

Committee Report

Parking Management Policy

8 September 2026

**GENERAL PUBLIC SERVICES AND COMMUNITY ENGAGEMENT
COMMITTEE 08/09/2026**

**Parking Management Policy
(DoF)**

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 recommends the adoption of a Parking Management Policy to formalise working practises within the parking team and adjust previously set Parking Management Programme Scoring Criteria.

2 Recommendation

- 2.1 That:
- i) The Parking Management Policy at appendix A is progressed to Policy and Resources committee for approval.
 - ii) That public access to the report be immediate.

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

3 Background

- 3.1 Three Rivers District Council manages parking on for a local population of around 93,772¹, to improve parking for local people and businesses and for visitors. In support of this, it provides:
- Over 700 bays in off-street car parks
 - Permit parking restrictions (to make it easy for people to find parking near their address)
 - Over 400 secure cycle parking places accessible to the public
 - Provision of Electric vehicle charging points in off-street carparks

¹ ONS 2021 Census Data

4 Options and Reasons for Recommendations

- 4.1 The proposed policy will enable the effective control and progression of the Parking Management Programme and other parking activities. The policy covers a wide range of projects and goes beyond the work directly related to the introduction of new parking schemes.
- 4.2 Currently the council does not have a policy for defining some of the working practices which sit behind parking schemes, and this could lead to inconsistency and perceived unfairness in the application of the council's role as Local Parking Authority.
- 4.3 The policy is not exhaustive and instead focuses on areas considered the most important to address. A more exhaustive policy may develop following the Local Government Reorganisation at which point this policy, if adopted, could influence a wider unitary authority's approach to managing parking.
- 4.4 Once the policy has been adopted it shall be adhered, with any exceptions to the policy be limited to exceptional circumstances requested by the Lead Member, to be delegated to the Director of Finance. This clause is referenced in the policy wording such as 'aside from exceptional circumstances'.
- 4.5 The policy does not and cannot affect the application of any existing or forthcoming regulations or statutory guidance in relation to the referenced activities.
- 4.6 Below is a brief summary of what is covered within the draft policy:
 - 4.6.1 How the council manages individual parking requests
 - 4.6.2 How the council manages parking petitions
 - 4.6.3 How the council scores and prioritises parking requests (individual and petitions):
 - 4.6.3.1 This replaces the existing scoring system which has been in place since 18 November 2014. The newer system has been simplified where previous multipliers for elements such as safety and obstruction have been replaced by a greater discretionary adjustment by officers.
 - 4.6.3.2 Additionally, the scoring system stipulates a deletion date of 6 years rather than reducing the score every year as was in the previous system. This means that requests won't have their scores reduced if they haven't been progressed but provides a way to keep the request list relevant and remove data which isn't being used in line with GDPR.
 - 4.6.4 Outlines guiding principles as to how the council will conduct parking consultations
 - 4.6.5 Outlines guiding principles for implementing permit parking restrictions
 - 4.6.6 Outlines the decision-making process on parking schemes
 - 4.6.7 Outlines guiding principles for the design of parking schemes
 - 4.6.8 How the council manages requests for Vehicle Cross-Overs
 - 4.6.9 The council's approach to installing H-Bar Markings

4.6.10 The council's approach to verge hardening:

4.6.10.1 This replaces the existing scoring system which has been in place since 8 November 2019. The newer system has been simplified as all requestors including the police, county council and councillors would be counted in the main score. A greater discretionary adjustment by officers has replaced the previous split scores across deliverability and officers' judgement.

4.6.10.2 The scoring system now scores verge hardening requests against other capital transport schemes which are funded from the same budget. Other requests may include new bus stops or new pedestrian or cycle infrastructure such as bike racks.

4.6.10.3 Additionally, the scoring system stipulates a deletion date of 6 years which provides a way to keep the request list relevant and remove data which isn't being used in line with GDPR.

4.6.11 Guidance on the enforcement of parking restrictions

4.6.12 Guidance on the enforcement of dropped kerbs

4.6.13 The council's eligibility criteria for advisory disabled bays

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.

Public Health

None specific.

6 Legal Implications

6.1 All parking 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.

6.2 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 Financial Implications

- 7.1 The adoption of the new policy introduces no new financial implications. All parking schemes and other agreed works will be contained within identified budgets.

8 Equal Opportunities Implications

- 8.1 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.

9 Staffing Implications

- 9.1 The policy sets out the working practises for the existing Transport & Parking team, supported by the retained Hertsmere Borough Council Traffic Engineer and external consultants, overseen by the Head of Regulatory Services.

10 Environmental Implications

- 10.1 The impact of schemes on the local built environment and street scene 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).

11 Community Safety Implications

- 11.1 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.

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>. In addition, the risks of the proposals in the report have also been assessed against the Council's duties under Health and Safety legislation relating to employees, visitors and persons affected by our operations. The risk management implications of this report are detailed below.

- 14.2 The subject of this report is covered by the 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 (tolerate, treat terminate, transfer)	Risk Rating (combination of likelihood and impact)
Parking Management Policy is not adopted	Parking schemes related to this policy may be managed inconsistent with the outlined approaches and cause reputational damage to the council.	Adopt the policy or revise policy to align with desired approaches.	Treat	8

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

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

Impact Score
4 (Catastrophic)
3 (Critical)

Likelihood Score
4 (Very Likely (≥80%))
3 (Likely (21-79%))

2 (Significant)
1 (Marginal)

2 (Unlikely (6-20%))
1 (Remote (≤5%))

Data Quality

Data checked by:

Tom Rankin, Sustainable Transport Officer

Data rating:

1	Poor	
2	Sufficient	X
3	High	

Background Papers

None

APPENDICES / ATTACHMENTS

Appendix A – Draft Parking Management Policy

Appendix B – Current Parking Management Scoring System

