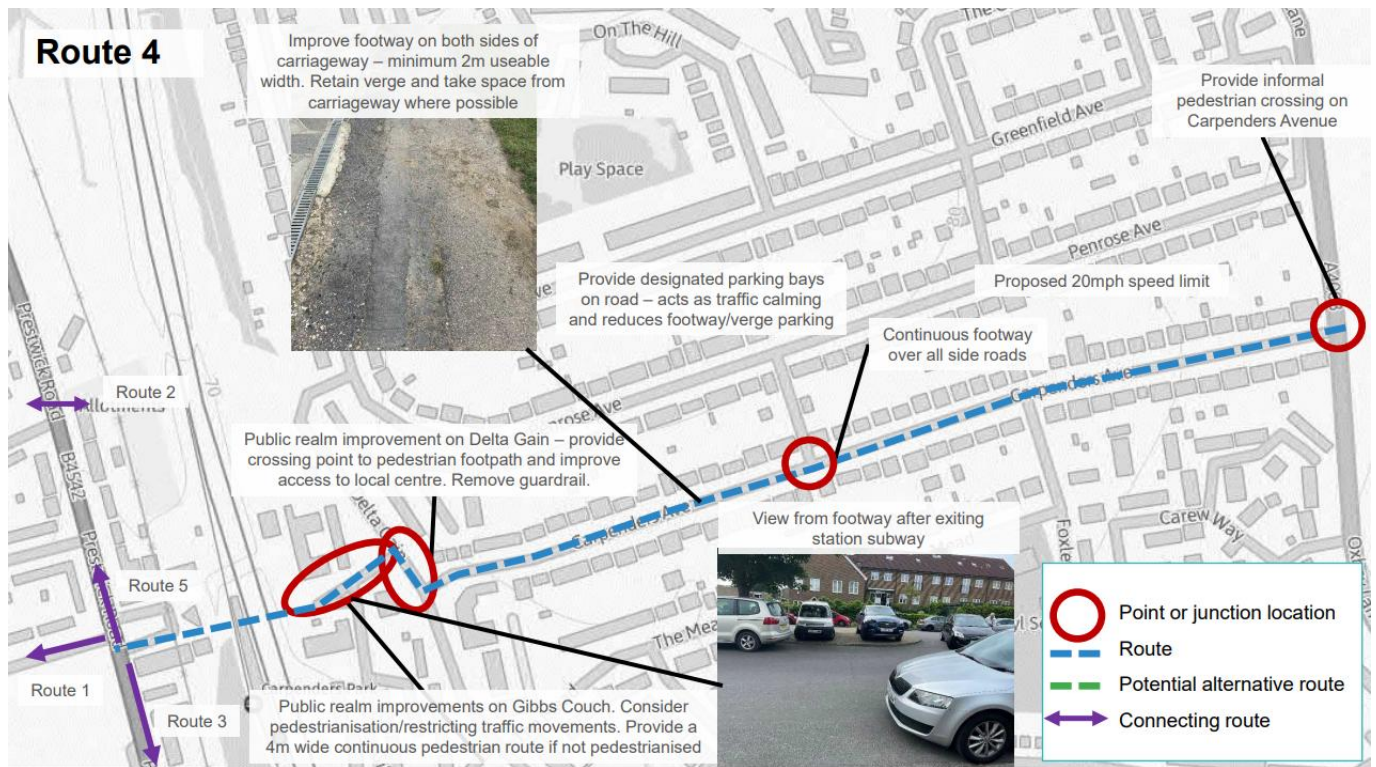




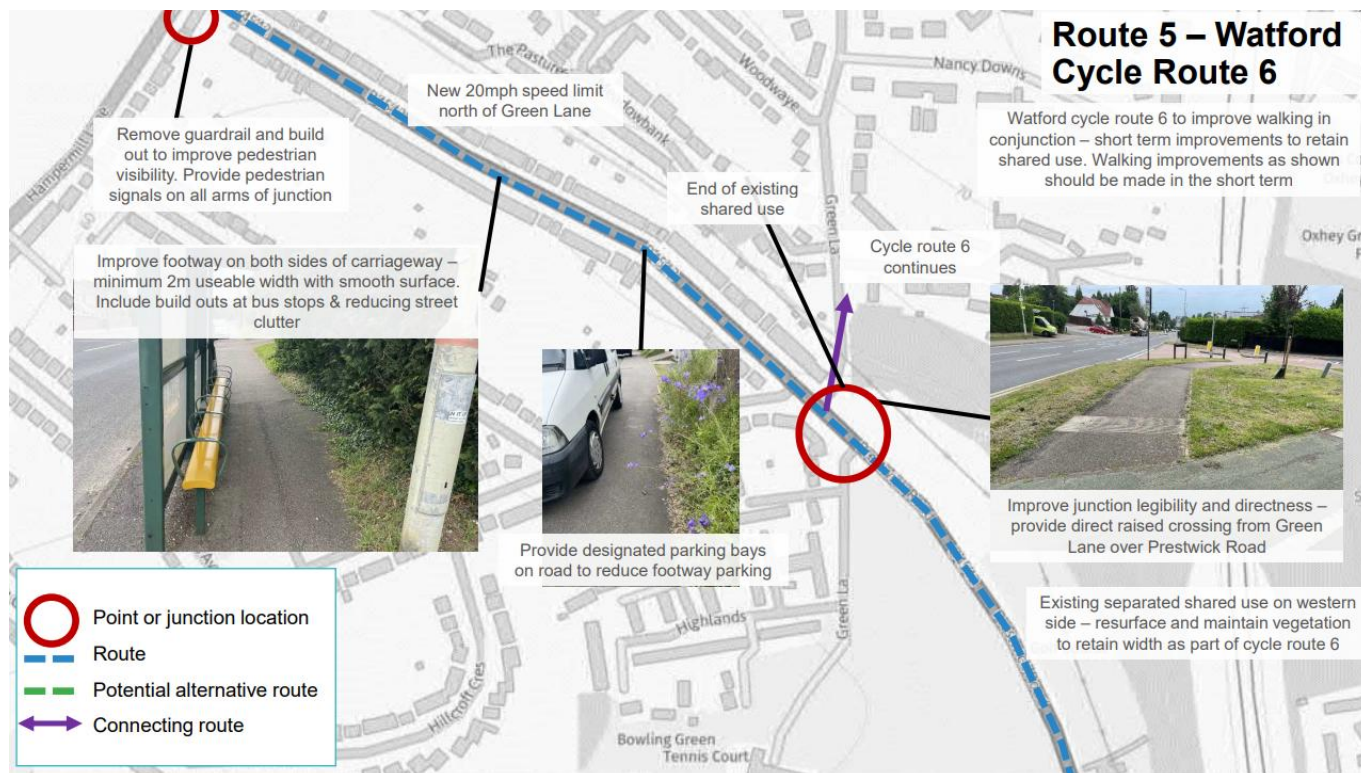












## 5.6 Route Score Improvement

Table 6.5 provides the revised WRAT scores assuming the measures identified are implemented along the key walking routes.

**Table 5.2 Key walking routes - WRAT results summary (with interventions)**

| Route No. | Name   |           | Attractiveness % | Comfort % | Directness % | Safety % | Coherence % | Overall score % |
|-----------|--|-----------|------------------|-----------|--------------|----------|-------------|-----------------|
| 1         | Carpenders Park Station to Hayling Rd                              | Existing  | 74               | 32        | 81           | 89       | 0           | 61              |
|           |  | Potential | 95               | 43        | 92           | 97       | 100         | 79              |
| 2         | Carpenders Park Station to Watford Heath                           | Existing  | 50               | 55        | 71           | 33       | 50          | 54              |
|           |  | Potential | 83               | 91        | 86           | 67       | 100         | 83              |
| 3         | Prestwick Rd (South) Carpenders Park Station to Greenfields School | Existing  | 44               | 50        | 81           | 67       | 0           | 56              |
|           |  | Potential | 88               | 91        | 81           | 83       | 100         | 87              |
| 4         | Carpenders Park Station to Oxhey Lane                              | Existing  | 67               | 60        | 75           | 83       | 50          | 68              |
|           |  | Potential | 92               | 85        | 100          | 83       | 100         | 90              |
| 5         | Prestwick Rd (North) Carpenders Park Station to Hampermill Lane    | Existing  | 45               | 54        | 70           | 78       | 50          | 60              |
|           |  | Potential | 82               | 86        | 90           | 83       | 100         | 86              |

## 5.7 Consultation - Walking Route Feedback

Relatively few comments on the walking routes were received from early stakeholders, but the importance of considering disabled users, including people with dementia, was raised. Changes intended to improve conditions for cyclists should not disadvantage people with disabilities.

In the public consultation, no comments were received on the walking routes across any of the platforms.

## 6 LCWIP Stage 5 - Prioritising Improvements

Stage 5 of the LCWIP guidance outlines the approach to prioritising improvements and/or routes. The purpose of prioritisation is to understand the relative importance of each route and how this will lead to the network being developed over time. This process is not intended to delete or discount any routes or improvements, merely to assign it a programme entry against the short, medium, and long-term timescales within the LCWIP.

The LCWIP guidance around prioritisation is limited as it allows authorities to be flexible with the prioritisation process as it should look to meet the individual requirements of each Local Authority. However, the guidance does suggest that three broad factors are used to help understand priorities and these are:

- Effectiveness – the impact on increasing levels of cycling and walking
- Policy – how the scheme meets/addresses key local policy objectives
- Deliverability – how deliverable the scheme is, public acceptability, risk, and constraints

It is suggested that whole routes should be prioritised rather than individual interventions or improvements as that ensures that the whole route is delivered rather than incremental improvements across multiple routes over time. Primarily routes should first be prioritised by their ability to increase levels of walking and cycling, however other key factors are also important such as alignment to other schemes/funding streams and deliverability. The approach to prioritisation in this case has been modified as described in section 4.4, with the Effectiveness and Policy aspects considered in the pre-prioritisation stage.

### 6.1 Methodology

The pre-prioritisation processes utilised mostly quantitative and available data to prioritise the routes, however the criteria around deliverability are in general more qualitative and are based on the best information/knowledge available at the time. But as noted previously this process is merely to provide an order to delivery rather than removal of any routes. The criteria agreed with the client team are outlined in Table 7.1 and have been used to inform the prioritisation of the walking and cycling routes.

**Table 6.1 Deliverability Criteria**

| Criteria  | How measured/assessed  |
|---|--|
| Technical feasibility                               | Assessment of feasibility based on following key factors: <ul style="list-style-type: none"><li>• Can it be implemented within the highway boundary?</li><li>• Does it require additional approvals/negotiations (i.e., other landowners)</li><li>• Are there any environmental and/or heritage considerations</li></ul> |
| Scheme support                                      | How likely is the scheme to be supported by the public and Political Members   |
| Alignment with funding streams and/or other schemes | Assessed against: <ul style="list-style-type: none"><li>• Potential alignment/integration with another scheme/development</li><li>• Potential for funding/funding stream identified (S278/CIL/EATF/LTP/FHSF etc)</li></ul>   |

## 6.2 Assessment

Routes have been prioritised based on these criteria, with the technical assessment based on the high-level interventions proposed in this report and the scheme support and alignment with funding criteria assessed by local authority officers.

The overall ranking of the cycling and walking routes for Three Rivers are shown in Table 7.4 and Table 7.5. These prioritisation rankings take into account all aspects of the prioritisation, including the Effectiveness and Policy aspects considered in the pre-prioritisation.

Prioritisation for the remainder of the cycle routes within the network remains as indicated following the initial pre-prioritisation process, as at this stage, no further assessment has been undertaken on these routes. Once these routes are developed further, they can be prioritised in a similar manner to the top 5 routes as shown below.

Table 7.4: Three Rivers Cycle Route Prioritisation

| Prioritisation Status | Route Number | Route                           | Rank |
|-----------------------|--------------|---------------------------------|------|
| Priority Route        | 2            | Rickmansworth - Watford         | 1    |
| Priority Route        | 3            | Rickmansworth - West            | 2    |
| Priority Route        | 21           | Maple Cross South               | 3    |
| Priority Route        | 14           | Shepherds Lane                  | 4    |
| Priority Route        | 8            | Rickmansworth - Chorleywood     | 5    |
| Non-Priority Route    | 4            | A404 Rickmansworth              |      |
| Non-Priority Route    | 5            | South Way                       |      |
| Non-Priority Route    | 6            | Rickmansworth - Bushey          |      |
| Non-Priority Route    | 7            | Chorleywood connection          |      |
| Non-Priority Route    | 9            | Carpenders Park link            |      |
| Non-Priority Route    | 10           | Abbots Langley (Horseshoe Lane) |      |
| Non-Priority Route    | 11           | Toms Lane                       |      |
| Non-Priority Route    | 12           | Bedmond Road                    |      |
| Non-Priority Route    | 13           | A4125 South Oxhey               |      |
| Non-Priority Route    | 15           | M25 Verge                       |      |
| Non-Priority Route    | 16           | Tolpits Lane connection         |      |
| Non-Priority Route    | 17           | Oxhey Drive                     |      |
| Non-Priority Route    | 18           | Baldwins Lane                   |      |
| Non-Priority Route    | 19           | Harefield Road                  |      |
| Non-Priority Route    | 20           | Rouseburn Lane                  |      |
| Non-Priority Route    | 22           | Moor Park Lane                  |      |

Table 7.5: Three Rivers Walking Route Prioritisation

| Prioritisation Status | Route Number | Route  | Rank |
|-----------------------|--------------|--|------|
| Priority Route        | 1            | Carpenders Park Station to Hayling Rd                              | 1    |
| Priority Route        | 2            | Carpenders Park Station to Watford Heath                           | 2    |
| Priority Route        | 3            | Prestwick Rd (South) Carpenders Park Station to Greenfields School | 3    |
| Priority Route        | 4            | Carpenders Park Station to Oxhey Lane                              | 4    |
| Priority Route        | 5            | Prestwick Rd (North) Carpenders Park Station to Hampermill Lane    | 5    |

## 7 LCWIP Stage 6 - Integration and Application

Stage 6 of the LCWIP involves the integration of the findings into the wider policy context of the local authorities and embedding the network plans into future schemes and projects.

### 7.1 Timescales and Review

The LCWIP sets out the ambition for the strategic walking and cycling networks in Three Rivers district over the course of the next 10 years. The prioritisation exercise has shown that some elements will likely be brought forward ahead of others, allowing the local authorities to integrate the improvements with other planned works most effectively, and deliver on the council's priorities.

While this version of the LCWIP reflects the current position and ambition for the networks, the document does not stand still. As local and national circumstances change the local requirements for infrastructure will also need to be updated. The LCWIP guidance suggests as a guide that the document is refreshed every four to five years, or if there is a significant shift in local circumstances or funding.

### 7.2 Funding

The LCWIP will position the local authorities effectively to take advantage of future funding opportunities – indications from central government in 2021 have indicated that, while not a requirement, an adopted LCWIP will be increasingly important for local authorities bidding for active travel funds in the future.

The network plans and supporting documents show a clear commitment to improvements on the routes and will also support the direction of funding from other sources, providing a resource for developers to understand routes that may be funded or improved to facilitate future development.

### 7.3 Policy Integration and Application

The integration of the LCWIP into local policy is crucial for the success of the network. The LCWIP will support other local policy positions, particularly the Hertfordshire Local Transport Plan. As well as supporting transport policies, the plan will also support leisure plans such as the Public Rights of Way Improvement Plan, and health and wellbeing policies.

The LCWIP guidance suggests that the LCWIP could be incorporated into a Supplementary Planning Document (SPD) to provide more guidance to adopted policies in the Local Plan, strengthening its status with developers.

Informing key Council personnel of the LCWIP and its aims will help identify opportunities for elements of the plan to be brought forward in tandem with other schemes led by different parts of the council, potentially accelerating delivery.

# Appendix A – Key destinations

## 1 Out of town retail

Waterfields Retail Park  
Watford Arches Retail Park  
Colne Bridge Retail Park  
Century Park  
London Road Retail Park  
Apsley Mills Retail Park  
Abbey View Retail Park  
Dunelm & Wickes, London Road (London Road) B&Q,  
Two Waters Road (Corner Hill)  
London Road / Two Waters Way (Two Waters West)  
Jarman Fields  
Dome Roundabout; Sainsburys and Asda  
Tesco Store

## 2 Leisure

Jarman Fields  
Woodside  
Bushey Mill Lane - Top Golf  
Warner Bros. Studio Tour  
Cassiobury Park  
Rickmansworth Aquadrome  
Aldenham Country Park  
Leavesdon Country Park  
Grove Park  
Moor Park

## 3 Rail stations

Chorleywood London Underground Station, Chorleywood Station Croyley  
London Underground Station  
Watford High Street Station  
Watford Junction Station  
Watford North Station  
Watford London Underground Station  
Carpenders Park Station  
Moor Park London Underground Station  
Radlett Station  
Garston Station  
Rickmansworth London Underground Station,  
Rickmansworth Station  
Bushey Station

Park Street Station  
Hemel Hempstead Station  
Apsley Station  
King's Langley Station  
Bricket Wood Station  
How Wood Station  
St Albans Abbey Station

#### **4 Secondary schools**

Adeyfield  
Parmiter's  
Cavendish (The)  
Hemel Hempstead (The)  
Bushey Academy (The)  
Watford Grammar School for Girls Westfield  
Community Technology College St  
Michael's Catholic High  
Garston Manor  
Marlborough School Science College St  
Joan of Arc Catholic  
Kings Langley  
Rickmansworth Bushey  
Meads  
Francis Combe Academy St  
Clement Danes Queens'  
Longdean  
Astley Cooper (The)  
Watford Grammar School for Boys Falconer  
Watford UTC  
Reach Free School (The)  
Westfield Academy Harperbury  
Free School Croxley Danes  
Reach Free School (The)  
Adeyfield  
Laureate Academy  
Croxley Danes

#### **5 Key employment**

Maylands Business Park, Hemel Hempstead  
Whiteleaf Road, Hemel Hempstead  
Bourne End Mills, Bourne End Park Lane, Hemel Hempstead  
Doolittle Meadows, Hemel Hempstead The Waterfront, Elstree  
Centennial Park, Elstree



The Rivers Office Park, Maple Cross Home Park Estate, Kings Langley Kingley Park, Kings Langley Ovaltine, Kings Langley  
Kings Park, Kings Langley  
Abbots Business Park, Kings Langley Levesden Park, Watford  
Clarendon Road / Station Road / Bridle Path, Watford Greycaine Road / Odhams / Sandown Road, Watford  
Imperial Way / Colonial Way, Watford  
Watford Business Park, Watford  
Wiggenhall Road / Fishers / Trade City, Watford Moor Park Industrial Centre, Watford  
Clancy Docwra Thames Water

## **6 Neighbourhood centres**

Garston Park Parade Goodwood Parade Longspring  
Station Area - Langley Rd/St Albans Rd Buckingham Road  
Bushey Arches Vicarage Road Whippendell Road East Adeyfield  
Apsley Bennetts End Boxmoor Bovingdon Maylands Chaulden Gadebridge Grovehill  
Highfield (Bellgate) Highfield (The Heights) Kings Langley Leverstock Green Nash Mills  
Warners End  
Harcourt Road (Bushey) Bushey Hall Road (Bushey) Elstree Village Centre Aldenham Road  
Bournehall Avenue Bushey Mill Lane Park Avenue Battlers Green Drive Verulamium Estate

## **7 Main centres**

Watford Watford North Abbots Langley Chorleywood Rickmansworth South Oxhey  
Hemel Hempstead  
Hemel Hempstead Old Town Radlett  
Bushey Bushey Heath

## **8 Local centres**

Croxley Green (Watford Road) Croxley Green (New Road) Mill End (Money Hill Parade)  
2-8 Chalfont Road, Maple Cross 57-63 High Street, Bedmond  
61-65 Station Road, Kings Langley  
15 Bridge Road and 5 Old Mill Road, Hunton Bridge 17-22 School Mead, Abbots Langley  
5-7a and Sherwood News, College Road, Abbots Langley 1-14 Katherine Place, Abbots Langley  
Sarratt Post Office, The Green, Sarratt  
41-55 and 295-309 Baldwins Lane, Croxley Green 193-197 Watford Road, Croxley Green  
4-12 Scots Hill, 1-3 The Green and 1-4 New Parade, Croxley Green 1-11 Tudor Parade, Mill End / Berry Lane, Mill End  
68-82 Church Lane, Mill End 2-28 Main Avenue, Moor Park  
10-24 Hallows Crescent, South Oxhey 305-317 Prestwick Road, South Oxhey  
1-18 The Parade, Delta Gain, Carpenters Park 18-48 Little Oxhey Lane, South Oxhey  
46-52 Heronsgate Road, Heronsgate 2-4 Station Approach, Chorleywood  
Wyatts House and Shell Filling Station, Rickmansworth Road, Chorleywood The Brow  
Euston Avenue Leavesden Road Langley Way Orbital Crescent The Gossamers Tolpits Lane Tudor Avenue  
Villiers Road Horseshoe Lane

Whippendell Road / Ascot Road St Johns Road

St James Road Harwoods / Hagden Lane Haines Way

Watford Fields North Approach Eastbury Road Woodhall Farm

34-41a Abbey Avenue, St Albans 23-39a Vesta Avenue, St Albans

28-38 Abbots Avenue West, St Albans 81-97 Old Watford Road, Bricket Wood

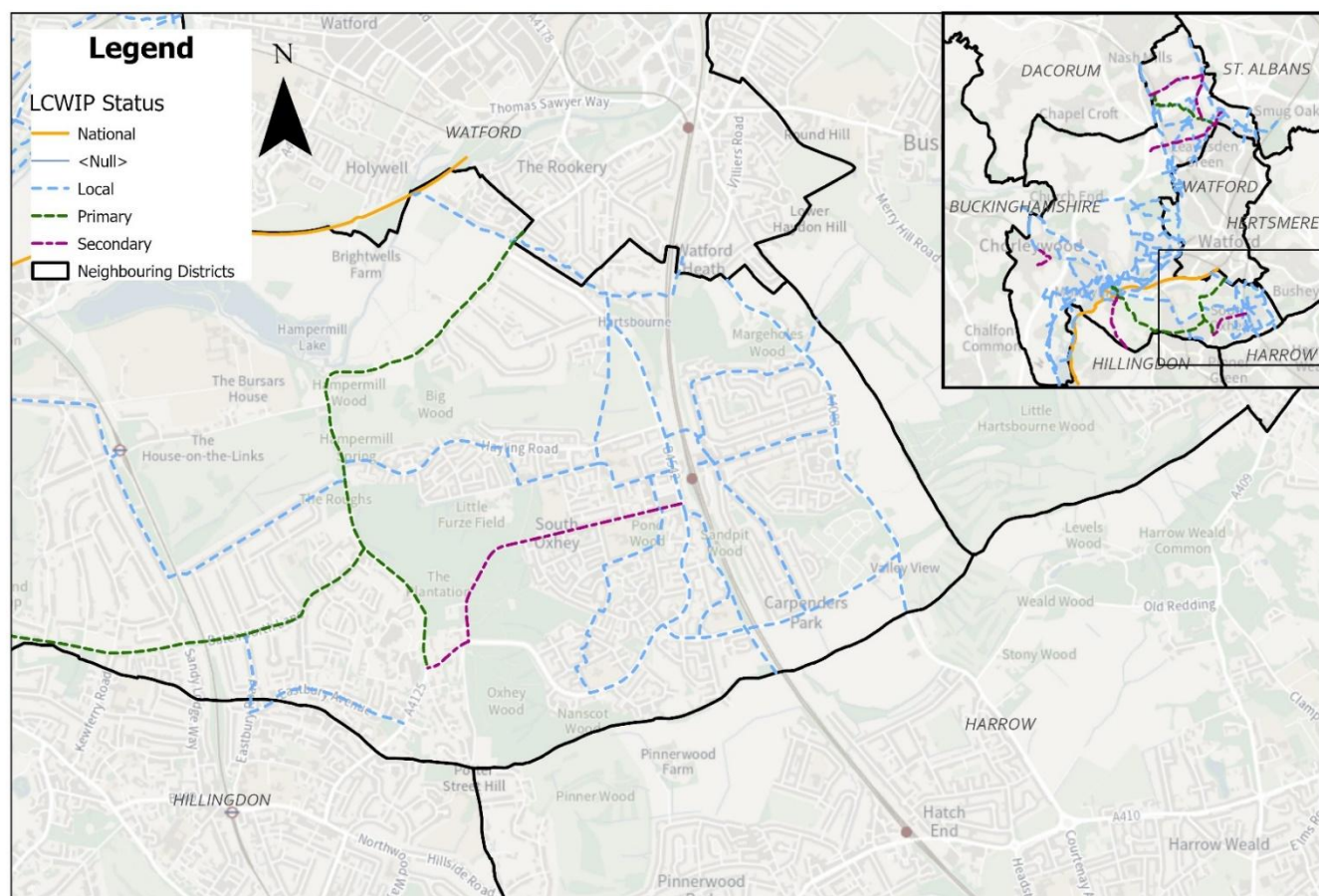
95-127 Oakwood Road, Bricket Wood

19-27 Blackboy Wood, Bricket Wood

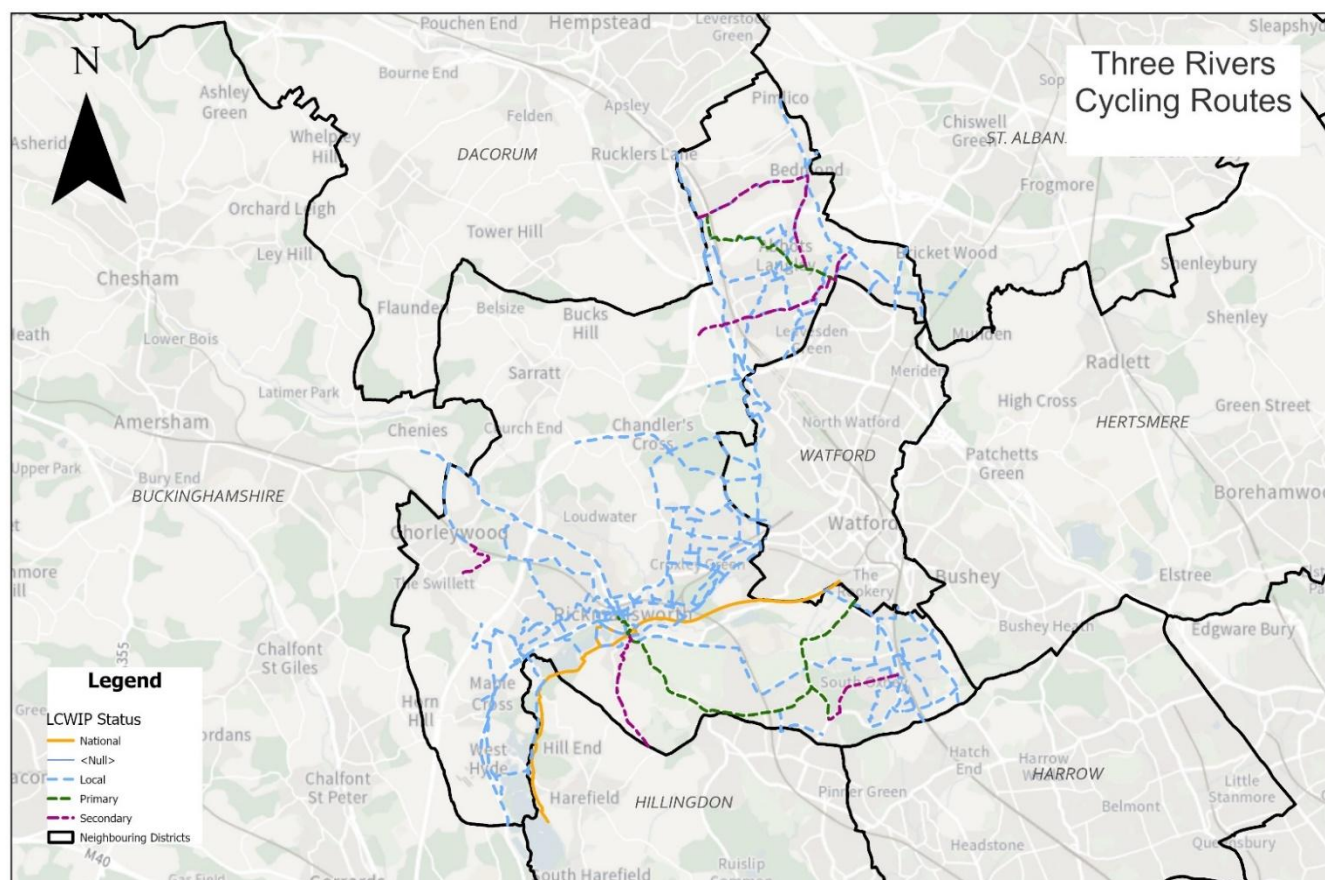
2a Tippendell Lane; 301-305, 337 & 192-204 Watford Road, Chiswell Green 2-30 How Wood

69-71, 68-76 & land south of 84 Park Street; 1-2 Park Street Lane, Park Street

## APPENDIX B – Detailed District Cycle Route Map



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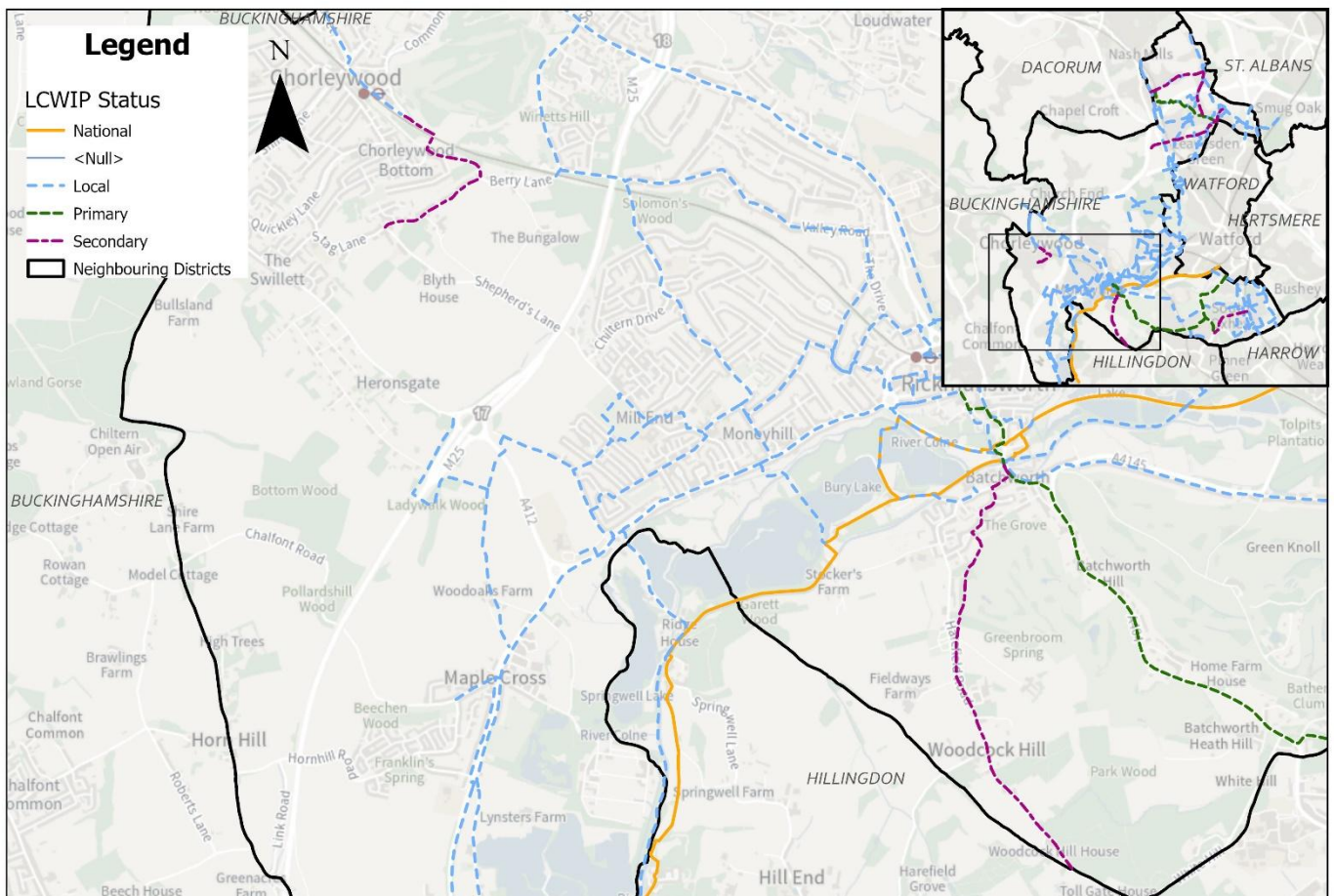


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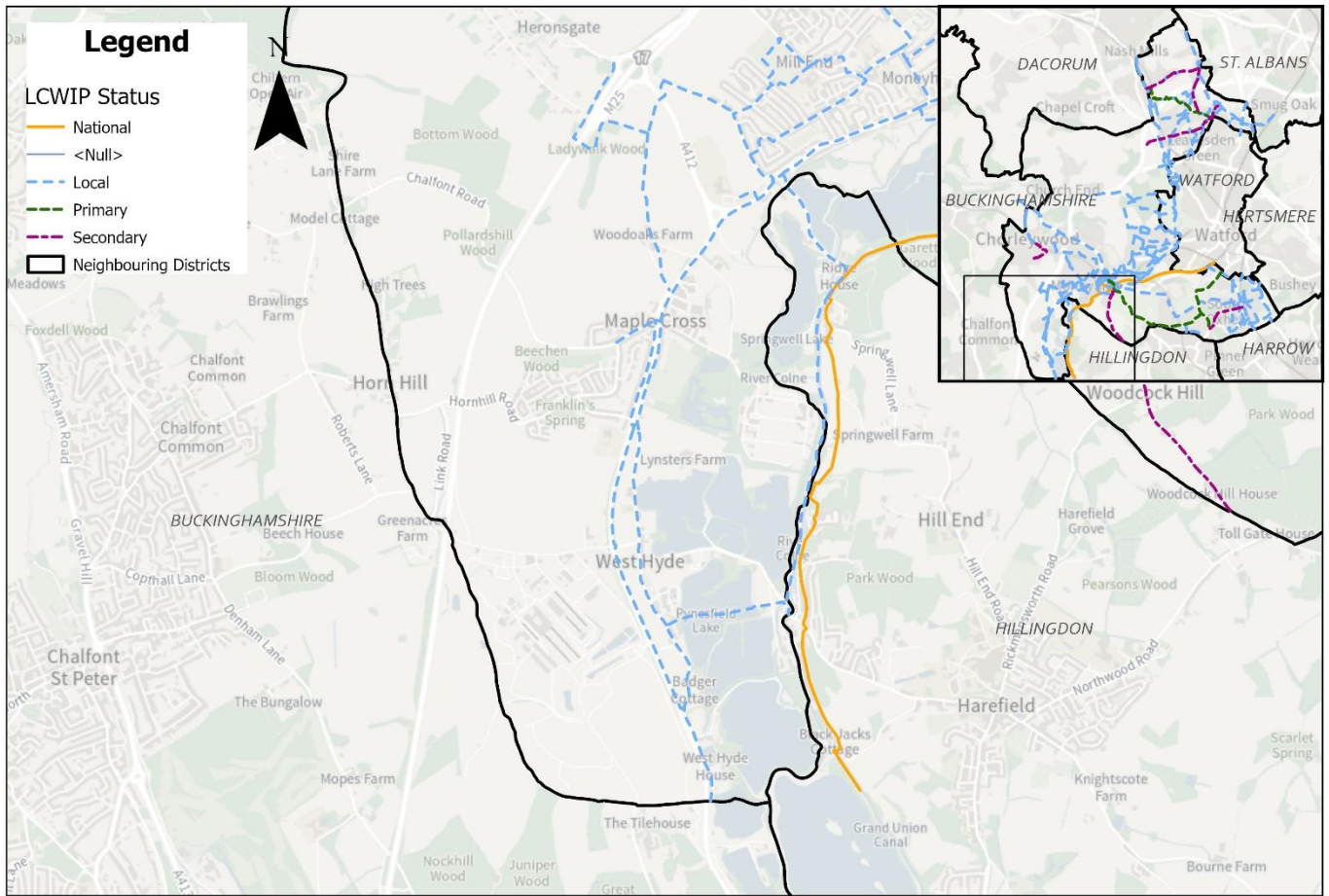


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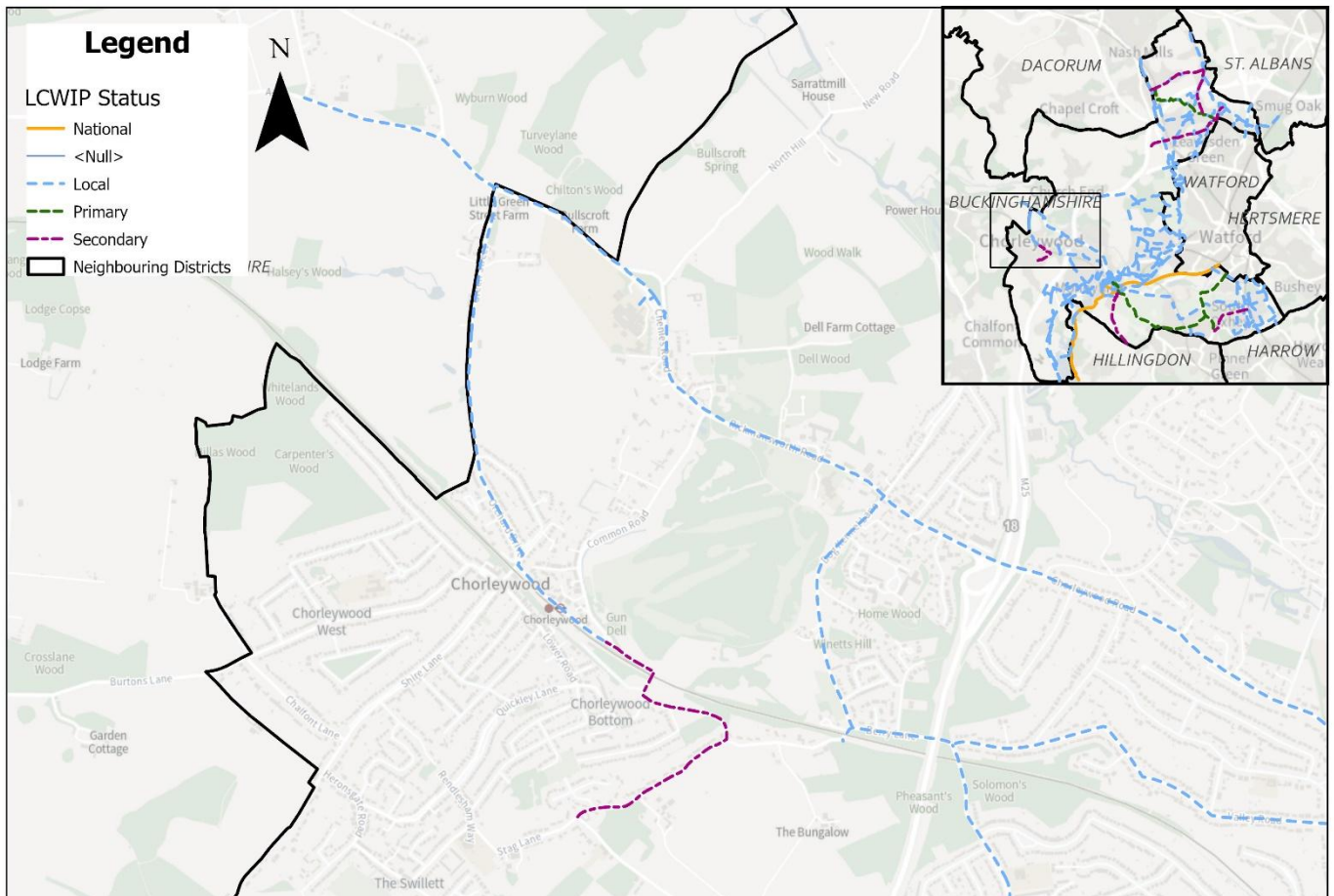


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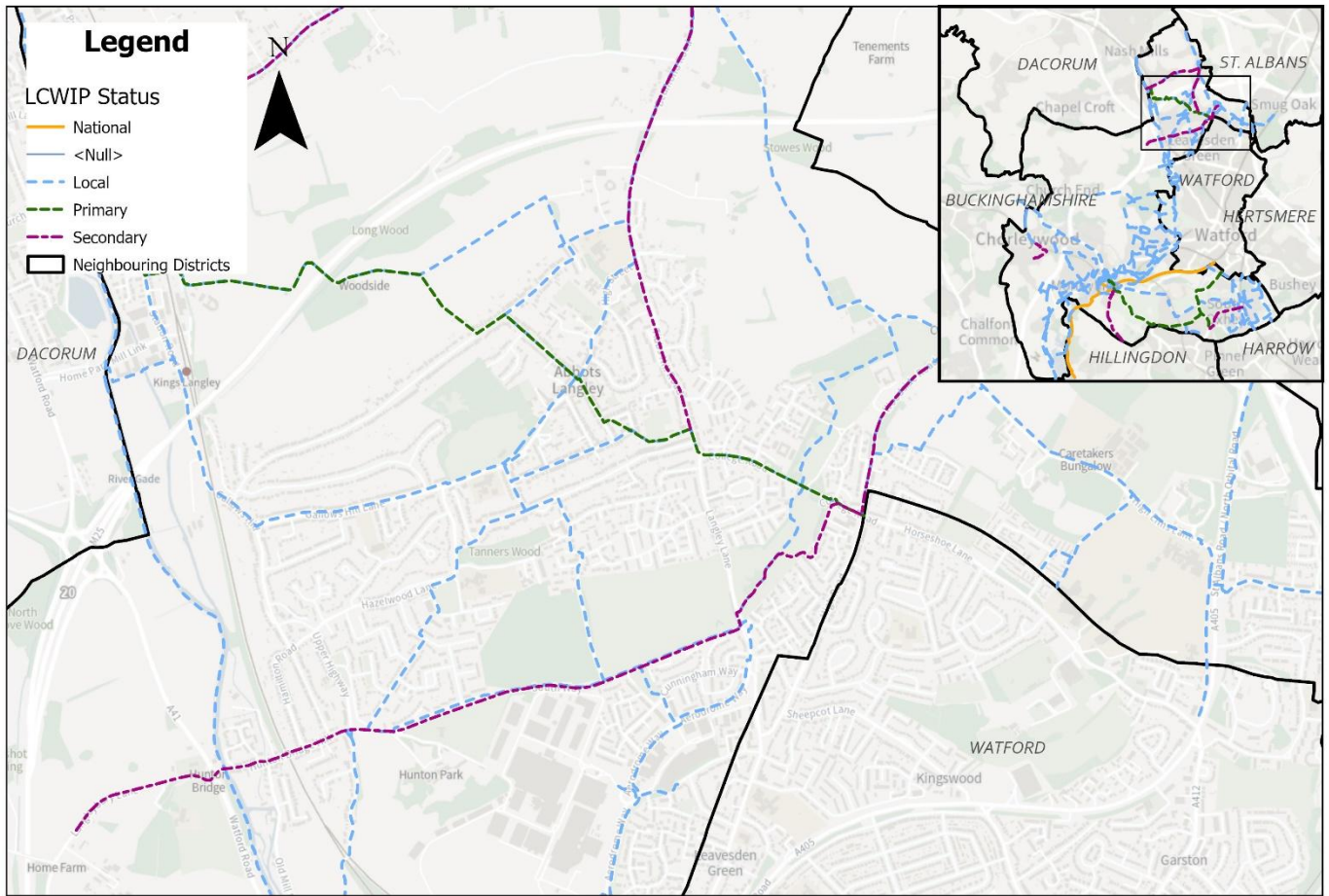
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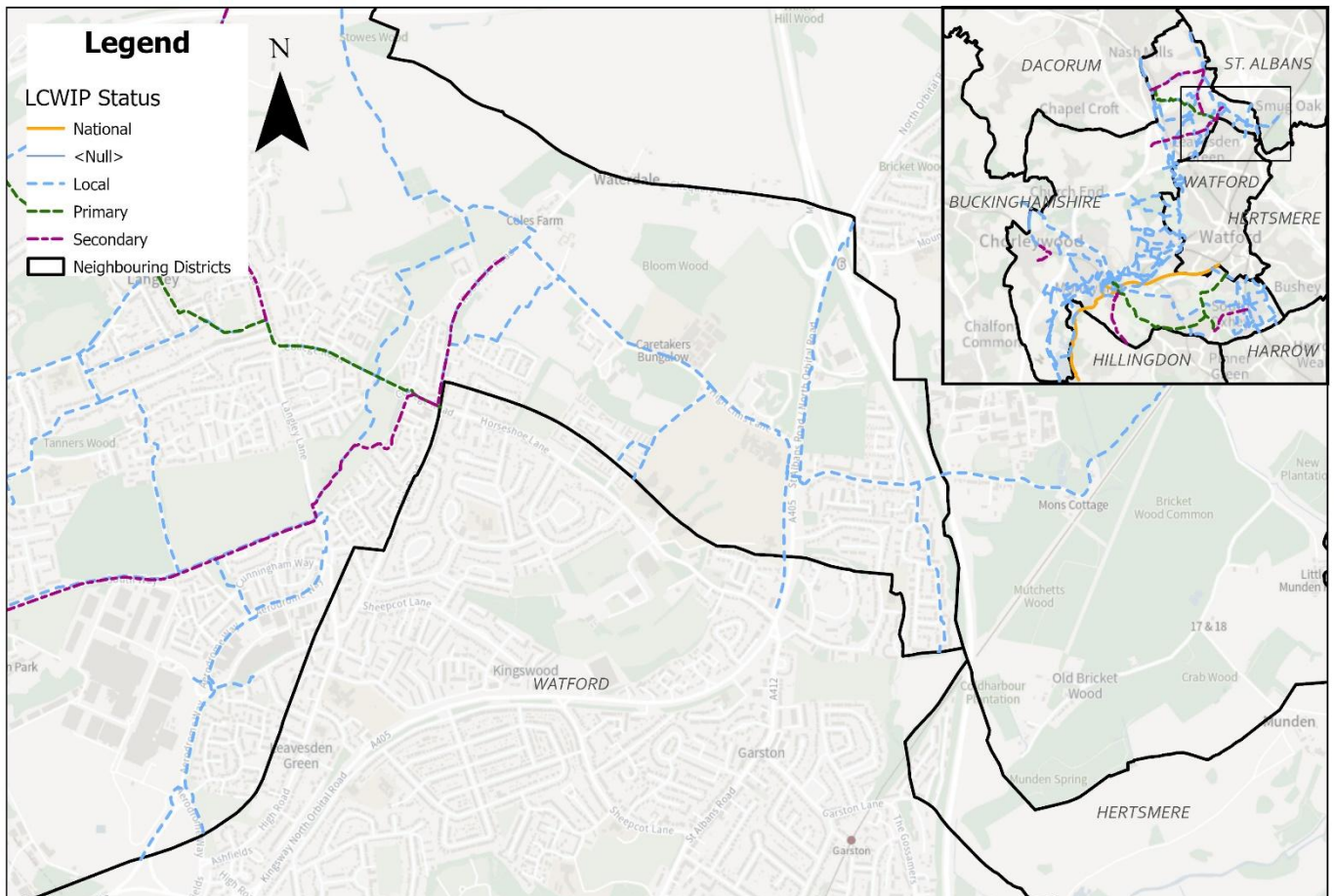
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# Appendix C – Glossary of Potential Route Interventions



## 1. Minor Junction Improvements:

- At side roads: where a need for minor junction improvements has been identified at side roads, this typically denotes a need to build out the footways (to tighten junction geometry, reduce turning speeds and shorten crossing distances) and add dropped kerbs and/or tactile paving where missing. In some cases, it might be good to consider additional measures, such as banned turns, raised tables, continuous footway or cycleway crossings or modal filters.
- At mini roundabouts: where a need for minor junction improvements has been identified at junctions which are currently mini roundabouts, this denotes a review against LTN 1/20 guidance and potentially tightening of the junction geometry and/or improving the crossing facilities. In some cases, especially where there are double mini roundabouts it may be better to simply replace them with unsignalised priority T-junctions.





**2. Medium junction improvement:** at mid-size junctions, improvements typically denote a need for pedestrian crossings and protected cycle infrastructure on all arms. In some cases, this might mean signalling the junction.





**3. Large junction improvement:** at large junctions where a need for junction improvements has been identified, this typically denotes a need for pedestrian crossings and protected cycle infrastructure on all arms. At particularly large junctions this might mean a Dutch-style roundabout (with parallel crossings on each arm) or a signalised 'CYCLOPS' style junction (as have been installed in Manchester in recent years). Some large junctions which are roundabouts may need converting to signalised crossroads or other forms of signalised junction to be able to provide the required improvements to pedestrians and cyclists.



Proposed Dutch style cycle and pedestrian friendly roundabout for Boundary Way Hemel Hempstead

**4. New / improved pedestrian crossing:** where these are included in the plans, this denotes providing new priority (controlled) crossings for pedestrians to reduce severance or improving existing crossings. In some cases, this might mean installing new zebra or signalised pedestrian crossings. In other cases, this may refer to improving an existing crossing, for example by increasing the green time available at signalised crossings or replacing informal traffic island crossings with zebra crossings. This has the added benefit of reducing pinch points on the carriageway for cyclists.





**5. New / improved pedestrian + cyclist crossing:** where these are included in the plans, this denotes providing new priority (controlled) crossings for pedestrian and cyclists. In some cases, this might mean installing a new parallel crossing, or a new signalised pedestrian and cycle crossing (ideally not toucan crossings as these rely on shared use which is discouraged in LTN 1/20). In other cases, it might mean improving an existing crossing, for example by upgrading a zebra crossing to a parallel crossing which cyclists can also use.



**6. Traffic Management Measures:** traffic calming denotes adding cycle-friendly traffic calming features to streets and/or reducing speed limits to safe levels for cyclists following LTN 1/20 guidance. Where traffic calming features are considered, these should be cycle friendly (e.g., narrowing traffic lanes and carriageways, removing centre lines, or raising tables). Additional measures could include parking restrictions, resurfacing and gulley cover replacement. Some traffic-calmed streets may also be suitable for contraflow cycling (either with or without cycle lanes/tracks) – this has been indicated on the plans where it may be especially useful for the cycle network. Areas in which traffic filtering is suggested are areas in which there's a need for reduced traffic volumes and/or speeds. Methods of implementing this include traffic filtering using modal filters, banned turns, or one-way systems.







**7. Footway improvements:** this could refer to a number of different types of footway improvement. It could denote ensuring footways have 1.5m clear width to allow wheelchairs and buggies to pass, widening and/or relocation of permanent/temporary footway obstructions as necessary (including footway parking). It could also denote resurfacing to fix surface issues (patching, trenching, uneven surfaces, trip hazards), lighting improvements, and/or the removal of excess bollards, guard railing and vegetation.





**8. Segregated cycleway:** this denotes the addition of LTN 1/20 compliant segregated cycle facilities such as kerb-segregated tracks, stepped cycle tracks, footway level tracks, off-road cycle tracks or lightly segregated cycle lanes (whichever is judged most suitable in feasibility design). It also includes the necessary traffic calming and speed limit changes need to make the route LTN 1/20 compliant, as well as bus stop redesign (i.e., to bus stop bypass or shared use bus border) resurfacing, wayfinding, and gulley cover replacement as necessary.



**9. Shared use:** A shared use path is a path that is designed for both pedestrians and cyclists to use, and can be created from new or existing footpaths. Shared use paths can be segregated or unsegregated.



**10. Mixed traffic:** Where cyclists are on-carriageway, mixed with other roads users. It should be noted that this is only appropriate where speeds and vehicle numbers are low and other existing or proposed traffic management, and calming measures are in place.



# APPENDIX D – Policy Context

## 1 Local Cycling and Walking Infrastructure Plans: Technical Guidance for Local Authorities

- **Publisher:** Department for Transport (DfT)
- **Date Published:** 2017
- **Policy Level:** National
- **Additional details:** provides the framework for undertaking strategic walking and cycling network developments, including the six-stage process this LCWIP follows, and the type and nature of data collected and used as part of the process.

## 2 Cycling and Walking Investment Strategy (CWIS)

- **Publisher:** Department for Transport (DfT)
- **Date Published:** 2017
- **Policy Level:** National
- **Additional details:** outlines ambitious targets up to 2025 including a doubling of cycling trip stages each year whilst also reversing the year-on-year decline in walking trip stages. The benefits of doing this are stated as potentially leading to cheaper travel and better health, increased productivity for business and increased footfall in shops. Along with lowering congestion, better air quality, and vibrant, attractive places and communities.

## 3 Local Transport Plan 4 (LTP4)

- **Publisher:** Hertfordshire County Council (HCC)
- **Date Published:** 2018-2031
- **Policy Level:** County
- **Additional details:** The key policy document guiding transport strategy in Three Rivers is Hertfordshire's Local Transport Plan 4 (LTP4) for 2018 to 2031. This sets out how transport can play a positive role in the future development of Hertfordshire, through improving economic growth, public health, meeting housing needs and having a sustainable impact on the environment.

The key challenges and opportunities identified on the LTP are:

- there is predicted to be a 21% increase in population by 2039 (Some 250,000 extra people) which will likely increase the demand for transport and travel over time.
- improving transport can support economic growth, support regeneration, and improve the health and wellbeing of the population and environment.
- transport has an important role in tackling health issues such as obesity and air pollution, and in improving overall quality of life.
- the solutions to these issues must be delivered against a backdrop of public spending pressures.

The LTP sets out objectives across three themes of People, Place and Prosperity. The LTP objectives which the LCWIP can most effectively support are:

- Enhance connectivity between urban centres in Hertfordshire.

- Improve accessibility between employers and their labour markets.
- Enhance the quality and vitality of town centres.
- Reduce carbon emissions.
- Make journeys and their impact safer and healthier; and
- Modal shift and encouraging active travel.

The key supporting strategies are:

- Active Travel Strategy
- Sustainable Modes of Travel Strategy 24/25

The flagship transport improvements are:

- Sustainable Travel Towns
- East-West Mass Rapid Transit System (HERT) connecting towns along the A414 corridor with links to Watford via the Abbey Line.

The strategic transport Improvements for Watford and Three Rivers are:

- Use of the former Croxley Rail Link as a public transport corridor.
- Cycling infrastructure improvements for Rickmansworth and Watford.

In terms of transport context and issues for Hertfordshire, the following were identified:

- Strong north-south transport network but weaker east-west links, especially for passenger transport.
- High level of cross-boundary commuting, including 118,000 Hertfordshire residents working in London.
- Complex movement patterns due to numerous medium-sized urban areas.
- Significant road congestion and capacity constraints on the rail network.
- Potential to improve the attractiveness of walking, cycling, and bus use, encouraging more car users to switch modes.
- Forecasted 18% increase in peak hour car trips by 2031, impacting the environment and quality of life, and increasing pressure on highway capacity.
- Future rail lines are expected to be over capacity.

As for the approach to tackling the identified issues, the following were identified:

- Support for walking, cycling, and passenger transport.
- Behaviour change initiatives and traffic demand management.
- Infrastructure provision to cater for increased motor traffic.

As for the transport user hierarchy, the following were identified:

- Prioritises pedestrians and cyclists, followed by passenger transport users, powered two-wheeler users, and other motor vehicle users.
- Emphasises reducing travel demand, addressing vulnerable road user needs, and supporting sustainable transport modes.

As for the active travel context and issues, the following were identified:



- High walking mode share for trips less than 1 mile (76.5%), but significant potential to increase cycling activity given the low current mode share.
- Barriers to walking and cycling include safety, infrastructure, social attitudes, weather, journey purpose, topography, health, and lack of knowledge or training.
- Variable provision of cycling infrastructure, with many areas having patchy and broken linkages.
- Opportunities to improve cycling infrastructure as endorsed by the Government's Cycling and Walking Investment Strategy (CWIS).

The LCWIP supports these policies by developing key routes and improving safety for all active travel users.

#### 4 South West Hertfordshire Growth and Transport Plan (SWGTP)

- **Publisher:** Hertfordshire County Council (HCC)
- **Date Published:** 2019
- **Policy Level:** County
- **Additional details:** Hertfordshire is experiencing significant levels of housing and employment growth, impacting the transport system in the short, medium, and long term. The Growth and Transport Plan (GTP) has been developed as a sub-county transport planning approach with South West Hertfordshire being the sub-area. The purpose of the document is to promote a shift away from private vehicles towards more sustainable modes of transport and improved modal choice. The South West Hertfordshire GTP supersedes the South West Hertfordshire Transport Plan.

Seven objectives have been developed for the South West Hertfordshire GTP:

- Support sustainable economic growth in South West Hertfordshire through improving sustainable modes of travel.
- Ensure new infrastructure is resilient to future change.
- Provide greater attractiveness and choice of alternatives to the private car with better network resilience.
- Improve health and quality of life through reduced noise and pollution.
- Encourage walking and cycling networks to improve the environment and create vibrant communities.
- Improve the safety and perception of safety for walking and cycling.
- Reduce transport emissions through embracing new technologies and encouraging sustainable travel modes.

The Local Cycling and Walking Infrastructure Plan (LCWIP) process can help deliver on all seven objectives through the planning and development of improved, safe cycling and walking networks that will promote mode shift and sustainable travel.

The GTP includes a number of active travel proposals contained within 'packages' of interventions, with several of these falling within the Three Rivers LCWIP area:

- St Albans to Watford Corridor: Enhanced cycling facilities along the A405 linking St Albans and Leavesden.
- Western Gateway (Watford): Enhanced cycleways and facilities linking the Western Gateway area



to Watford Junction.

- Watford-Hemel Hempstead: Enhanced cycleways and facilities along the Grand Union Canal Towpath and the A411 from Hemel Hempstead to Watford town centre. Watford Junction and Town Centre public realm enhancements.
- Watford Central: Significant public realm enhancements and improvements to movement and permeability for sustainable modes on Watford Ring Road. Improved walking and cycling environment on routes to Watford Junction Station and a new foot, cycle, and bus link bridge at Colonial Way.
- Watford South: Cycling links in Oxhey, South Oxhey, Carpenders Park, and Bushey.
- Rickmansworth: Enhanced cycleways and facilities towards Rickmansworth railway station and town centre.

## 5 Sustainable Modes of Travel Strategy

- **Publisher:** Hertfordshire County Council (HCC)
- **Date Published:** 2024/25
- **Policy Level:** County
- **Additional details:** While this document does not explicitly target the Three Rivers district, it includes broader strategies and initiatives that impact neighbouring areas like Watford and St Albans. These strategies focus on promoting sustainable travel to schools, developing school travel plans, and improving road safety education. The document provides the council's vision to increase opportunities for children and young people to travel to, from, and between schools and colleges by sustainable modes in line with the Education and Inspections Act 2006, which places a requirement upon local authorities to promote said travel methods.

## 6 Hertfordshire Place and Movement Planning and Design Guide

- **Publisher:** Hertfordshire County Council (HCC)
- **Date Published:** 2023
- **Policy Level:** County
- **Additional details:** a technical approach intended to recognise the needs of different road users in Hertfordshire and manage the interfaces between them. It intends to provide a way of looking at the appropriate function of any section of highway and a basis for deciding which activities should be prioritised. In doing so, it aims to provide a means to translate LTP4 policies into practice. The document also mentions the "Three Rivers' Preferred Local Plan Lower Housing Growth Option" which aims to protect more Green Belt land with key implications for the area.

## 7 A414 Corridor Strategy

- **Publisher:** Hertfordshire County Council (HCC)
- **Date Published:** 2019
- **Policy Level:** County
- **Additional details:** The A414 corridor is an east-west multi-modal corridor extending from Hemel Hempstead to the M11 through Hertfordshire, including the A405 link to Watford in the north of the LCWIP study area. The corridor experiences traffic congestion on sections of the road, and poor public transport,

walking, and cycling provision increases dependency on private vehicles. Planned growth of new homes and jobs will create additional travel demand on this section of the network. A £1.8bn package of interventions has been proposed, which includes enhancing walking and cycling links and improving the urban realm.

Eleven objectives have been developed for the Corridor Strategy. The ones which align with the LCWIP include:

- Support sustainable growth: Improving provision for journeys made by public transport and bicycle.
- Improve inter-urban connectivity: Ensuring consistency of travel options from different modes between links.
- Enable modal shift to active travel: Improving infrastructure and routes for active travel to be a more attractive alternative to the private car for shorter distance trips.

## 8 Maintenance for Active Travel Strategy

- **Publisher:** Hertfordshire County Council (HCC)
- **Date Published:** 2019
- **Policy Level:** County
- **Additional details:** outlines how routine or ad hoc highway maintenance programmes may contribute to the uptake of active travel, by ensuring that existing infrastructure is kept to the appropriate standards and new infrastructure suitably maintained to ensure a long, efficient lifecycle.

## 9 South West Hertfordshire Cycle Study

- **Publisher:** Hertfordshire County Council (HCC)
- **Date Published:** 2013
- **Policy Level:** County
- **Additional details:** the vision set out within the Southwest Hertfordshire Cycle Study 2013 is for: “a sustainable, innovative transport system that seeks to make travel within Southwest Herts area easier through the full utilisation of different transport modes and the better management of the existing network.” As for the benefits of increased cycling, increasing levels of cycling within southwest Hertfordshire are expected to:
  - Reduce levels of congestion, especially localised congestion related to shorter journeys.
  - Improve levels of health and tackle obesity, particularly within children.
  - Help to reduce levels of carbon emissions and improve quality of life.

The cycle study supports the wider HCC Active Travel Strategy and aligns with the Local Cycling and Walking Infrastructure Plan, which aims to enhance cycling and walking routes across Hertfordshire. The cycle audits have taken into account stakeholder aspirations, ensuring that the proposed cycle schemes align with the needs and goals of the local community.

## 10 District

- **Publisher:** Three Rivers District Council Local Plan
- **Date Published:** 2011
- **Policy Level:** District
- **Additional details:** the current Local Plan is in the process of being updated, with the council preparing a

new Local Plan which will provide the planning policies and proposals for future sustainable growth in the district up to 2041

Where available, the links to the policy documents mentioned in this Appendix are provided below:

- 1. [Local Cycling and Walking Infrastructure Plans: Technical Guidance for Local Authorities](#)
- 2. [Cycling and Walking Investment Strategy \(CWIS\)](#)
- 3. [Local Transport Plan 4](#)
- 4. [South West Hertfordshire Growth and Transport Plan \(SWGTP\)](#)
- 5. [Sustainable Modes of Travel Strategy](#)
- 6. [Hertfordshire Place and Movement Planning and Design Guide](#)
- 7. [A414 Corridor Strategy](#)
- 8. Maintenance for Active Travel Strategy: not available as currently under review
- 9. South West Hertfordshire Cycle Study: not available
- 10. [Three Rivers District Council Local Plan](#)

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  |                   |
| REASON FOR REPORT  |   |                   |
| 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<br>No changes                                 | CMT<br>No changes |
| PROPOSED ROUTE FOR FURTHER APPROVAL  |   |                   |
| 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

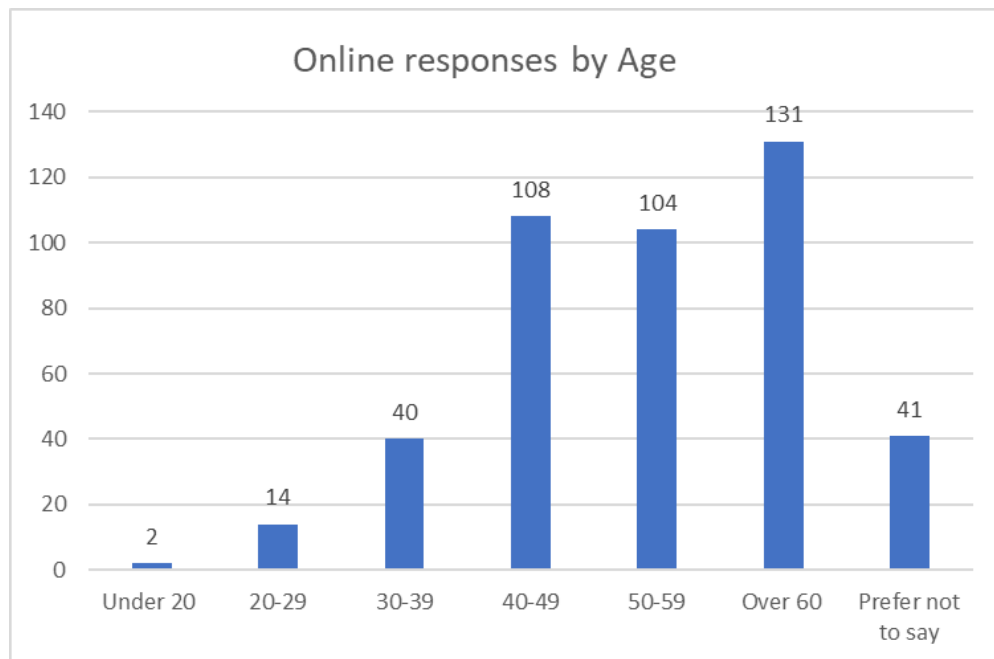
- 2.1 The LCWIP is a new, strategic approach to planning sustainable active travel networks, developed to support the aims and objectives of the National Cycling and Walking Investment Strategy and required to enable the local Highway, Traffic and Transport Authority, the County Council, to apply for 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.

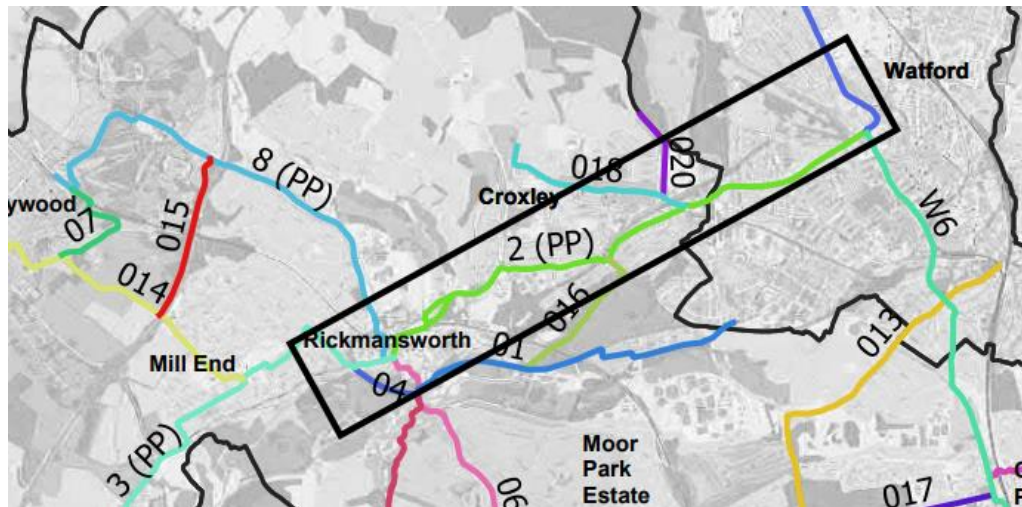
#### 4 Overview of the Route Specific Feedback from the Public Consultation Report

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

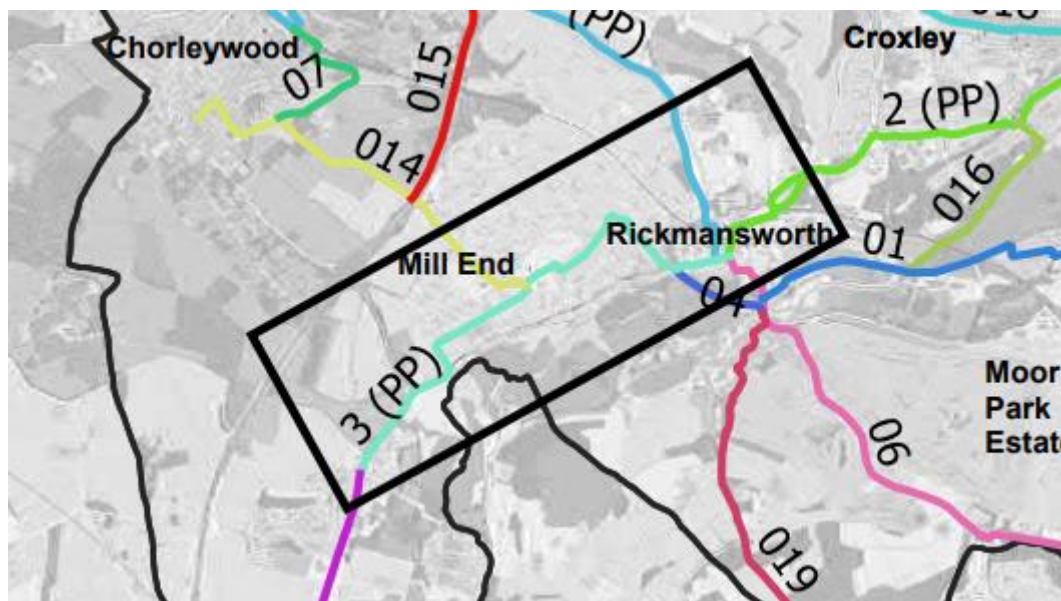
| Route  | No. of comments | In support | Neutral | Object |
|--|-----------------|------------|---------|--------|
| Route 2 - Watford via Croxley Green A412 to Rickmansworth Highstreet                                   | 6               | 2          | 3       | 1      |
| Route 3 - Ebury Road, parallel 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.

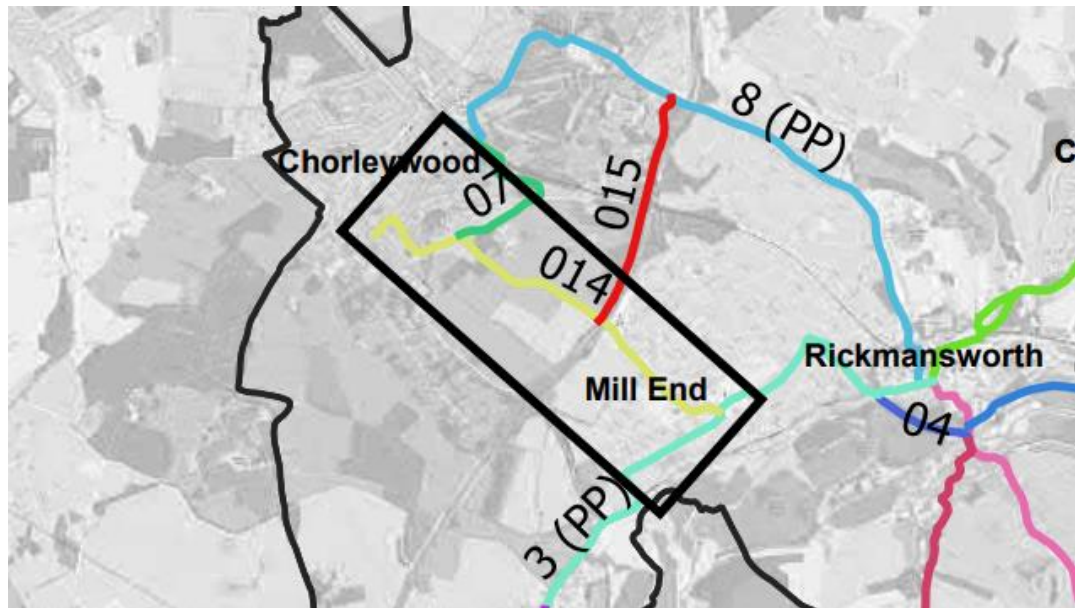
- 4.2.1 **Route 2 - Watford via Croxley Green A412 to Rickmansworth Highstreet:** There were few comments received for route 2 and overall, they were positive towards the proposal.



- 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.

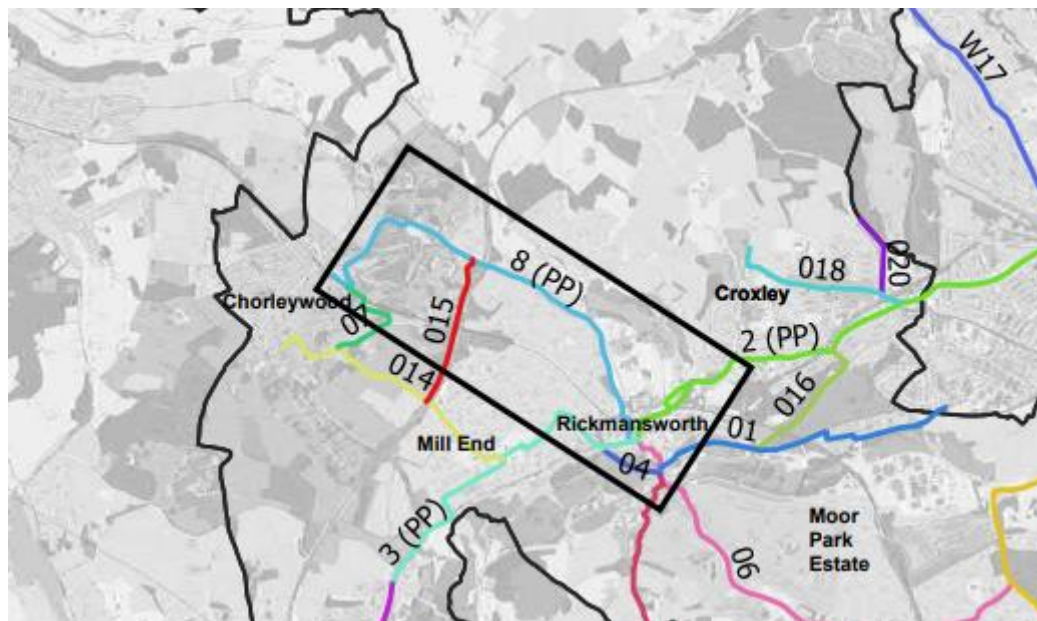


- 4.2.4 **Route 21 - Maple Cross, on the end of route 3 along A412:** Comments received on this route were positive with requests for on onward connections to be provided into Buckinghamshire. Additional comments received were looking at the route in more detail which would be looked at in further detail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

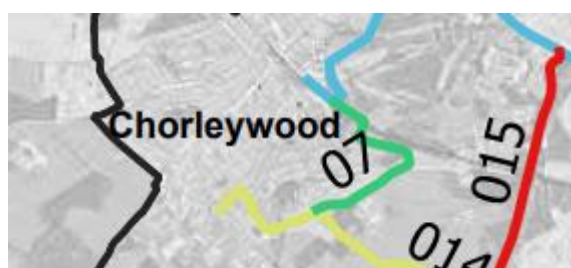


- 4.2.5 **Route 8 - Chorleywood Train Station across the common and down the A404:** The route faced strong opposition against using Chorleywood Common and more generally making Common Road one way and the resulting congestion in Chorleywood.





- 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.

| Nature of Risk  | Consequence  | Suggested Control Measures  | Response<br>(tolerate, treat, terminate, transfer) | Risk Rating<br>(combination of likelihood and impact) |
|---|--|---|--|---|
| 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:

| 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.  |

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.<br><br>Consider ending route at Park Rd Roundabout with High Street and leaving it up to people to make their own 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/<br>Eastbury<br>Road, Oxhey<br>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 |



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**GENERAL PUBLIC SERVICES AND COMMUNITY ENGAGEMENT COMMITTEE  
WORK PROGRAMME**

| 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 |
|---------------------|-----------------------------|------------------------|----------------------|---|---------------------------|------------------------------------|------------------|
| <b>October 2025</b> |                             |                        |                      |   |                           |                                    |                  |
| 1.                  | P3 Budget Management Report |                        | 14 October 2025      | The report will cover this committee's financial position over the Medium Term (2025-2028) as at Period 3 (end of June 2025).     | Written report            | Finance Business Partner           |                  |
|                     | Public Health               |                        | 14 October 2025      | The report will provide an overview of work undertaken through Public Health Funded workstreams                                   | Written report            | Partnerships and Inclusion Manager |                  |
| <b>January 2026</b> |                             |                        |                      |   |                           |                                    |                  |
| 3.                  | P6 Budget Management Report |                        | 13 January 2026      | The report will cover this committee's financial position over the Medium term (2025-2028) as at Period 6 (end of September 2025) | Written report            | Finance Business Partner           |                  |
| <b>March 2026</b>   |                             |                        |                      |   |                           |                                    |                  |



| 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 |
|-----|------------------------------|------------------------|----------------------|---|---------------------------|--------------------------|------------------|
| 4.  | P10 Budget Management Report |                        | 17 March 2026        | The report will cover this committee's financial position over the Medium term (2025-2028) as at Period 6 (end of January 2026) | Written report            | Finance Business Partner |                  |