

Three Rivers District Council
Committee Report
Parking Management Programme

Date: 14/01/2024

Report Originator:	Head of Service sponsor:	Date Originated:
Tom Rankin	Kimberley Rowley	5/12/2024
Lead Member Name: Cllr Louise Price	Area of Responsibility: Infrastructure and Economic Development	
CMT Date:	07/1/2025	
JLT Date:	07/1/2025	
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 agree additions to the Parking Management Programme	None.	None.
PROPOSED ROUTE FOR FURTHER APPROVAL		
Meeting	Date	
Full Council (if required)	N/A	

PART I

1 Summary

- 1.1 The District Council as the statutory Local Parking Authority (and as agent to the local Highway Authority, Hertfordshire County Council) manages the provision of on- and off-street parking in the Three Rivers District through the Parking Management Programme.
- 1.2 Three Rivers District Council has a specific role in creating parking schemes which help manage parking demand. Hertfordshire County Council is responsible for maintaining and managing public roads as the local Highway Authority and is responsible for parking schemes to address road danger and traffic flow.
- 1.3 This report reviews the programme and proposes additions to the programme for the financial years 2025/26.

2 Background

- 2.1 Three Rivers District Council manages parking on for a local population of around 93,800¹, to improve parking for local people and businesses and for visitors. In support of its policy objectives, it provides:
- Over 700 bays in off-street car parks
 - 17 permit parking zones (to make it easy for people to find parking near their address)
 - Over 400 secure cycle parking places accessible to the public

¹ ONS 2021 Census Data

- Provision of Electric vehicle charging points coming to off-street carparks
- 2.2 District Council currently works towards the following four policy objectives delivered by parking management schemes:
- prioritise convenient parking for those who need it most, where they need it
 - promote safer, easier, non-obstructive parking provision while improving the local environment and meeting legal requirements
 - promote the needs of all road users, including more vulnerable road users (such as people walking and cycling)
 - promote the viability and vitality of local retail and business areas, with better access to local business for customers, visitors and employees
- 2.3 The programme is set as a two-year rolling programme with an annual update with the Lead Member, where projects will be reviewed and new projects added if resources allow. This report proposes additions to the ongoing programme for 2025 and 2026 financial years. The current programme includes projects which have been in development since 2021 as no capacity for within the Transport and Parking team for additional schemes was identified in 2023.
- 2.4 The Parking Management Programme does not include schemes that were specifically driven by the statutory obligation to ensure that parking enforcement is not funded from Council Tax. Those schemes, to address the parking account budget shortfall, are addressed by a separate programme.
- 2.5 Any proposed investigations are brought to the General Public Services, Community Safety & Infrastructure committee, comprising any work arising from or required by Council decisions (e.g. changes to parking charges); updates on projects that are already under way; and the selection of new, altered or removed parking restrictions, such that a balanced programme is produced with due regard for available resources.
- 2.6 Through the delegation of the parking enforcement function to Hertsmere BC, access to a Traffic Engineer is provided for 2 days a week, with flexibility dependent on current demand. The Traffic Engineer is based at Hertsmere BC offices but attends meetings and site visits in Three Rivers when required, to work with the Transport & Parking Policy team at TRDC in designing and implementing parking schemes.
- 2.7 External traffic engineering consultations are utilised within the Parking Management Programme as required based on capacity and the complexity of the schemes.

3 Current Work Programme

- 3.1 The current Parking Management Programme includes various projects including eight projects introducing new or amended Traffic Regulation Orders. This does not include projects which have been recently completed such as the Rickmansworth West parking scheme or other schemes completed since the last report. The parking schemes currently in progress include:
- 3.1.1 High Elms Lane parking scheme
 - 3.1.2 Chorleywood parking scheme
 - 3.1.3 Primrose Hill parking scheme

- 3.1.4 Skidmore Way parking scheme
- 3.1.5 Harefield Road parking scheme
- 3.1.6 Parsonage Close parking scheme
- 3.1.7 Gosforth Lane parking scheme
- 3.1.8 School Mead verge parking TRO
- 3.2 This programme also included improvements required for business reasons such as the Consolidation Order which combines over 170 existing Traffic Orders into one more accessible and map-based Order.

4 Options and Reasons for Recommendations

- 4.1 The proposed programme will enable the effective control and progression of the Parking Management Programme, through which the District Council delivers new parking control schemes acting as agent to Hertfordshire County Council, the local Highway Authority. The work programme covers a wide range of projects and goes beyond the work directly related to the introduction of new parking schemes.
- 4.2 The programme is set from requests that are received from the public and other agencies. Every request is assessed against a set of criteria agreed by a previous committee (on the 18 November 2014), which sets the procedure for prioritising new parking schemes. The criteria are applied where relevant. Due to the current criteria high-priority schemes tend to address petition requests, which demonstrate greater public interest in an investigation into parking controls for a specific street.
- 4.3 Officers would like to review the Parking Projects Prioritisation Procedure as part of this years programme to provide the General Public Services, Community Safety & Infrastructure committee with options on how best to manage parking requests as detailed below.
- 4.4 Officers acknowledge the major regeneration scheme in South Oxhey is nearing completion and expects the development to reach full capacity before the next Parking Management Programme setting report is due in 2027. Officers will review requests from the area in the next priority setting.
- 4.5 Officers propose completing an internal progress and capacity review within the next financial year and, if required, bring an interim Parking Management Programme setting report to the General Public Services, Community Safety & Infrastructure committee in 2026 ahead of the scheduled report in 2027.
- 4.6 The recommendations of this programme-setting report include the proposed addition of 11 new projects as detailed below. It will also continue to develop the schemes already in progress as detailed in 3.1.
- 4.7 **Proposed additions to the programme:**
 - 4.7.1 Investigate and implement where supported several smaller parking enforcement changes across the district as part of a various schemes project. This enables us to address the highest scoring smaller schemes across the district which don't score high enough to be addressed on their own. This will include Silk Mill Road in response to a petition to implement new restrictions.

- 4.7.2 Complete a review of restrictions on Garden Road and Breakspeare Road, Abbots Langley in response to petition 30. The petition requests the council replace and or remove the Traffic Regulation Order at the Junction of Breakspeare Road and Garden Road.
- 4.7.3 Complete a review of the Controlled Parking Zones and TRDC controlled carparks in Rickmansworth including zones A, A1, B, C, C1. This will generate a report detailing capacity and usage as well as what possible amendments to the zones and carparks are needed.
- 4.7.4 Review and amend the On-Street Consolidation Traffic Regulation Order. This will include the digitisation of all schemes from 2019-24 and the addition of Electric Vehicle charging restrictions in partnership with Hertfordshire County Council's LEVI project.
- 4.7.5 Complete a review of the recently introduced parking schemes including Rickmansworth West (Money hill Parade) CPZ, Sandy Lodge Way and Croxley Green CPZ. Any proposed changes to the parking scheme will be brought to the General Public Services, Community Safety & Infrastructure committee in the next Parking Management Programme setting report.
- 4.7.6 Complete a review of the Parking Projects Prioritisation Procedure and provide a report to the General Public Services, Community Safety & Infrastructure committee with recommendations on how best to manage future and existing parking requests. Any agreed changes to the procedure will take affect from the next Parking Management Programme setting report.
- 4.7.7 Investigate and implement where supported changes to parking restrictions in Community Way carpark, Croxley Green and Ferry carpark, Chorleywood. This has been identified due to additional pressure on these carparks from commuter traffic.
- 4.7.8 Investigate, procure and implement an app based 'pay by phone' parking payment solution in both on-street and off-street locations. This is proposed to be supplementary to existing payment machines to provide additional options and convenience for parking users.
- 4.7.9 Review and amend the Off-Street Consolidation Traffic Regulation Order. This will include Electric Vehicle charging restrictions, app based parking payment solution (subject to investigation), and any changes agreed to Community Way carpark, Croxley Green and Ferry carpark, Chorleywood (subject to investigation).
- 4.7.10 Investigate and reprocure mapping software for the Consolidation Traffic Regulation Orders. Officers recommend investigating the options to manage this through our in-house GIS software or using an external provider.
- 4.7.11 Investigate and draft a Three Rivers District Council Parking Management Policy. This policy will collate and set policies and procedures for addressing parking management enquiries, vehicle crossover and verge hardening. A draft policy would be brought to a future General Public Services, Community Safety & Infrastructure committee.

5 Policy/Budget Reference and Implications

- 5.1 The recommendations in this report relate to the Council's agreed policy. The District Council operates as Local Parking Authority in a context of local and

national policy and sets its policies with regard to those published by Hertfordshire County Council (primarily the Local Transport Plan 4 and its child document, Highways Place and Movement Planning and Design Guide 2024). It also considers relevant policies including the Local Plan and the Corporate Plan.

- 5.2 The Parking Management Programme is managed within the Controlled Parking and Decriminalised Parking Enforcement budgets and the programme will be managed within the agreed allocation.

6 Legal Implications

- 6.1 All schemes will be progressed in line with the District Council’s powers under its relevant Agency Agreement with Hertfordshire County Council. In some cases, where any physical changes to the layout of highway are proposed, it may be necessary for the District Council to enter into a Section 278 Agreement with the County Council, to enable works on the highway to proceed.

Three Rivers District Council is the Local Parking Authority for the District, designated by the Traffic Management Act 2004 (and associated legislation). It is responsible for enforcing and introducing controlled parking zones and other measures, acting under agency from the Local Highway Authority, Hertfordshire County Council. It is directly answerable to the Government for the way it manages parking finances.

7 Equal Opportunities Implications

- 7.1 Relevance Test

Has a relevance test been completed for Equality Impact?	No – there is no change to service provision
Did the relevance test conclude a full impact assessment was required?	No – matter will be reviewed through on-going consultation.

8 Staffing Implications

- 8.1 The Parking Management Programme sets out the core annual work of the Transport & Parking Policy team, supported by the retained Hertsmere Borough Council Traffic Engineer, overseen by the Head of Regulatory Services.

9 Climate Change and Sustainability Implications

- 9.1 Permit parking schemes help to improve local environments by controlling and managing the impact of on-street parking, by improving access and safety for people walking and cycling and by promoting responsible driving.
- 9.2 The impact of schemes on the local built environment and street scheme will be considered as part of individual schemes, but the design and use of any proposed parking control measures are controlled by legislation and Government guidance as well as by local policy set out in the Hertfordshire County Council policy documents forming part of the Local Transport Plan 4 and specifically in the local design guide, Highways Place and Movement Planning and Design Guide (2024).

10 Community Safety Implications

10.1 All schemes are designed to take account of safety implications. Where appropriate the police are consulted and safety audits are where necessary carried out as part of the scheme design.

11 Public Health implications

11.1 None specific

12 Customer Services Centre Implications

12.1 Parking consultation is particularly likely to attract unusual levels of contact. Where required, the Customer Services Manager will be briefed as appropriate.

13 Communications and Website Implications

13.1 Information about individual schemes, and the Council's general approach to parking schemes, is published online at <https://www.threerivers.gov.uk/services/parking>

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 <i>(tolerate, treat, terminate, transfer)</i>	Risk Rating <i>(combination of likelihood and impact)</i>
The programme may not be completed in full, due to the consultative and iterative nature of the legal process for introducing parking restrictions, and limited resources.	Threats to local quality of life, environmental quality reduction, negative publicity.	Relevant and appropriate project management processes used.	Tolerate.	3
Failure to agree programme would leave the Council unable to provide an adequate level of service in addressing parking management issues within the district.	Threats to local quality of life, environmental quality reduction, negative publicity.	Relevant and appropriate project management processes used.	Tolerate.	3

- **Recommendation**

- It is recommended:
 - i) That members note the report and approve the proposed additions, as detailed in 4.7 of this report, to the Parking Management Programme.
 - ii) That officers continue to develop Parking Management Programme as outlined in this report for 24 months before bringing the next report in 2027, unless an interim report is required as outlined in 4.5.
 - iii) that once the programme has been set it shall be adhered to as the current Parking Management Programme, with any significant additions being limited to exceptions to the prioritisation procedure requested by the Lead Member, to be delegated to the Director of Finance.
 - iv) the programme will be progressed in line with all relevant current practice, policy and standards; and that decisions on scheme details and programme, including the consideration of objections to Traffic Regulation Orders developed through this programme of works and to any items remaining from earlier programmes of works, be delegated to the Director of Finance in consultation with the Lead Member and relevant Ward Councillors.

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

Background Papers

None.

APPENDICES / ATTACHMENTS

Appendix A – Scoring System

Appendix B – Top Requests Scored

Appendix A – Scoring System

The introduction, amendment and removal of formal parking restrictions will be managed through an annual programme.

This programme will be agreed annually with the Sustainable Development, Planning and Transport Committee, and will comprise:

- Any work arising from or required by Council decisions (e.g. changes to parking charges).
- The completion of projects that are already under way.
- A selection, agreed by councillors, from highest scoring requests for new, altered or removed parking restrictions, such that a balanced programme is produced with due regard for available resources. This may be supplemented by the inclusion minor lower priority items in the interests of efficiency (e.g. small and simple adjacent requests, legalisation of nearby disabled bays).
- Work recommended by officers and agreed by councillors for business reasons (e.g. Consolidation Orders, updates to reflect changes in legislation, coordination with other projects).

Highway safety concerns are a matter solely for Hertfordshire County Council as the local Highway Authority. However where HCC deems there is not a significant highway safety concern, but it is considered apparent that it may be beneficial, TRDC may propose the introduction of minor risk reduction measures.

Larger or more complicated schemes may be better addressed through detailed investigation in one work programme, and progression of any proposed restrictions arising in the following programme. In this case, it is assumed that any proposals arising from investigations will be assured a place in the following programme if required.

Once the programme has been set it shall be adhered to as the Traffic Engineer's core scheme of work, with significant additions being limited to urgent risk reduction concerns and subject to the Lead Member's approval, and any work arising from or required by a decision of the Council.

Requests for parking restrictions are to be initially scored according to table 1 below. The multipliers set out in table 2 are then to be applied, to give weight to the circumstances of the request and produce a more widely distributed field.

Ref.	Description	Score
A	For each unique requestor	+1
B	For each Ward Cllr making/supporting the request	+ up to 3
C	If a request is made by the Police	+2
D	If a request is made by Hertfordshire County Council	+2
E	Adjustment based on Officers' judgement	+/- up to 2
F	For every 12 months since first requested, if an issue is still being reported	+2
G	For every 12 months since last requested, if no further reports are received	-2

Ref.	Description	Multiplier
H	If a risk reduction scheme	1.5
I	If relating to highway obstruction	1.3
J	If neither risk reduction nor relating to highway obstruction	1.0
K	If investigated in last 3 years (unless significant change has occurred)	0.25
L	If a CPZ request and fewer than 20% of households/businesses have requested it	0.3
M	If a CPZ request and more than 20% of households/businesses have requested it	1.2
N	If a CPZ request and following initial investigation more than 2/3 households/businesses are in favour, and it appears practical to implement	1.25
O	If a CPZ request and following initial investigation fewer than 2/3 households/businesses are in favour	0.25
P	Where some restrictions are already in place relating to the reported problem	0.8

Appendix B – Top Requests Scored

Street, area	Final Prioritised score ranked	Proposed to be included in scheme programme
Silk Mill Road (petition)	40.0	Yes. 4.7.1 in the report.
Garden Road (petition)	36.4	Yes. 4.7.2 in the report.
Talbot Road (petition)	25.0	Yes. This will form part of the review of the Controlled Parking Zones. 4.7.3 in the report.
Gibbs Couch	7.8	No. Awaiting outcome of potential development.
Thellusson Way	4.2	These requests will be reviewed for inclusion within our various schemes project which will focus on requests for smaller parking interventions such as junction protection. 4.7.1 in the report.
Eastbury Road	0.0	
Hazelwood Lane	0.0	
Highfield Way	0.0	
Hubbards Road	0.0	
The Mead	0.0	
Westland Close	0.0	
Romilly Drive	-0.5	
Henbury Way	-0.6	Yes. Being reviewed under the current Gosforth Lane project.