

CABINET AGENDA



**TUESDAY 19 MARCH 2019 AT 7.30 PM
CONFERENCE ROOM 2 - THE FORUM**

The Councillors listed below are requested to attend the above meeting, on the day and at the time and place stated, to consider the business set out in this agenda.

Membership

Councillor Williams (Leader)	Councillor Marshall
Councillor Griffiths (Deputy Leader)	Councillor G Sutton
Councillor Elliot	Councillor D Collins
Councillor Harden	

For further information, please contact Corporate and Democratic Support or 01442 228209

AGENDA

1. MINUTES (Pages 4 - 15)

To confirm the minutes of the meeting held on 12 February 2019.

2. APOLOGIES FOR ABSENCE

To receive any apologies for absence.

3. DECLARATIONS OF INTEREST

To receive any declarations of interest

A member with a disclosable pecuniary interest or a personal interest in a matter who attends a meeting of the authority at which the matter is considered -

(i) must disclose the interest at the start of the meeting or when the interest becomes apparent

and, if the interest is a disclosable pecuniary interest, or a personal interest which is also prejudicial

(ii) may not participate in any discussion or vote on the matter (and must withdraw to the public seating area) unless they have been granted a dispensation.

A member who discloses at a meeting a disclosable pecuniary interest which is not registered in the Members' Register of Interests, or is not the subject of a pending notification, must notify the Monitoring Officer of the interest within 28 days of the disclosure.

Disclosable pecuniary interests, personal and prejudicial interests are defined in Part 2 of the Code of Conduct for Members

[If a member is in any doubt as to whether they have an interest which should be declared they should seek the advice of the Monitoring Officer before the start of the meeting]

4. PUBLIC PARTICIPATION

An opportunity for members of the public to make statements and ask questions in accordance with the rules as to Public Participation.

5. REFERRALS TO CABINET

There were no referrals to Cabinet

6. CABINET FORWARD PLAN (Page 16)

7. DOG PSPO (Pages 17 - 31)

8. STRATEGIC RISK REGISTER (Pages 32 - 42)

9. SAFEGUARDING & DOMESTIC ABUSE POLICIES (Pages 43 - 94)

10. CAR PARKING SUPPLEMENTARY (Pages 95 - 183)

11. MEMBER DEVELOPMENT PROGRAMME (Pages 184 - 191)

12. BREXIT PREPARATIONS

Report to follow

13. BERKHAMSTED SPORTS CENTRE (Pages 192 - 206)

14. EXCLUSION OF THE PUBLIC

To consider passing a resolution in the following terms:

That, under s.100A (4) of the Local Government Act 1972 Schedule 12A Part 1 as amended by the Local Government (Access to Information) (Variation) Order 2006 the public be excluded during the items in Part 2 of the Agenda for this meeting, because it is likely, in view of the nature of the business to be transacted, that, if members of the public were present during those items, there would be disclosure to them of exempt information relating to the financial and business affairs of the Council and third party companies/organisations.

Local Government Act 1972, Schedule 12A, Part 1, paragraph 3.

Agenda Item 1

MINUTES

CABINET

12 FEBRUARY 2019

Councillors: Williams (Leader)
Griffiths (Deputy
Leader)
Harden
Marshall
G Sutton
D Collins

Officers:	James Deane	Corporate Director - Finance and Operations
	James Doe	Assistant Director - Planning, Development and Regeneration
	Mark Gaynor	Corporate Director - Housing & Regeneration
	Sally Marshall	Chief Executive
	Katie Mogan	Corporate and Democratic Support Lead Officer
	Matt Rawdon	Group Manager - People
	Linda Roberts	Assistant Director - Performance, People and Innovation
	Chris Taylor	Group Manager - Strategic Planning and Regeneration
	Claire Oliveri	Communications and Consultation Officer

Also Attendance:

Councillor Terry Douris
Councillor Ron Tindall

The meeting began at 7.30 pm

CA/13/18 MINUTES

Minutes of the meetings held on 29 January 2019 were agreed by Members present and signed by the Chair.

CA/14/18 APOLOGIES FOR ABSENCE

Apologies of absence were received from Councillor Elliot

CA/15/18 DECLARATIONS OF INTEREST

There were no declarations of interest.

CA/16/18 PUBLIC PARTICIPATION

There was no public participation.

CA/17/18 REFERRALS TO CABINET

There were no referrals to Cabinet.

CA/18/18 CABINET FORWARD PLAN

The forward plan was noted with the following changes:

- To add Brexit preparations to the March agenda
- To remove Sports Strategy Action Plan from June
- Add Local Plan Update to the May agenda

CA/19/18 BUDGET 2019/20

Decision

RESOLVED TO RECOMMEND that:

General Fund Revenue Estimate

a) set a Dacorum Borough Council General Fund Council Tax requirement of £11.532m, and a provisional amount of £12.348m for the combined Borough Council and Parish Councils' requirement for 2019/20;

b) approve an increase of 2.99% in Council Tax for Dacorum Borough Council;

c) approve the base estimates for 2019/20, as shown in Appendix A1, and the indicative budget forecasts for 2019/20 – 2022/23, as shown in Appendix A2;

d) approve the forecast balances of Revenue Reserves as shown in Appendix J, and approve section 10 of this report as the updated Reserves Strategy;

e) approve increases in Fees and Charges for 2019/20 as set out in Appendices C3, D3, and E3;

f) approve and adopt the Treasury Management Strategy for 2019/20, attached at Appendix K;

g) approve and adopt the Treasury Management Principles and Practices for 2019/20, attached at Appendix L;

h) approve and adopt the Capital Strategy for 2019/20, attached at Appendix M;

i) note that this budget paper, if approved by Council, will form part of the Medium Term Financial Strategy.

Capital Programme

j) approve the revised Capital Programme and Capital Strategy for 2018/19, and for 2019/20 to 2022/23, as detailed in Appendix I and Appendix M respectively;

k) approve the financing proposals in Appendix I subject to an annual review of the financing options by the Corporate Director (Finance & Operations), in consultation with the Portfolio Holder for Finance and Resources, during the preparation of the Statement of Accounts.

Housing Revenue Account (HRA)

l) reduce dwelling rents by 1% in accordance with government legislation, resulting in an average rent of £100.08 per week (based on 52 weeks);

m) approve the HRA estimate for 2019/20 as shown in Appendix F.

Corporate objectives

All of the Council's corporate objectives are reflected in the Budget proposals.

Monitoring Officer/S.151 Officer comments

Monitoring Officer

Under the Council's Constitution it is the responsibility of Cabinet to draw up firm proposals for the Budget, having regard to the responses to the consultation, and to present those proposals to full Council for approval. Once full Council has approved the Budget it is the responsibility of Cabinet to implement it.

S.151 Officer

Comments contained in body of report. Chief Finance Officer Statement contained in Appendix N of the report.

Advice

J Deane introduced the report and said there had been no material changes since the last Joint Budget OSC. There have been a couple of minor changes, in Appendix E3 the waste collection service should be £55 not £50 and the purchase of additional green bins remains at £25, not £26 as stated. This budget includes savings of £900,000 and there is a £450,000 decrease in income due to the recycling downturn which makes a total savings of £1.3 million. Savings become difficult when services are becoming leaner but DBC are making these savings whilst protecting front line services. Council tax will increase by 2.99% which the vast majorities of local authorities are also doing but this still represents value for money as residents get all council services for just £3.87 per week. The council have reduced its rent in line with the government policy. There are risks but satisfied that the processes and controls are robust. Risks for the current year - there is a £100,000 forecast over budget but

confident that it can be reined in. J Deane said he was satisfied that the budget can be delivered robustly and on a sustainable basis.

Councillor Griffiths said that this budget had been through two meetings of Overview and Scrutiny Committees and the only changes from the Housing & Community meeting was an increase in staffing for private sector housing. This was also presented as an additional item and there were no challenges and the committee were in agreement.

Councillor Marshall said the members of the Strategic Planning and Environment OSC were content and overall, supportive of the budget.

Councillor Williams said it was becoming increasingly challenging to produce a balanced budget whilst maintaining front line services. He passed his thanks to everyone for putting it together. He referred to page 107 and asked about the £378 million borrowing figure.

J Deane said it was a combination of the HRA borrowing remains and the general fund.

N Howcutt said it sets key principles and is an indicator of the maximum level of debt that is sustainable. This can be reviewed every year.

Councillor Williams asked if this was an internal measure of control and do DBC have some flexibility?

J Deane confirmed that the authority was DBC's.

Councillor Tindall referred to the graph for 2023-24 and this cap has been exceeded by £16 million. Does this mean that somewhere between now and 2023, we have got to reduce capital borrowing by £16 million to stay within the guidelines?

J Deane said a reassessment would be made to enable more borrowing. A lot of these targets are statutory requirements but don't reflect reality. This figure can change dependant on the financial position at the time.

Voting

None.

CA/20/18 PERIOD 9 BUDGET MONITORING REPORT

Decision

1. Consider the budget monitoring position for each of the above accounts;

RESOLVED TO RECOMMEND

2. the approval of the revised capital programme to move £11.8m slippage identified at Quarter 3 into financial year 2019/20 as detailed in Appendix C;

3. the approval of the one-off supplementary budgets required to deliver several service changes as set out below. Details for these supplementary budgets are set out in the body of the report and have a net nil impact on the General Fund Working Balance:

- **£40k to fund pension costs of staff transferring to the third party contractor under TUPE, funded from the Management of Change reserve.**
- **A one-off increase to the Adventure Playground service employees budget of £16k to support costs of restructuring the service, funded from the Management of Change reserve.**
- **An increase in the parks and open spaces budget of £25k to meet one-off health and safety costs, funded from the Dacorum Development reserve.**
- **An increase in the waste services consultancy budget of £30k, funded from the Invest to Save reserve.**
- **£25k to support one-off costs of feasibility in Strategic Planning, funded from the Planning & Regeneration Project Reserve.**
- **Increase to the homeless hostels premises budget of £75k to support health and safety work, funded from the Dacorum Development Reserve.**
- **As part of the Forum building developments to facilitate the CCG moving into the Forum, there is a requirement for £10k for additional IT licensing budget and £10k for Facilities Management budget, to support one-off improvement works to The Forum, to be funded from the Invest to Save reserve.**

4. the approval of supplementary capital budgets.

- **2018/19 Capital budget of £15k for Tring Community Centre door upgrade**

- **2018/29 Capital budget of £195k to continue the improvement works to The Forum**

5. Agree the Council's flexible use of capital receipts strategy at Appendix D of this report.

- Note the set up costs of £600k falling under this strategy and agree these be funded from capital receipts.

Corporate objectives

Delivering an efficient and modern council.

Monitoring Officer/S.151 Officer comments

Monitoring Officer

No Comments to add to the report.

S.151 Officer

Comments included within the body of this report

Advice

N Howcutt introduced the report and said the overall position is a £113,000 pressure but this is an improvement on the last quarter. Good fiscal management will continue to bring a balanced budget.

Voting

None.

CA/21/18 LOCAL PLAN UPDATE

Decision

That progress on preparing Dacorum's Local Plan as set out in the report is noted.

Corporate objectives

The Council's Local Plan helps support all 5 corporate objectives:

- *Safe and clean environment:* e.g. contains policies relating to the design and layout of new development that promote security and safe access;
- *Community Capacity:* e.g. provide a framework for local communities to prepare area-specific guidance such as Neighbourhood Plans, Town / Village Plans etc.;

- *Affordable housing*: e.g. sets the Borough's overall housing target and the proportion of new homes that must be affordable;
- *Dacorum delivers*: e.g. provides a clear framework upon which planning decisions can be made; and
- *Regeneration*: e.g. sets the planning framework for key regeneration projects, such as Hemel Hempstead town centre and the Maylands Business Park.

Monitoring Officer/S.151 Officer comments

Monitoring Officer

No comments to add to the report.

Deputy S.151 Officer

No further comments to add to the report.

Advice

Councillor G Sutton introduced the report and said it was to update members on the progress of the Local Plan. The new Local Plan looks ahead to 2036 and will replace the current Core Strategy. The new plan is progressing well and paragraph 8 of the report sets out a number of key issues that the plan will need to address. The Task & Finish Group is considering key issues for the content of the draft plan, and evidence underpinning the plan is at Appendix A. A key piece of technical work will evaluate the suitability of sites put forward by landowners and developers. This will be complete in the spring and will inform the Council's choices on suitable and sustainable locations for development. The council are still waiting for the final version of the government's standard methodology for assessing local housing needs which is critical for moving the plan forward. A further progress report will be brought to Cabinet on 21st May.

Councillor Tindall asked if there was any further information from the government when they will be issuing their revised targets.

J Doe said not at the moment. There was a consultation on the Government's revised methodology for assessing housing need late last year which DBC submitted a response. All DBC have is the figure from draft proposals but this needs confirmation.

Councillor Tindall said he was concerned that LA5 went before DMC last week and the LA3 application is fast approaching, are the number of houses built here part of the revised figure?

Councillor Williams said the LA sites in the current plan are delivering towards the 430 new homes annual target. The Task & Finish Group are looking at additional sites beyond 2031 and beyond the 430 housing target.

Voting

None.

CA/22/18 SENIOR OFFICER PAY 2019/20

Decision

RESOLVED TO RECOMMEND

- 1. That Council to adopt the Pay Policy for 2019/20 as set out in appendix 1 to this report.**
2. That any amendments to the Pay Policy throughout the financial year 2019/2020 which are required as a result of legislative changes can be approved by the Chief Executive in conjunction with the Council's Monitoring Officer be agreed.

Corporate objectives

The Council's policies in respect of pay and terms and conditions support all five of the Council's strategic objectives as part of ensuring that services to the community can be delivered to the required standards and with due regard to economy, efficiency and effectiveness

Monitoring Officer/S.151 Officer comments

Monitoring Officer

The Pay Policy at Appendix 1 meets the Council statutory requirements under S.38 Localism Act 2011.

S.151 Officer

No further comments to add to the report.

Advice

Councillor Harden introduced the report. There are a few changes from last year; more junior posts are receiving a higher percentage increase and the new pay scales are in Appendix A. Redundancy payments have been changed to reflect the agreements reached with the trade unions. The gender pay gap now shows that women are on average, earning higher than men. There has also been a slight increase in election fees to reflect the increased cost of living.

Voting

None.

CA/23/18 GROWTH AND INFRASTRUCTURE STRATEGY

Decision

RESOLVED TO RECOMMEND

- 1. That Council approves the draft strategy as set out in Appendix 1 to this report, and the draft executive summary at Appendix 2.**
2. That non-substantive editing changes be delegated to the Corporate Director – Housing and Regeneration, in consultation with the Leader of the Council.

Corporate objectives

The proposed Growth and Infrastructure Strategy helps support all 5 corporate objectives:

- *Safe and clean environment*
- *Community Capacity*
- *Affordable housing*
- *Dacorum delivers*
- *Regeneration*

Monitoring Officer/S.151 Officer comments

Monitoring Officer

The Strategy is not a statutory document but it sets a vision for future growth in the borough. The statutory Local Plan is still the overriding document for determining volume and location of growth in the borough but this document helps to set out how the Council aims to manage that growth.

Deputy S.151 Officer

No further comments to add to the body of the report and outlined strategy.

Advice

Councillor Williams introduced the report and said this strategy would be looking at the growth and infrastructure requirements up to 2050. This will fit in with the South West Herts joint working which is looking at infrastructure requirements across the county.

J Doe said the report included an executive summary and the full document which sets out the main issues. This provides the framework to bring forward further action plans to deliver necessary infrastructure.

Voting

None

CA/24/18 NEW NORMAL PROGRAMME

Decision

That the New Normal Strategy be approved.

Corporate objectives

Delivering an efficient and modern Council

Monitoring Officer/S.151 Officer comments

Monitoring Officer

All projects agreed under the New Normal Programme will follow the Council's project management guidance and constitutional rules to ensure required approvals are obtained and project outcomes are properly monitored and reported.

Deputy S.151 Officer

There are no initial financial implications of this strategy. As the programme develops proposals, business cases including any financial implications will be submitted for approval, in line with Dacorum financial regulations.

Advice

Councillor D Collins introduced the report to members. This programme is a council wide approach to delivering continuous improvement and change management across services. Adopting this approach should enhance the council's ability to react, examine opportunities and avoid duplications to maximise service benefits. Greater clarity is the engine of change and the strategy addresses three main service areas.

S Marshall added that we are living in a world where change is constant. One of the challenges posed to the senior leadership team was what does the council of 2018 and beyond look like? There are three core work streams and what they will be doing is to look at delivering a modern and efficient council with a human face. This will focus on how we work with partners, identifying skills and managing cultural change within the organisation and councillors adopting a community leadership role. The overarching strategy is setting the direction, action plans will need to be developed to focus change.

Councillor Douris referred to councillors adopting a community leadership role. He said he hoped there would be an opportunity after the election in May within the member development programme to recognise that leadership role.

S Marshall said the member development programme will be shaped to support members and equip them through the process.

Councillor Tindall said attendance at member development sessions has been small, it would be helpful if there could be a way on impressing on members that it is their obligation to keep up with training.

Councillor Williams said this has been part of the discussions and whether some training should be made compulsory. Some training is clearly critical and members need to attend.

S Marshall said a report will be coming to the March meeting about how the programme is being developed and what training should be mandatory.

Vote

None.

CA/25/18 SOUTH WEST HERTS MEMORANDUM OF UNDERSTANDING

Decision

That Cabinet authorise the approval of the South West Partnership Memorandum of Understanding

Corporate objectives

- A clean, safe and enjoyable environment
- Building strong and vibrant communities
- Ensuring economic growth and prosperity
- Providing good quality affordable homes, in particular for those most in need

Monitoring Officer/S.151 Officer comments

Monitoring Officer

The Memorandum of Understanding does not include any legally binding obligations but does set out key areas, which the partners will focus on and work together to achieve. Any key decisions that flow from the actions of the partnership will still be subject to the Council's usual decision-making processes and constitutional rules.

Deputy S.151 Officer

No further comments to add to the report

Advice

Councillor Williams introduced the report. He said that leaders and chief executives from five councils have been meeting fortnightly to discuss working together on infrastructure demands. He sought to reassure members that other authorities are aware of DBC's red lines over sovereignty on housing numbers and there is some discussions to be had about what degree joint working goes forward for developing joint plans. There are benefits to us and SW Herts to participate in joined up working and infrastructure requirement are across the county and does not stop at the borough boundary.

Vote

None

CA/26/18 EXCLUSION OF THE PUBLIC

That, under s.100A (4) of the Local Government Act 1972 Schedule 12A Part 1 as amended by the Local Government (Access to Information) (Variation) Order 2006 the public be excluded during the items in Part 2 of the Agenda for this meeting, because it is likely, in view of the nature of the business to be transacted, that, if members of the public were present during those items, there would be disclosure to them of exempt information relating to the financial and business affairs of the Council and third party companies/organisations.

Local Government Act 1972, Schedule 12A, Part 1, paragraph 3.

CA/27/18 LONGDEAN DUAL USE AGREEMENT

Full details in Part 2 minutes.

The Meeting ended at 8.10 pm

CABINET FORWARD PLAN

	DATE	MATTERS FOR CONSIDERATION	Decision Making Process	Reports to Monitoring Officer/ S.151 Officer	CONTACT DETAILS	BACKGROUND INFORMATION
1.	23/04/19			04/04/19		
2.	21/05/19	Finance Outturn Report		02/05/19	Nigel Howcutt, Assistant Director of Finance & Resources 01442 228662 Nigel.howcutt@dacorum.gov.uk	To be provided
3.	21/05/19	Vehicle Repair Shop		02/05/19	David Austin, Assistant Director of Neighbourhood Delivery 01442 228355 David.austin@dacorum.gov.uk	To approve the maintenance and repair of equipment used by the Clean Safe and Green service being brought back in house
4.	21/05/19	Local Plan update		02/05/19	James Doe, Assistant Director of Planning, Development & Regeneration 01442 228583 James.doe@dacorum.gov.uk	To report to Cabinet on progress with preparing the new Local Plan for the Borough
5.	21/05/19	New Build Update		02/05/19	Fiona Williamson, Assistant Director Housing 01442 228855 Fiona.williamson@dacorum.gov.uk	To be provided
6.	21/05/19	Air Quality Action Plan		02/05/19	David Austin, Assistant Director of Neighbourhood Delivery 01442 228355 David.austin@dacorum.gov.uk	To be provided
7.	25/06/19	Private Sector Housing Strategy		06/06/19	Fiona Williamson, Assistant Director Housing 01442 228855 Fiona.williamson@dacorum.gov.uk	To be provided
8.	25/06/19	Update on HLF bid for the Bury Project		06/06/19	James Doe, Assistant Director of Planning, Development & Regeneration 01442 228583 James.doe@dacorum.gov.uk	To be provided
9.	25/06/19	Leisure Action Plans		06/06/19	Linda Roberts, Assistant Director of People, Performance and Innovation 01442 228979 Linda.roberts@dacorum.gov.uk	To be provided
10.	30/07/19			11/07/19		

Future Cabinet Dates 2019: 10 September
15 October
12 November
10 December

Future Items:

South West Herts Joint Strategic Plan (J Doe)



Report for:	Cabinet
Date of meeting:	19th March 2019
Part:	1
If Part II, reason:	

Title of report:	Public Space Protection Order (Dog Management)
Contact:	<p>Councillor Neil Harden Portfolio Holder for Community and Regulatory Services</p> <p>Author/Responsible Officer: David Austin – Assistant Director (Neighbourhood Delivery) Emma Walker – Group Manager Environmental & Community Protection Dawn Rhoden – Team Leader Operations & Public Health</p>
Purpose of report:	To propose the introduction of a Public Space Protection Order to provide a means of controlling a number of dog activities having a detrimental effect on the quality of life for those living in, working in and visiting the area of Dacorum Borough Council
Recommendations	<p>That Cabinet agree to:</p> <ol style="list-style-type: none"> 1. Approve the implementation of a Public Space Protection Order under the Anti-Social Behaviour, Crime and Policing Act 2014 with restrictions relating to the control of dogs Borough wide as set out in paragraph 4 of the report. from 1st July 2019. 2. To set £75 as the sum payable for a fixed penalty notice.
Corporate Objectives:	<p>Safe and Clean Environment Maintain a clean and safe environment</p>
Implications:	<p><u>Financial</u></p> <p>The local authority must arrange for the display of signage advising of the effect of the Order. There is no prescribed format nor size requirements for these signs, and costs will</p>

<p>'Value For Money Implications'</p>	<p>ultimately depend upon the number of signs required and the design/materials used. There will be ongoing maintenance costs to replace any damaged signage.</p> <p>There may be additional income from fixed penalty notices, which could partially defray the costs of enforcing the Order. No data is held that would allow an estimate for the likely income, as much would depend on the availability of resources to carry out enforcement activities.</p> <p>It is proposed that enforcement of the dog management PSPO will be carried out within existing resources.</p> <p><u>Value for Money</u> PSPO's are seen as a more cost-effective means of controlling the activities in question than under byelaws, also providing a wider range of enforcement options.</p>
<p>Risk Implications</p>	<p>There will be risks associated with Council enforcement officers who will be tasked with enforcing the PSPO and appropriate training will need to be given. Risk assessments will be completed for the enforcement activity and all reasonable precautions taken to minimise any risk.</p> <p>There are also reputational risks in terms of the council being perceived as enforcing against vulnerable persons and seeking to criminalise certain behaviours which wouldn't normally attract fixed penalty notices or prosecution for non-payment.</p> <p>There are also limited resources for enforcement and therefore enforcement will have to be targeted at certain periods. The PSPO will raise expectations that prohibited behaviours will be eliminated entirely; however due to difficulties in identifying some of the contraventions and taking a proportionate approach to enforcement there will not always be immediate results which will be noticeable to the public.</p>
<p>Community Impact Assessment</p>	<p>Attached as an appendix to this report.</p>
<p>Health And Safety Implications</p>	<p>Some Health & Safety implications may arise from the enforcement of orders, this will be incorporated within individual service risk assessments for authorised enforcing officers.</p>
<p>Monitoring Officer/S.151 Officer Comments</p>	<p>Monitoring Officer:</p> <p>The PSPO will assist with the prevention of anti-social behaviour in the borough. There will need to be a proportionate approach to enforcement particularly where the order is being breached by young and vulnerable persons.</p> <p>Deputy S.151 Officer</p>

	The implementation of this recommendation will be funded through existing approved budgets.
Consultees:	Hertfordshire Police Hertfordshire Highways Residents of Dacorum Boxmoor Trust National Trust Parish Councils
Background papers:	Home Office – Reform of anti-social behaviour powers: Statutory guidance for frontline professionals (section 2.6) Home Office - Anti-social behaviour powers Statutory guidance for frontline professionals Updated December 2017 Cabinet Minutes 24 th April 2018. Proposal for consultation to commence. Overview and Scrutiny Minutes 20 th November 2018
Glossary of acronyms and any other abbreviations used in this report:	PSPO – Public Spaces Protection Order FPNs – Fixed Penalty Notices

1. Background

1.1. Under the Anti-social Behaviour, Crime and Policing Act 2014, local authorities may make orders to prohibit specified activities, and/or require specified activities to be carried on in accordance with certain requirements, within a designated area in the public domain, which may include public highways and footways, parks and open spaces, pedestrianised areas, or similar. Such orders are known as Public Spaces Protection Orders (PSPO).

1.2. PSPO can be used by authorities to control a variety of problematic behaviours which satisfy two statutory conditions:

“The first condition is that—

(a) activities carried on in a public place within the authority's area have had a detrimental effect on the quality of life of those in the locality, or

(b) it is likely that activities will be carried on in a public place within that area and that they will have such an effect.

The second condition is that the effect, or likely effect, of the activities—

(a) is, or is likely to be, of a persistent or continuing nature,

(b) is, or is likely to be, such as to make the activities unreasonable,
and

(c) justifies the restrictions imposed by the notice.”

1.3. Prohibitions or requirements on activities covered by a PSPO must be reasonable in order to:

(a) prevent the detrimental effect from continuing, occurring or recurring, or

(b) reduce that detrimental effect or to reduce the risk of its continuance, occurrence or recurrence.

1.4. Where a PSPO is in force, it is a criminal offence to do anything which is prohibited under the Order, or to fail to comply with requirements of the Order. Persons guilty of such offences are liable, on summary conviction, to a fine not exceeding level 3 on the standard scale (currently up to £1,000). Offences may also be disposed of by way of a fixed penalty notice of up to £100, payable to the local authority.

1.5. PSPOs may be enforced by a police officer, PCSO, or a person authorised by the local authority for that purpose.

1.6. A PSPO will be valid for a period of up to 3 years, at the end of which it may be extended. Orders may also be varied or discharged by the local authority at any time during their validity.

1.7. Prior to making, extending, varying or discharging a PSPO, a local authority must:

- Consult the chief officer of police and the Policing and Crime Commissioner for the applicable area; any community representatives that it is thought appropriate to consult; and the owners/occupiers of land included within the restricted area;
- Publish the draft Order (or details of variation/discharge proposal);
- Notify any parish/town councils within the restricted area, and the County Council;

with regards to its proposals. The authority must also consider its proposed restrictions against the rights of freedom of expression (Article 10) and assembly (Article 11) under the European Convention on Human Rights. The proposed restrictions have been considered against the rights in Article 10 and 11 but it is not considered that there will be any infringement on these rights. If there is any infringement it is considered that it is proportionate for the prevention of disorder and crime.

- 1.8. PSPO's may apply to all persons or only to persons in/not in specified categories; at all times or only within/not in specified times; and in all circumstances or only in/not in specified circumstances.
- 1.9. The power to make PSPO's replaced and consolidated several earlier area-control orders, including designated public place orders which have previously been used by the Council in respect of street drinking. PSPO's may be challenged in the High Court by any person who lives in, regularly works in or regularly visits a restricted area, within 6 weeks of an Order being made or varied.

2. Proposal for new PSPO

- 2.1. A variety of dog related educational programs have taken place across the Borough, these events include:
 - targeted fouling events in Chaulden and surrounding areas
 - dog fouling educational patrols across the Borough
 - attending community meetings
 - involving local schools
 - letter drops
 - joint events with the People Dispensary for Sick Animals (PDSA) and other local charities to promote responsible dog ownership.

Despite all of these events concerns still exist around a number of dog related activities currently occurring across Dacorum, these activities are considered detrimental to the quality of life for persons living in and using Dacorum.

- 2.2 It is therefore proposed to introduce dog management PSPO covering the whole of Dacorum.

3. Consultation

- 3.1 Following Cabinet's recommendation in April 2018 a public consultation was initiated which invited comments from residents and

interest groups on the proposals for the PSPO. There were over 1220 responses to the consultation.

- 3.2 A report was taken to OSC on the 20th November 2018 following the public consultation. After this meeting the proposed orders were amended and further consultation was undertaken with the Chief Officer of police and the Policing and Crime Commissioner for Hertfordshire. No comments were received from this consultation.
- 3.3 Aside from ensuring that the statutory tests, particularly in respect of proportionality and justifiability, are satisfied, there are a number of considerations around the introduction of PSPO's which would also need to be considered and are highlighted further below.

4. Proposed Orders

4.1 Dog Fouling

Proposed Order One

A person in charge of a dog in any public place within the Borough of Dacorum (excluding National Trust land shown in Schedule 3) must forthwith clear up and remove any faeces deposited by the dog and either take away the faeces or place the faeces in a general litter or dog waste bin;

Proposed Order Two

A person in charge of a dog in any public place within the Borough of Dacorum (Schedule 2) must comply with any request from a Constable or a person duly authorised by the Council to clear up and/or remove any faeces deposited by the dog where they have otherwise failed to do so. The faeces must either be taken away or placed in a general litter or dog waste bin;

Proposed Order Three

A person in charge of a dog in any public place within the Borough of Dacorum (Schedule 2) must have with them an appropriate means to pick up dog faeces deposited by that dog. The obligation is complied with if, after a request from an authorised officer, the person in charge of the dog produces an appropriate means to pick up dog faeces.

4.2 Dog Control

Proposed Order Four

A person in charge of a dog on any public place within the Borough of Dacorum (Schedule 2) must comply with a direction given to them by a Constable or a person duly authorised by the Council to put and keep the dog on a lead unless:

- (a) they have reasonable excuse for failing to do so, or

- (b) the owner, occupier or other person or authority having control of the land has consented (generally or specifically) to his failing to do so.

4.3 Exclusion of Dogs in Specified Areas

Proposed Order Five

A person in charge of a dog in a public space within the borough of Dacorum Borough Council is prohibited from allowing the dog to enter the “Dog Exclusion Zones” these include enclosed children’s play areas, adventure playgrounds and splash parks (shown in Schedule 1)

4.4 Exception

Nothing in this Order shall apply to a person who –

- a) Is registered as a blind person on a register compiled under section 29 of the National Assistance Act 1948; or
- b) is deaf, in respect of a dog trained by Hearing Dogs for Deaf People (registered charity number 293358) and upon which he relies for assistance; or
- c) has a physical or mental impairment which has a substantial and long term adverse effect on the ability to carry out normal day-to-day activities, in respect of a dog trained by any current or future members of Assistance Dogs UK or any other charity registered in the UK with a purpose of training assistance dogs and upon which he relies for assistance
- d) has a physical or mental impairment which has a substantial and long term adverse effect on the ability to carry out normal day-to-day activities and in the reasonable opinion of the Council that person relies upon the assistance of the dog in connection with their disability

4.5 For the purpose of the orders

- a) A person who habitually has a dog in his possession shall be taken to be in charge of the dog at any time unless, at the time of the offence, some other person is in charge of the dog
- b) Being unaware of the defecation (whether by reason of not being in the vicinity or otherwise), or not having a device or other suitable means of removing the faeces shall not be a reasonable excuse for failing to remove the faeces.
- c) The Borough of Dacorum is shown in Schedule 2
- d) A person duly authorised by the Council means an employee, partnership agency or contractor of Dacorum Borough Council who is authorised in writing by Dacorum Borough Council for the purpose of giving direction under the order.

5. Enforcement

- 5.1 If the Order is imposed, consideration will also need to be given to enforcement as there will be raised expectations from the public which will need to be managed. A stepped and proportionate approach to

sanction will need to be developed. The Councils enforcement policy must be followed in all instances.

- 5.2 Furthermore, there is currently no dedicated resource, enforcement sits across a numbers of different council services. Accordingly, a coordinated and targeted approach to enforcement, working together with other enforcement agencies, will need to be developed.

AREA AFFECTED BY THE PROPOSED PSPO

Schedule 1- Dog Exclusion Zones

Children's Play Parks

Hemel Hempstead

Name	Area	Directions
High Street Green	Adeyfield	By Briery Way
Reith Fields	Adeyfield	Off Longlands
Durrants Hill	Apsley	Field by canal
Barnacres	Barnacres Road	Bennetts End
Swan Mead	Belswains Lane	Kingfisher Drive
Apsley Lock	Belswains Lane	Open space leading to footbridge, end of Stephenson Wharf
Wharf Road	Boxmoor Common	Boxmoor
Chaulden Lane Playing Field	Chaulden Lane	Chaulden
Gadebridge Park (King George V)	Gadebridge Park	By Queensway Carpark
Wood View (Gadebridge Park West)	Gadebridge	West side of Gadebridge Park off Gadebridge Lane
Margaret Lloyd Park	Grovehill	Aycliffe Drive opposite Henry Wells Square
Grovehill Playing Field*	Grovehill	Washington Avenue
Randalls Park	Highfield	Allandale
Jocketts	Chaulden	Jocketts Road
Malmes Croft	Leverstock Green	Green by Northend shops
Barley Croft	Leverstock Green	Off Woolmer Drive
Westwick Field	Leverstock Green Playing Field	Behind Leverstock Green Village Centre
Coronation Fields	Leys Road	Behind Bennetts End Community Centre
Lockers Park	Lockers Park	By car park on Hanger Close, off Lockers Park Lane
Keens Field	Queensway (B487)	Entrance to field by Nickey Line bridge
Jarman Park	St Albans Hill	By Dacorum Athletics Track
Water Gardens	Town Centre	Within Water Gardens
Marlowes	Town Centre	Main section adjacent to WH Smith, with

Name	Area	Directions
		continued play areas throughout the town centre
Warners End Valley (Upper)	Warners End	Galley Hill
Northridge Park	Warners End	Northridge Way, rear of Warners End shops
Warners End Valley (Lower)	Warners End	Along footpath from Butts End to Spring Lane
Woodhall Farm Open Space	Woodhall Farm	Open space, rear of community centre

Berkhamsted and Tring

Name	Area	Directions
Velvet Lawn	Berkhamsted	Playing field top of Swing Gate Lane
Butts Meadow	Berkhamsted	Kings Road
Lagley Meadow	Berkhamsted	Field next to sports centre on Shrubland Road
Normandy Drive	Berkhamsted	Bridgewater Road
George Street	Berkhamsted	George Street
Mortimer Hill	Tring	Field next to Tring School
Sutton Close	Tring	Off Wingrave Road
Miswell Lane	Tring	Access through gate by 86 Miswell Lane, or from Goldfield Road

Kings Langley and Villages

Name	Area	Directions
Rucklers Lane	Kings Langley	Behind 115-133 Rucklers Lane
The Nap	Kings Langley	Green beyond community centre
Beechfield	Kings Langley	Entrance from garage site at side of No.1
Church Lane	Bovingdon	Rear of school field, opposite St Lawrence's Church
Hyde Lane	Bovingdon	Old Dean
Boundary Cottages	Bovingdon	Chipperfield Road
Markyate	Cavendish Road	By access road to village hall
Tower Hill	Chipperfield	Access along lane by The Boot

Name	Area	Directions
Croft Meadow	Chipperfield	End of road by woods
Great Gaddesden	Church Meadow	Off Pipers Hill
Flaunden	Flaunden	By village hall
Gaddesden Row	Gaddesden Row	Field side of 14 Gaddesden Row

Town and parish council play areas

Name	Area
Little Gaddesden	Church Road
Long Marston	Tring Road, behind village hall
Markyate	Pickford Road, footpath beside no 21
Nash Mills	Bunkers Lane, by junction with Belswains Lane
Northchurch Rec Gd	High Street, sports ground
Pond Close	Tring, by Red Cross Hall
Potten End	Plough Lane
Wigginton	Vicarage Road
Wilstone	Tring Road, by village hall

Any new children's parks built during the duration of the PSPO will also become dog exclusion zones

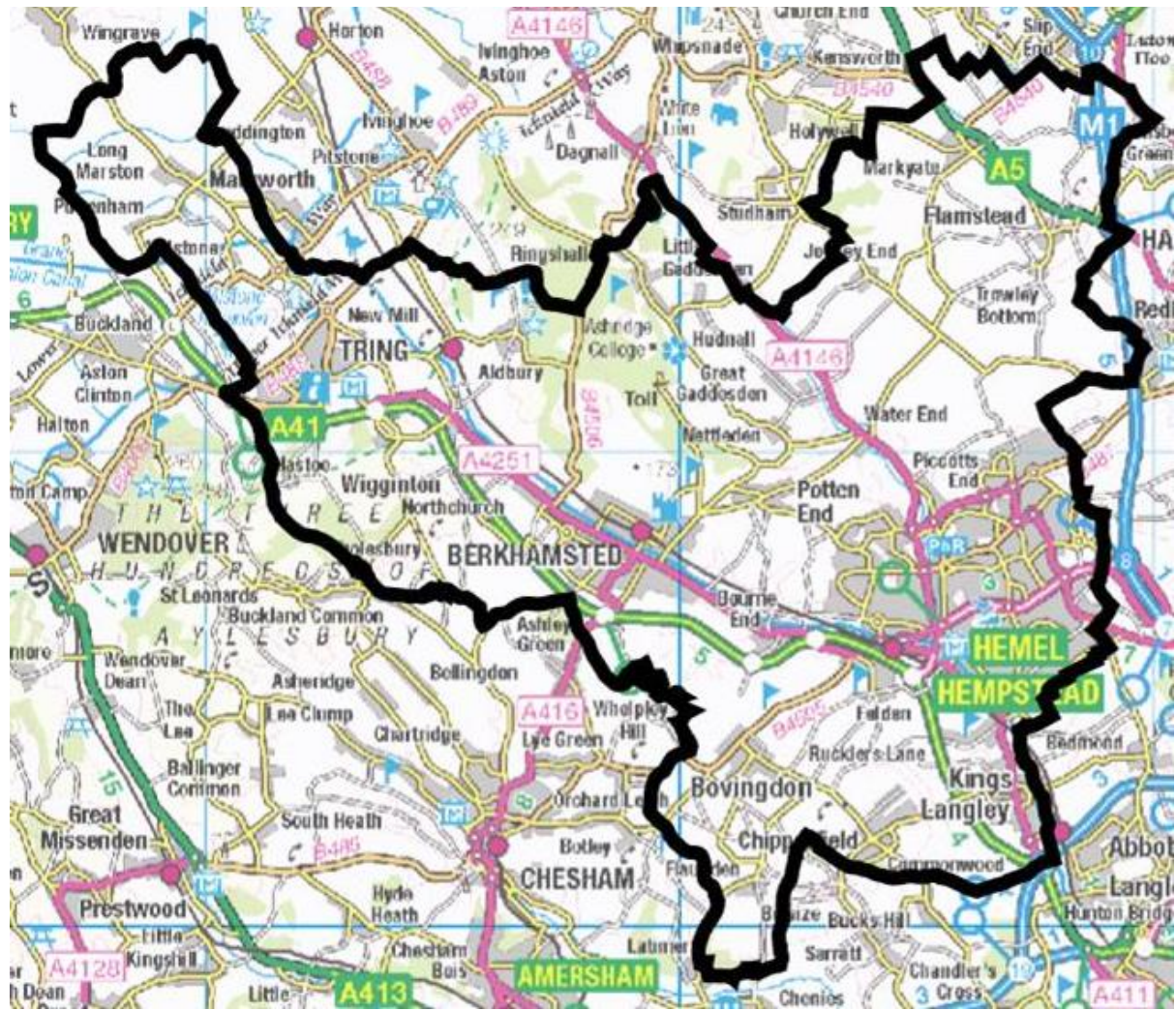
Adventure playgrounds

- Adeyfield Adventure Playground, Turners Hill, Hemel Hempstead, Herts, HP2 4LD
- Grovehill and Woodhall Farm Adventure Playground, Redbourn Road, Hemel Hempstead, Herts, HP2 7BA
- Chaulden Adventure Playground, Long Chaulden, Hemel Hempstead, HP1 2HX
- Bennetts End Adventure Playground, Rant Meadow, Hemel Hempstead, Herts, HP3 8EQ

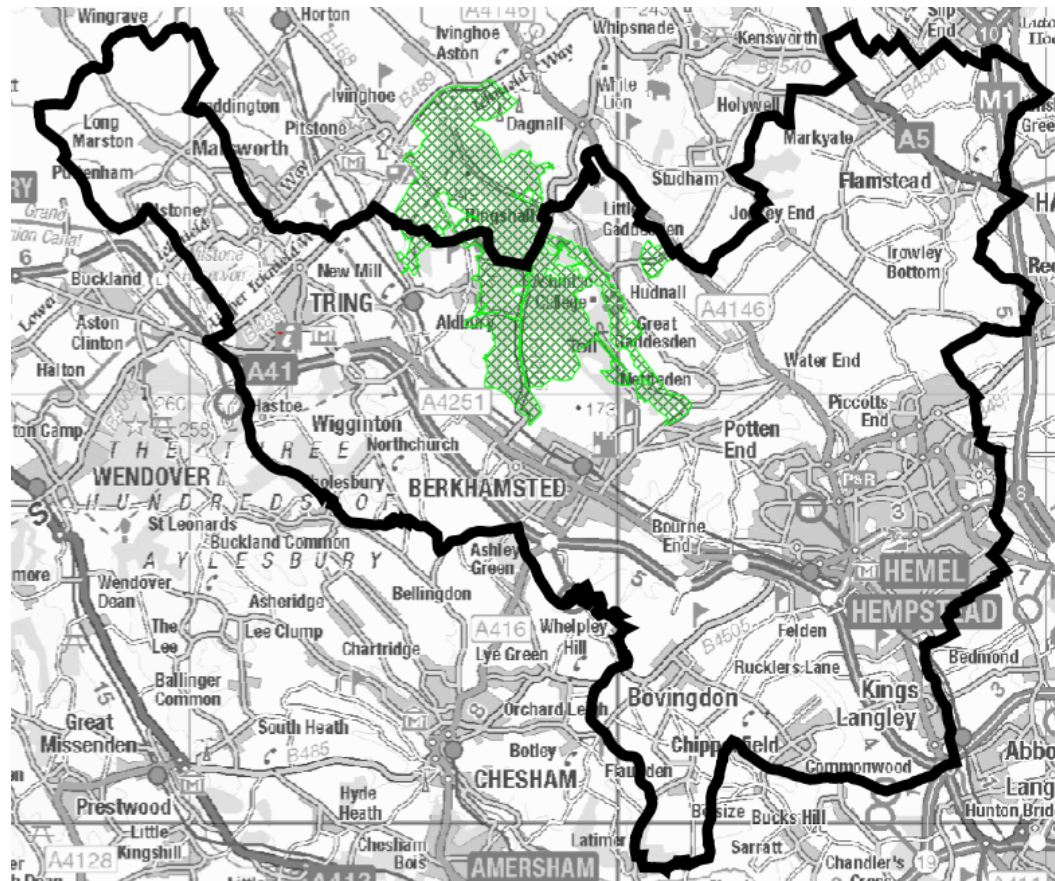
Splash Parks

- Gadebridge Park

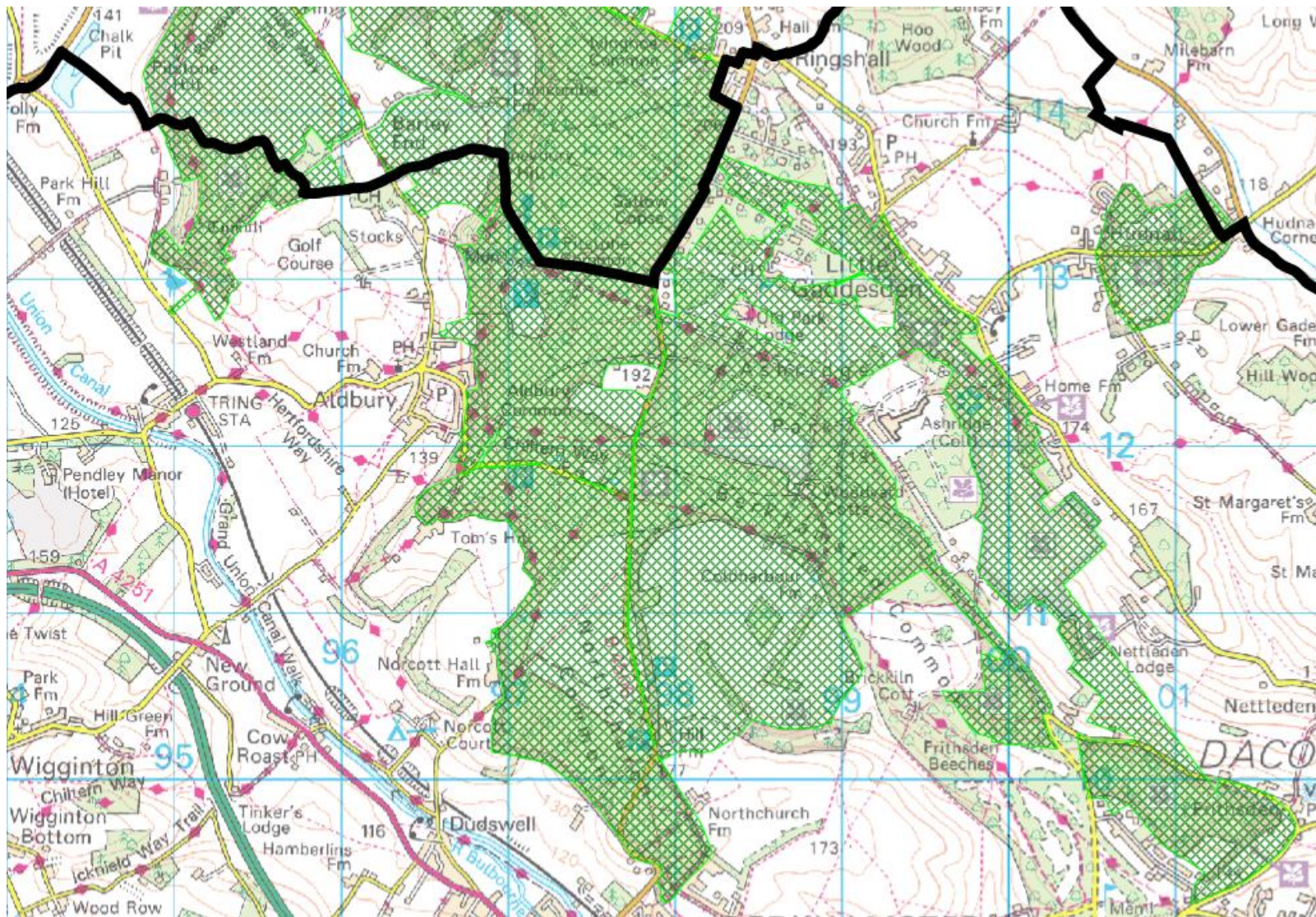
Schedule 2: Map corresponding to proposed Order 2, 3 & 4 – Whole Borough



Schedule 3: Map corresponding to proposed Order 1 –Whole Borough excluding National Trust land (National Trust land is shaded)



Larger view of National Trust area.



Agenda Item 8



Report for:	Cabinet
Date of meeting:	19 March 2019
Part:	1
If Part II, reason:	

Title of report:	Strategic Risk Register Quarter 3, 2018/19
Contact:	Cllr Graeme Elliot, Portfolio Holder for Finance & Resources James Deane, Corporate Director (Finance & Operations) Linda Dargue, Lead Officer Insurance & Risk
Purpose of report:	To provide the Quarter 3 update on the Strategic Risk Register
Recommendations	It is recommended that Cabinet: 1. Notes the position on the Strategic Risk Register as at the end of Quarter 3, 2018/19; and, 2. Approves the recommended approach to the further integration of the Strategic Risk Register, Corporate Plan, and Key Performance Indicators.
Corporate Objectives:	Delivering an Efficient and Modern Council – risk management is an essential part of ensuring that the Council meets all of its objectives.
Implications:	<u>Financial</u> Contained within the body of the report.
'Value For Money Implications'	<u>Value for Money</u> Contained within the body of the report.
Monitoring Officer/S.151 Officer Comments	Monitoring Officer: No comments to add to the report. S.151 Officer This is a S151 Officer report.
Consultees:	Cabinet Leader of the Opposition Chief Officer Group Mazars Audit Committee
Background papers:	Report to Audit Committee 5 February 2019

Quarter 3 position

1. The revised Strategic Risk Register showing the Council's position as at the end of Q3 2018/19 is attached at Appendix A. Although similar in substance, there have been more changes than normal to the strategic risks since last reported to Cabinet in November 2018. The background to these changes is detailed in the paragraphs below.

Background on Strategic Risk Register

2. Cabinet has overall responsibility for the Council's Strategic Risk Register, with scrutiny performed by the Audit Committee on a quarterly reporting cycle, and day-to-day management undertaken by Chief Officers.
3. A strategic risk is defined as a threat that may prevent the Council delivering one or more of its strategic priorities, i.e. one of the five Corporate Priorities outlined in the Corporate Plan. The risk register is a dynamic document and the quarterly reporting cycle is designed to enable both the addition of emerging risks to these priorities, and, where appropriate, the amendment of perceived threat levels.
4. The Council's current Corporate Plan runs until 2020, at which point there will be a full review of strategic risks to ensure that they are still applicable to renewed corporate priorities. However, the continued uncertainty around Brexit negotiations and its potential implications for local government, together with feedback from previous Audit Committee meetings prompted an earlier, interim review, held in September 2018.

Review of strategic risks

5. Vanessa Bateman, a Senior Manager from Mazars, the Council's Internal Auditors, facilitated the review and present at the meeting were Cabinet Members, the Leader of the Opposition, Chief Officer Group, and the Assistant Director (Finance & Resources).
6. Given that the Strategic Risk Register is actively managed throughout the year and that Corporate Priorities have not changed since the last review, the review was not expected to result in fundamental change. However, it did provide an opportunity to re-evaluate the rationale behind each of the strategic risks, which resulted in the updated risk register, attached at Appendix A.

Next steps

7. If Cabinet approves the new strategic risks, the next step will be to renew the links with the Operational Risk Register (which governs the management of day-to-day risks) and the Key Performance Indicators (which demonstrate the effectiveness of controls put in place to manage risks).
8. Given that the current Corporate Plan is scheduled for renewal in 2020, the short-term focus will be to establish a structure of more integrated reporting rather than to refine specific links between current risks and performance indicators. The objective is that by the time the new Corporate Plan is approved, the structure will be in place for it to explicitly underpin all risk registers, service plans and performance indicators.

9. This work will be supported by Vanessa Bateman of Mazars, and will involve all Assistant Directors (as the owners of the operational risks), and in particular the Assistant Director (Performance, People & Innovation) who is responsible for management of the performance reporting structure.

Reporting format

10. The Audit Committee has previously noted that the information in the Strategic Risk Register could be more accessible to the reader. Although in the short-term we are heavily constrained by the reporting software, we have put in place some amendments that should make it easier for Members to consider each risk.
11. The medium-term suitability of the current software package will be reviewed alongside the project to integrate the Strategic Risk Register with performance and operational risk management.

Audit Committee feedback

12. The Audit Committee considered this feedback and the updated Strategic Risk Register at its meeting in February 2019, and were content with the recommended approach.

STRATEGIC RISK REGISTER

December 2018



SR1 - Funding and income is not sufficient to deliver the Council's Corporate Objectives

Corporate Priority:		Risk Owner:	Portfolio Owner:	Tolerance	
Delivering an Efficient and Modern Council		James Deane	Graeme Elliot	Treating	
Inherent Probability	Inherent Impact	Inherent Risk Score	Residual Probability	Residual Impact	Residual Risk Score
4 Very Likely	4 Severe	16 Red	3 Likely	3 High	9 Amber
Consequences		Current Controls		Assurance	
<p>The Council is currently in the third year of a 4-year funding deal with MHCLG, which, subject to a fundamental policy change from Government, provides certainty over the minimum level of funding the Council can expect until April 2020.</p> <p>Government has stated that Revenue Support Grant will not continue beyond 2020 and that local authorities will be funded solely through the national redistribution of Business rates. The model for determining post 2020 funding levels will be based on assessment of need, and is currently being devised through the Government's Fair Funding Review.</p> <p>As yet there is no certainty over the level of funding that Dacorum or any other authority can expect. However, there is a strong belief across the sector that the new model will divert funding away from lower tier authorities in favour of those authorities with responsibility for the provision of social care.</p> <p>There are two major elements of risk associated with the impending change in funding methodology. Firstly, the Council must ensure that it's in a position to adapt to significant funding reductions at short notice when the new model is announced in November 2019. Secondly, the longer term funding outcome of the new methodology may threaten the sustainability of the services the Council plans to deliver in support of its Corporate Priorities.</p>		<p>The Council's Medium Term Financial Strategy and the HRA Business Plan are controls that mitigate the likelihood of this risk crystallising through the effective modelling of the future financial environment. Sound financial planning maximises the opportunity for the Council to identify funding risks in advance, and therefore grants more time for it to plan to provide its services differently in order to continue delivering its corporate priorities. The Council's sound financial planning processes, detailed below, have resulted in my reducing the inherent probability score from '4', Very Likely, to a residual probability score of '3', Likely.</p> <p>The Council's Medium Term Financial Strategy (MTFS) details the financial implications of the Corporate Plan over a five-year period. It ensures that the Council is able to forecast likely income pressures in the medium-term, and optimise the balance between its financial resources and the delivery of its priorities. The MTFS is reviewed at least annually and is approved by Full Council, thereby providing the opportunity for Members to make informed amendments to the Corporate Plan on the basis of likely funding constraints. The current version is accessible via the following link:</p> <p>https://democracy.dacorum.gov.uk/documents/g1742/Public%20reports%20pack%2031st-Jul-2018%2019.30%20Cabinet.pdf?T=10</p> <p>The Council's Housing Revenue Account (HRA) Business Plan maps planned income and expenditure over a thirty-year period. Government legislation that can affect the Council's delivery of social housing is incorporated within the plan and forms the basis for informed strategic decision-making.</p> <p>The Council's reviewing of its Corporate Plan together with its Communications Strategy mitigate the impact of this risk, should it occur, by keeping residents informed of the pressures faced by the Council, and consequently by managing aspiration and expectation (detail below). On this basis, I have reduced the Impact score from '4', Severe, to '3', High.</p> <p>The Council reviews its Corporate Plan periodically to ensure that the vision for the borough remains relevant and realistic within the financial constraints outlined within the MTFS and the HRA plan. The aspirations of the Council and the community are managed through the Council's Communications Strategy both through social media, the local press and Digest.</p>		<p>The financial planning controls the Council has in place to mitigate this risk are audited annually by both Internal Auditors (Mazars) and External Auditors (Grant Thornton).</p> <p>The most recent internal audits undertaken (in May 2018) were 'Budgetary Control' and 'Benefits and Savings Realisation'. Both audits received a FULL level of assurance, which is the highest possible.</p> <p>The external auditors, Grant Thornton, most recently gave the following 'value for money' opinion within the 2017/18 year end audit of the Council: 'based on the work we performed to address the significant risk, we concluded that [the Council] had proper arrangements in place in all significant respects to ensure it delivered value for money in its use of resources.'</p> <p>These independent audit opinions provide assurance that the Council is effectively controlling the processes that will enable it to derive value for money from its available resources, and therefore to maximise the opportunity for delivering its corporate objectives.</p>	
Sign Off and Comments					
<p>Sign Off Complete</p> <p>The Provisional Local Government Finance Settlement for 2019/20, announced in December 2018, was in line with the Council's expectation and therefore consistent with the financial plans.</p> <p>2019/20 will be the fourth year of the 4-year funding deal agreed with MHCLG, and the last before the new Fair Funding Mechanism is revealed for 2020/21.</p> <p>It is anticipated that the Council's funding will continue to decrease beyond 2020, as Government has previously stated its intention to drive funding towards those authorities with responsibility for social care. The extent of these reductions cannot yet be calculated with any degree of certainty. As a result, the Council has currently taken the prudent view that reductions will continue at the same average rate as since 2010, leading to self sufficiency, i.e. no government funding, by the end of the MTFS planning period (2022/23).</p>					

STRATEGIC RISK REGISTER

December 2018



SR2 - The Council is unable to recruit and retain the staff required to progress as a Modern and Efficient Council

Corporate Priority: Delivering an Efficient and Modern Council		Risk Owner: Sally Marshall	Portfolio Owner: Neil Harden	Tolerance Treating	
Inherent Probability	Inherent Impact	Inherent Risk Score	Residual Probability	Residual Impact	Residual Risk Score
3 Likely	3 High	9 Amber	2 Unlikely	3 High	6 Amber
Consequences		Current Controls		Assurance	
<p>The Council is currently finding it challenging to recruit and retain staff with the appropriate skills to deliver all of its services, particularly within professional areas such as Legal, Finance, Surveyors, Environmental Health, Planning and Building Control etc.</p> <p>This challenge has grown significantly over recent years – as the economy has emerged from the worst of the recession, the private sector employment market has become relatively more buoyant due to the continued constraints on public sector funding. General competition with the private sector for skilled employees is exacerbated for Dacorum by its close proximity to the higher salaries of the London market.</p> <p>This has resulted in the appointment of a number agency staff across the Council in order to maintain service delivery. The Council's increasing reliance on agency staff brings a number of specific risks:</p> <ul style="list-style-type: none"> • Statutory – staff shortages can put delivery of the Council's statutory services at risk, e.g. Environmental Health, Housing repairs and Fire safety, and Building Control; • Resilience – the increased flexibility of agency staff leaves the Council vulnerable to higher turnover and loss of knowledge which can affect continuity of service provision; • Financial – the cost of agency staff is higher than for permanent staff, which is pressurising budgets in several areas across the Council. <p>- Staff Morale - could be affected in areas which are carrying vacancies, due to increased workload pressure and as a result of lack of team rapport</p> <p>This challenge affects all public sector organisations within the region, and a solution is high on the agenda for county-wide working groups of which DBC is a member.</p>		<p>A programme of work has been developed to enhance our ability to recruit and retain staff:</p> <ul style="list-style-type: none"> - Terms and conditions have already been reviewed in 2017/18 to develop a range of benefits within the remuneration package - Flexible working arrangements have been implemented at the time of moving to the Forum which provided a modern and efficient working environment <p>Further measures currently being developed and implemented include:</p> <ul style="list-style-type: none"> - Enhanced and expanded Graduate/apprenticeship scheme to create up to 8 new posts within areas experiencing recruitment and retention difficulties, this will be supported by a planned approach to utilising the Council's apprenticeship levy to support some of the professional training costs - Creation of a DBC framework for a talent management programme and succession planning approach supported by the career development plans - Implementation of more robust management information which will be enabled by the implementation of a new Human Resources technology system - Streamlining of recruitment campaigns and modernisation of recruitment web pages; further develop the use of social media platforms for recruitment. - Hosting of recruitment days to generate interest in high volume recruitment service areas and retain CV's for future reference to fast track the filling of vacancies - Establish DBC as employer of choice by presence at careers fairs, developing links with Schools, Colleges and Universities 		<p>A recruitment and retention Project Initiation Document has been prepared for CMT.</p> <p>The Chief Executive is the project sponsor and is holding regularly project management meetings.</p> <p>project updates will be provided to Corporate Management Team, Performance Board and Finance & Resources Overview and Scrutiny Committee.</p>	

Sign Off and Comments

Sign Off Complete

Work has been undertaken to establish the Council's position based on evidence from the Council's HR system. This work has confirmed that whilst the current recruitment market is very competitive and challenging, there are currently a small number of areas where recruitment is more difficult. The programme of projects and initiatives has been developed to address recruitment and retention should help address this situation.

STRATEGIC RISK REGISTER

December 2018



SR3 - Social media risk					
Corporate Priority:		Risk Owner:	Portfolio Owner:	Tolerance	
Delivering an Efficient and Modern Council		Sally Marshall	David Collins	Treating	
Inherent Probability	Inherent Impact	Inherent Risk Score	Residual Probability	Residual Impact	Residual Risk Score
3 Likely	3 High	9 Amber	2 Unlikely	3 High	6 Amber
Consequences		Current Controls		Assurance	
<p>“Almost nine in ten (86%) of UK adults now have internet access at home, and this is highest among those aged under 55. Facebook continues to be the largest social network service in the UK. In April 2016, it attracted a digital audience of 38.9 million (more than three-quarters of active internet users). This was larger than that of LinkedIn (21.8 million) and Twitter (20.9 million)” (Ofcom report 2016).</p> <p>By design, social media is widely accessible and offers users easy electronic communication of personal information and other content, such as news, videos and photos. With public participation and exchange of content so readily available, this introduces a certain level of risk.</p> <p>The consequences of using social media include members of the public, pressure groups or employees using DBC social media accounts to raise negative, confidential, incorrect or abusive statements/campaigns aimed at damaging the reputation of DBC. Similarly, the risk of DBC not using social media will exclude a large proportion of residents and key demographic groups including younger residents and businesses.</p>		<p>The Council monitors and protects its social media presence through a Social Media Management Platform (Social SignIn). Social SignIn provides management options for automatic moderation of abusive messages and other risk mitigation tools.</p> <p>All staff are required to read and sign up to a range of policies including:</p> <ul style="list-style-type: none"> • Corporate Information Security Management Policy • Corporate Information Technology Security Policy • Data Protection Act Policy • Freedom of Information Policy • PSN/Government Connect (GSx) Acceptable Usage Policy • Information Security Incident Procedure 		<p>An audit of DBC’s internal controls in strategy and governance, training and awareness, processes and technology, found that there is a sound system of internal control designed to achieve the system objectives. (Formally audited by Mazars in 2018).</p>	
Sign Off and Comments					
<p>Sign Off Complete</p> <p>The renewed comments in the above sections reflect the position as at the end of Q3 2018/19.</p>					

STRATEGIC RISK REGISTER

December 2018



SR4 - Cyber Attack					
Corporate Priority:	Risk Owner:	Portfolio Owner:	Tolerance		
Delivering an Efficient and Modern Council	Sally Marshall	David Collins	Treating		
Inherent Probability	Inherent Impact	Inherent Risk Score	Residual Probability	Residual Impact	Residual Risk Score
3 Likely	4 Severe	12 Red	2 Unlikely	3 High	6 Amber
Consequences		Current Controls		Assurance	
<p>At least 98 million cyber-attacks were carried out on local authorities between 2013 and 2017. 114 (29%) councils experienced at least one cyber security breach - between 2013 and 2017.</p> <p>The Council's ICT team is aware that the council's network is the subject of attempted cyber-attacks on a daily basis from a range of sources, likely to include organised crime and state operators.</p> <p>The potential consequences of a successful cyber-attack are extremely damaging to any organisation. In the public sector, cyber-attacks on NHS trusts have led to cancelled operations, including the WannaCry attack in 2017 that affected 45 NHS organisations. In 2016 Lincolnshire County Council were hit with a £1M demand following a ransomware infection. Within Dacorum, a successful and extensive cyber-attack has the potential to impair the delivery of all services to its residents. Also any successful Cyber Attack could significantly impact the Council's reputation, as residents may lose confidence in the management of electronic records.</p>		<p>The Council monitors and protects against threats with particular attention to the following, in line with the Government's Cyber Essentials direction:</p> <ul style="list-style-type: none"> • Boundary firewalls and internet gateways • Secure configuration • Access control • Malware protection • Patch management 		<p>Adherence to National Cyber Security Centre (NCSC) Cyber Essentials (formally audited 2017); Public Sector Network (PSN) Compliance (including annual vulnerabilities assessment by approved cyber security consultancy)</p>	
Sign Off and Comments					
<p>Sign Off Complete</p> <p>The renewed comments in the sections above reflect the position as at the end of Q3 2018/19</p>					

STRATEGIC RISK REGISTER

December 2018



SR5 - The Council will be unable to ensure that sufficient good quality and affordable homes can be delivered, particularly for those most in need

Corporate Priority: Providing Good Quality Homes, in Particular for Those Most in Need	Risk Owner: Mark Gaynor	Portfolio Owner: Margaret Griffiths	Tolerance Treating		
Inherent Probability	Inherent Impact	Inherent Risk Score	Residual Probability	Residual Impact	Residual Risk Score
4 Very Likely	4 Severe	16 Red	3 Likely	3 High	9 Amber
Consequences		Current Controls		Assurance	
<p>Housing costs in Dacorum are already extremely high and among the highest in the country outside of London. The impact of this is that local people (and potential new residents) face considerable difficulties accessing decent and affordable homes. This has potential risks in increased homelessness, difficulties in attracting new business and inward investment and breakdown of family support networks if people have to move away or have to stay longer in parental homes than is desirable.</p> <p>The causes for this are complex and varied, and some are outside of the Council's control, but include:</p> <ul style="list-style-type: none"> • The high cost of owner occupation due to location, local income levels, market shortage and increasing demand from people moving out from London. This can mean owner occupation is well beyond the reach of a large number of local people. • The Private Rented Sector is not focused on providing homes of quality to those on low incomes with short 6 months tenancies and often in poor condition. • The planning system does not have the levers to require new homes to be built and with respect of providing affordable homes the rented product – usually affordable rent at 80% of market rent - they are too expensive for those on low incomes. • There are still cuts being made to the benefits systems and Universal Credit has seen a dramatic increase in the levels of rent arrears in those areas that have already had the full roll out. This will cause further difficulty for low income households to afford rent and would lead to still further homelessness. <p>The key risks this raises for the Council are:</p> <ul style="list-style-type: none"> • The supply of homes is unable to match demand • An increase in the levels of homelessness resulting from landlords in private renting seeking to maximise their rents • The impact of Universal Credit roll out leading to increased arrears, debt and homelessness • A general risk that the construction industry may not have the capacity to meet the level of demand for development • The HRA will not be able to access sufficient funds to fulfil the Council's programme of social rented housing 		<p>The Local Plan is currently under development and is likely to go out for public consultation in the summer of 2019. This will incorporate a very high level of housing growth and the plan needs to ensure that the sites are identified and are likely to be delivered in the timescales identified. There will be a strong affordable housing policy, building on the current one, which will require at least 35% affordable homes on every scheme above 10 units. The council is strengthening its expertise in Planning on robustly testing developers viability submissions. This will include no longer accepting developer arguments that the cost of land prevents or reduces the amount of affordable they can deliver – they should take account of the council's policy when agreeing the price.</p> <p>Ensuring good masterplanning of the larger sites emerging from the Local Plan will mean that they are more likely to be built out as planned and will be more attractive for potential buyers.</p> <p>The Private Housing Service in Housing, which includes Private Renting, has been reshaped and is geared up to the licensing of up to 900 Houses in Multiple Occupation and addressing issue of disrepair and harassment in the sector. It will work with and support landlords who are prepared to grant longer tenancies which will allow families more security and stability.</p> <p>There is already a new build council home programme of 370 new homes by 2022 that is just starting. The government has announced that the cap on the HRA borrowing will be ended in April 2019 and the programme will be further expanded. A full assessment of the capacity of the HRA to move to an output of around 100-200 new homes per year will be made in the very near future and will gear up for that level of delivery. This will help, though not solve, the shortage of affordable homes for rent. Housing Associations will be encouraged to include social rented homes at lower rent levels than affordable to be built as grant is now available from Homes England for this aim.</p> <p>The introduction of the Homeless Reduction Act has allowed the Council to be geared up to dealing with an increased number of homeless households with the initial aim of preventing the homelessness from happening. One important route will be working with those private landlords that have a desire to help those in housing need, and there are many, to be able to continue renting without losing income.</p>		<p>The process for setting out development delivered is through the Authority Monitoring Report. The agreed process for CIL will see an annual report setting out income due, achieved and expenditure made on agreed infrastructure. Regular reports are made as set out above in controls.</p> <p>Regular reports will also made to the Housing and Community Overview and Scrutiny Committee on new build council homes, homeliness performance, and Private Renting sector performance.</p>	

Sign Off and Comments

Sign Off Complete
The renewed comments in the above sections capture the position as at Q3 2018/19.

STRATEGIC RISK REGISTER

December 2018



SR6 - That the Borough does not secure sufficient investment in essential infrastructure that is required for continued and improved economic performance and housing delivery that is sustainable and fit for the future					
Corporate Priority:	Risk Owner:	Portfolio Owner:	Tolerance		
Ensuring Economic Growth and Prosperity	Mark Gaynor	Margaret Griffiths	Treating		
Inherent Probability	Inherent Impact	Inherent Risk Score	Residual Probability	Residual Impact	Residual Risk Score
4 Very Likely	4 Severe	16 Red	3 Likely	3 High	9 Amber
Consequences		Current Controls		Assurance	
<p>The provision of infrastructure such as schools, health, transport and other facilities is crucial to sustainability of the local community and economy. Its funding, however, is increasingly complex and difficult as central government moves away from direct provision and expects the development process and local partnerships to deliver it. The risk is, therefore, that new development at a scale not experienced in Dacorum since the New Town development will not be matched with the infrastructure that a healthy and thriving community depends upon.</p> <p>Failure to provide this infrastructure will have a number of damaging consequences:</p> <ul style="list-style-type: none"> • reduction in the quality of life and opportunities for people in the Borough • serious constraint to economic growth with the impact on the prosperity of local people • reduced financial contribution to service provision through Business Rates growth • increased community opposition to new developments, particularly housing, on the grounds that existing infrastructure will not cope • damage to the image of the area, worsening of community pride and social cohesion and reputational damage to the Council. <p>The provision of infrastructure such as schools, health, transport and other facilities is crucial to sustainability of the local community and economy. Its funding, however, is increasingly complex and difficult as central government moves away from direct provision and expects the development process and local partnerships to deliver it.</p>		<p>Infrastructure is provided through the development process (s106 and Community Infrastructure Levy) and elements of funding which comes from central government (increasingly through the LEP, bidding and HCC). The responsibility for some infrastructure elements is through privatised arrangements (utilities) or arms-length government agencies such as Network Rail. The ability of the Council to control these processes is limited.</p> <p>The Council is able to promote the quantum, nature and timing of growth making it more likely that the infrastructure will be delivered. It is also able to promote partnerships and use its asset base and influence to stimulate desired development. Current controls include:</p> <ul style="list-style-type: none"> • Ensuring that the Local Plan (and its component elements such as site allocations, supporting policies and so on) is up to date and sets out very clearly the requirements of proposed development. This promotes sustainable development by design, access and movement, materials. • Working with other South West Herts councils and HCC to make a case at national level for strategically important infrastructure • Bidding into government funding pots such as the Housing Infrastructure Fund where possible. • Use of masterplanning which supports what is required to be delivered to produce sustainability on larger sites and formalising as a Special Planning Document where appropriate to give it more 'teeth'. • The approved Council's Community Infrastructure Levy Policy and schedule (CIL) provides for the levels of contributions that must be made by developers and the purpose for which they will be spent. This also includes an element of CIL which can be spent by local communities and act to link growth directly with infrastructure provision that local people want. • Operating an 'open for business' approach to how the Council deals with potential development with a presumption of making acceptable development easier to deliver by proactive advice through the planning process. Allied to this is ensuring that the development management service is capable of achieving decision making within required time limits. • Stimulating required growth through the Council's own regeneration activity, including the Enterprise Zone making inward investment being more likely. • Increasing inward investment through initiatives such as Dacorum Look no Further, Ambassadors, direct provision of business advice and a supportive approach to new development. • Good market intelligence through regular liaison with local employers, landowners, developers, institutional investors and land agents regarding demand and expected assistance. 		<p>These controls are exercised and reported within the following:</p> <ul style="list-style-type: none"> • Regular reporting to the Growth and Infrastructure Group, CMT, Cabinet and Overview and Scrutiny Committee • Fortnightly reporting on key projects to CMT • Reporting to Performance Board before each Cabinet Meeting • A clear programme for the Local Development Framework and CIL Quarterly reporting to Overview and Scrutiny • Regular reporting to Cabinet • Adherence to the agreed performance and project management processes <p>The process for setting out development delivered is through the Authority Monitoring Report. The agreed process for CIL will see an annual report setting out income due, income achieved and expenditure made on agreed infrastructure. Regular reports are made as set out above.</p>	

Page 4 of 4

STRATEGIC RISK REGISTER

December 2018



- Partnership with the LEP as the main route for additional funding for infrastructure through influencing the Strategic Growth Plan (in which Hemel Hempstead and the M1 corridor is a priority) and bidding for resources for infrastructure (such as the £5M achieved for West Herts College)
- Working to create key partnerships to bring forward development capable of funding major infrastructure such as Hemel Garden Communities with the Crown Estate, St Albans and City Council, HCC, the LEP and the Enterprise Zone.

Sign Off and Comments

Sign Off Complete

The renewed comments in the sections above reflect the situation as at the end of Q3 2018/19.

STRATEGIC RISK REGISTER

December 2018



SR7 - Uncertainty around Brexit negotiations could result in the Council facing additional demand for its services in the short- to medium-term					
Corporate Priority: Delivering an Efficient and Modern Council	Risk Owner: Sally Marshall	Portfolio Owner: Andrew Williams	Tolerance Treating		
Inherent Probability	Inherent Impact	Inherent Risk Score	Residual Probability	Residual Impact	Residual Risk Score
4 Very Likely	4 Severe	16 Red	4 Very Likely	2 Medium	8 Amber
Consequences		Current Controls		Assurance	
<p>On 23 June 2016, the UK voted, through a referendum, to leave the EU. In March 2017, the Prime Minister invoked article 50 of the Lisbon Treaty, formally notifying the European Council of the UK's intention to leave. This provided a two-year negotiation period in which to agree future ties, with the UK exiting the EU on 29th March 2019.</p> <p>The ongoing negotiations around Brexit, and in particular the risk of a 'no-deal' outcome, leaves the Council uncertain as to whether or how there may be increased demand for its services in the short-, medium-term. The Brexit negotiations pose a strategic threat to the Council primarily because there is lack of clarity over how or to what extent the outcome may threaten achievement of its corporate priorities. In the absence of more detail, the Council is, in general terms, planning to 'be prepared'. In addition, there is the possibility that the Council may be required to carry out functions under its Civil Contingencies responsibilities.</p>		<p>The Chief Executive has prepared a report to Members outlining the sector's view on where the key Brexit risks currently lie.</p> <p>The Corporate Management Team (CMT) has put Brexit negotiations as a standing item on its agenda. All service areas are represented at this meeting, and the majority of CMT members operate within county- and nation-wide professional groups. This means that the knowledge reach of the group is wide and varied, meaning that emerging issues are likely to be raised for discussion around impact as they arise.</p> <p>CMT has also ensured that all service areas revisit their Business Continuity plans to ensure that they remain up-to-date and capable of mitigating known and emerging risks.</p>		<p>The subject of Brexit has been designated as a standing item on the CMT agenda. Members will be kept advised as more information becomes available.</p>	
Sign Off and Comments					
<p>Sign Off Complete</p> <p>The comments in the above section capture the position as at the end of Q3 2018/19.</p>					



Report for:	Cabinet
Date of meeting:	19th March 2019
Part:	1
If Part II, reason:	

Title of report:	Update Safeguarding and Domestic Abuse policies
Contact:	Neil Harden, Portfolio Holder for Community and Regulatory Services Author/Responsible Officer : Jon Chapman, Safeguarding Lead Officer
Purpose of report:	To allow Cabinet to agree updates to Safeguarding and Domestic Abuse Policies
Recommendations	That Cabinet agree the annexed: 1) Children, Young People & Adult at risk Safeguarding Policy and Procedures 2) Domestic Abuse Policy
Corporate Objectives:	Building strong and vibrant communities
Implications:	<u>Financial</u> None
'Value For Money Implications'	<u>Value for Money</u> None
Risk Implications	No individual risks for these existing policies. The intention of this report is to comply with legislation and therefore avoid the risk of non-compliance.

Community Impact Assessment	Addressed in policies
Health And Safety Implications	No individual health and safety implications for these existing policies
Monitoring Officer/S.151 Officer Comments	<p>Monitoring Officer:</p> <p>The updated policies will help to ensure that the Council complies with the latest statutory framework, guidance and best practice.</p> <p>Deputy S.151 Officer:</p> <p>There are no direct financial impact of the implementation of these policies.</p>
Consultees:	<p>CMT</p> <p>Domestic Abuse and Safeguarding Group</p> <p>Housing Group managers/Team Leaders</p>
Background papers:	Policy Documents
Glossary of acronyms and any other abbreviations used in this report:	As policies

Background

1. As part of the overall Safeguarding review the below policies have been updated.
 - 1) Children, Young People & Adult at risk Safeguarding Policy and Procedures 2017-2020
 - 2) Domestic Abuse Policy 2014

Both Policies have now been reviewed and are ready for Cabinet sign off.

Process

2. Both policies have been reviewed by the Safeguarding Lead Officer and distributed for wider consultation to:-
 - Safeguarding and Domestic Abuse Group
 - Key interested members of staff.

All feedback and comments has been incorporated or addressed.

Both policies have been seen and signed off by CMT.

Key changes

3. The Safeguarding Policy had been previously significantly updated and signed off in November 2017; this included the merging of the previous Children and Vulnerable Adult policy.

There are no key procedural changes in this policy but mainly updating and amendment to language used.

The Domestic Abuse Policy was more outdated and required significant updating of Legislation and procedure. It also gave the opportunity to recognise recent developments such as the Council Housing pledge to The Chartered Institute of Housing 'Make a Stand' pledge to adopt minimum standards for survivors of Domestic Abuse and the support to survivors and staff which is now available.

A suggested flowchart on reporting and considerations has also been added.

If agreed the policies will be published on the Council website and internal intranet and used for a focus for refreshed training for staff.



Domestic Abuse

Version Control	Version 1.5
Status of Policy	Final
Sponsor	Jon Chapman, Safeguarding Lead Officer
Author/Reviewer	
Approved	
Review Date	April 2020 or as required due to guidance or Legislation changes.

Contents

- 1. Introduction**
- 2. Definition**
- 3. The facts**
- 4. Partnership**
- 5. Lead Officer responsibility**
- 6. Service Delivery**
 - 6.1 Service Standards**
 - 6.2 The Service**
 - 6.3 Case Management**
- 7. Dacorum Borough Council as an employer**
 - 7.1 Managing the impact**
 - 7.2 Training**
 - 7.3 Service Standards**
 - 7.4 Perpetrators**
 - 7.5 Employee Case Management**
- 8. Equality**
- 9. Review**

1. Introduction

- 1.1 Dacorum Borough Council has a corporate commitment to treat all known and suspected cases of domestic abuse seriously. The Council recognises that where it occurs domestic abuse is both harmful and damaging to the individuals involved and the wider community. As a key local partner to many service providers the Council recognises that it has an integral role to play in supporting work to reduce the incidence of domestic abuse and provide support to victims, as both an employer and a direct provider of services.
- 1.2 The Council has a long-standing commitment to tackling domestic abuse and making its communities safer. This commitment is clearly set out in Dacorum's Corporate Plan 2015-2020 – *Building strong and vibrant communities*, and the Homelessness Strategy 2016-2020
- 1.3 Through its inter-agency partnerships, the Council will contribute to wide and far reaching strategies to tackle domestic abuse.
- 1.4 The Council believes that:
- Domestic abuse is unacceptable and should not be tolerated;
 - Those who abuse should be held accountable for their behaviour;
 - Domestic abuse affects not only children and families but also the whole community; and
 - The safety and empowerment of those experiencing domestic abuse should always be the priority in any response.
- 1.5 The Council is committed to:
- Preventing domestic abuse from happening in the first place by challenging the attitudes and behaviours which foster it, and intervening early to prevent it from continuing, recurring or escalating.
 - Reducing the risk to victims ensuring that perpetrators are held to account and supporting them to change their behaviour.
 - Working in partnership to provide adequate levels of support where abuse occurs.
- (Hertfordshire Domestic Abuse Strategy 2016-2020 – Breaking the Cycle)
- 1.6 In achieving the above the Council will:
- Adopt a strong partnership approach with agencies working within this field;
 - Support both local and national agencies and the police to co-ordinate responses at strategic and operational levels;

- Make available to both service users and employees relevant information from appropriate agencies;
- Ensure a sensitive, consistent, confidential and prompt response in service delivery;
- Ensure that staff are trained to the appropriate level, and that this training is refreshed every 3 years or when Legislation changes.
- Ensure Council Officers receive support and training to enable them to take appropriate action, including referral and signposting;
- Ensure all employees understand the important role they can play in addressing the effects of domestic abuse and develop a consistent approach across the Council;
- Provide a range of services to assist people to live in safety and security;
- Ensure that services are accessible to all and that any barriers to access, such as language and disability, are addressed;
- Offer support and understanding in the workplace to those experiencing domestic abuse, prioritising confidentiality and workplace safety;
- Support the police and other local partners to challenge perpetrators and make use of legal remedies where appropriate; and
- Be clear to employees and Members that any conviction of a domestic abuse-related crime could bring the Council into disrepute, and that such a conviction would trigger disciplinary or other conduct procedures.

1.7 Dacorum Borough Council recognises that it operates within a legislative framework, including:

- Forced Marriage (Civil Protection) Act 2007
- Children Act 1989 and 2004
- The Family Law Act 1996
- Housing Act 1996
- Protection of Harassment Act 1997
- Freedom of Information Act 2000
- Crime and Victims Act 2004
- Human Rights Act 1998
- Housing Act 1985 and 1996
- The Homelessness Act 2002
- Civil partnership Act 2004
- The Localism Act 2011
- The Crime and Disorder Act 1998
- Domestic Violence, Crime and Victims Act 2004
- Protection of Freedoms Act 2012
- Anti-Social Behaviour and Policing Act 2014
- Serious Crime Act 2015

2. Definition

2.1 For the purpose of this policy the following cross-government definition is used:

Domestic violence and abuse is any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. The abuse can encompass, but is not limited to:

- psychological
- physical
- sexual
- financial
- emotional

Controlling behaviour is a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour.

Coercive behaviour is an act or a pattern of acts of assaults, threats, humiliation and intimidation or other abuse that is used to harm, punish or frighten their victim.

This definition includes so called honour based violence, female genital mutilation (FGM) and forced marriage, and is clear that victims are not confined to one gender or ethnic group (Home Office 2009).

2.2 This definition includes so called honour based violence, female genital mutilation (FGM) and forced marriage, and is clear that victims are not confined to one gender or ethnic group (Home Office 2009). It also takes into account elder abuse, male victims and same sex relationships.

2.2 It is recognised that domestic abuse is not restricted to a specific age group, race, religion or socio-economic standing, but cuts across all sections of society and its effects can be debilitating on both the individual concerned and society as a whole.

3. The facts

- Each year nearly 2 million people in the UK suffer some form of domestic abuse - 1.3 million female victims (8.2% of the population) and 600,000 male victims (4%)
- Each year more than 100,000 people in the UK are at high and imminent risk of being murdered or seriously injured as a result of domestic abuse

- Women are much more likely than men to be the victims of high risk or severe domestic abuse: 95% of those going to MARAC or accessing an IDVA service are women
- In 2013-14 the police recorded 887,000 domestic abuse incidents in England and Wales
- Seven women a month are killed by a current or former partner in England and Wales
- 130,000 children live in homes where there is high-risk domestic abuse
- 62% of children living with domestic abuse are directly harmed by the perpetrator of the abuse, in addition to the harm caused by witnessing the abuse of others
- On average high-risk victims live with domestic abuse for 2.3 years before getting help
- 85% of victims sought help five times on average from professionals in the year before they got effective help to stop the abuse

4. Partnership

4.1 The Council adopts a strong partnership approach to domestic abuse, working with the following local agencies:

- Community Safety Partnership
- The Police
- 'True Love' preventative programme to target teen abuse
- Sunflower Project
- MARAC (Multi Agency Risk Assessment Conferences)
- Domestic Violence Forum
- Domestic Violence support providers
- Local refuge
- Safer Places
- Herts Young Homeless
- Perpetrator support
- Homicide reviews
- Hertfordshire Safeguarding Children Board
- Hertfordshire Safeguarding Adults Board
- Hertfordshire Domestic Abuse partnership Board
- Clinical Commissioning Groups
- Public Health.
- I am Cherished Programme
- Dacorum Homeless Forum

This list is not exhaustive.

4.2 The Council is committed to playing an active role and ensuring that it is represented at multi-agency forums and meetings led by its partners.

- 4.3 The Council will work towards a proactive multi-agency approach with all relevant statutory and voluntary agencies working together to facilitate effective case management.
- 4.4 The Council will ensure that a multi-agency approach is taken by making use of referrals and signposting to local agencies, charities and other service providers within the partnership. The Council will however only involve other agencies where it has received consent from the person to do so, unless required to do so by law.
- 4.5 Where children are affected particular care will be taken to ensure that their interests are taken into account and that where appropriate the police and support agencies are involved, provided that parental rights and wishes are followed, unless the Council is required by law to share information.

5. Lead Officer responsibility

- 5.1 The Council has a Safeguarding Lead Officer who is supported by Domestic Abuse champions.
- 5.2 This Lead Officer provides:
- An overview of service provision;
 - Advice and training; and
 - Up-to-date knowledge of good practice and legislation.
- 5.3 Relevant service areas have the responsibility for their own case management and will have staff trained in this regard.
- 5.4 The Lead Officer will work with Domestic Abuse Champions for each departmental service area and quarterly meetings will be used to share learning from recent cases, MARAC, and homicide reviews. This is in line with the Council's structure for safeguarding.
- 5.4 The Lead Officer will also be able to provide support to Human Resources where an employee may be experiencing domestic abuse, particularly where the employee may be at threat within the work place.

6. Service Delivery

6.1 Service standards

- 6.1.1 If someone is experiencing domestic abuse they can expect the following:
- To have their situation dealt with sympathetically and in a non-judgemental manner;
 - To be interviewed immediately or within 24 hours if more appropriate and to be fully involved in all decisions;
 - To be offered the choice of an interview with a same-sex investigator;

- To have arrangements made to have an interpreter available if English is not their first language;
- To be provided with details of other agencies that may be able to offer support and counselling;
- To have a referral made with their consent to a specialist service provider and where appropriate the Dacorum Domestic Abuse Outreach worker
- To have the level of risk assessed to inform interventions and support available.
- To experience high levels of confidentiality. Any information given to staff will remain confidential and will only be given to other agencies with the consent of the person unless there is a statutory duty to do so (e.g. under section 47 of the Children's Act 1989);
- To be contacted safely and securely, contact should consider appropriate methods and using measures such as a code word if necessary.
- To not have staff contact the person responsible for the abuse unless express permission is given to staff to do so. The sole exception is where there is a clear reason to believe that there is an attempt to defraud the Council. Any decision to contact the person responsible will be approved by a Senior Officer;
- To be provided with emergency temporary accommodation as a result of experiencing domestic abuse;
- To have eligibility for permanent accommodation determined in accordance with the relevant homelessness legislation;
- To have arrangements made to ensure that the service is accessible and that appropriate advice and support is provided where there are barriers to communication or mobility, a learning disability, or if the abuser is relied on for care;
- To have safeguards put in place to maintain their safety, especially in relation to the Council making contact with them by phone, letters or visits; and
- To talk to staff who are culturally aware and who have received relevant training.

6.2 The Service

6.2.1 A person or household experiencing domestic abuse will have their case dealt with by the team appropriate given their housing situation:

- In the case that a person or household is homeless they will be dealt with in the first instance by the Homeless Prevention & Assessment Team;
- In the case that a person or household is a current tenant or leaseholder of the Council's Landlord service they will be dealt with in the first instance by the Housing Landlord team; and
- In the case that a person or household is a private tenant or homeowner they will be dealt with in the first instance by the Anti-Social Behaviour team who will refer them to the Homeless Prevention and Assessment Team to have their housing situation appropriately assessed.

- 6.2.2 The Council will provide suitable accommodation where the Council accepts that it is unreasonable for a person or household to return to their home in line with the requirements of the Housing Act 1996 as amended by the Homelessness Act 2002 and the Homeless Reduction Act 2017. Each case will be assessed on its own merits and will be viewed against statutory legislation.
- 6.2.3 Where action is to be taken against the perpetrator, the Council will signpost or refer residents affected by domestic abuse to agencies able to support them in making use of legal remedies available, including non-molestation orders, occupation orders, and property transfer orders.
- 6.2.4 The Council will facilitate and provide information on a range of housing options and services that provide support and counselling to residents affected by domestic abuse.
- 6.2.5 The Council will look to further develop partnerships with support providers to co-ordinate services to residents affected by domestic abuse.
- 6.2.6 Where a Council or Housing Association tenant or a member of their household is experiencing domestic abuse the Council will work with and support other partnership agencies to secure out-of-area arrangements for accommodation in cases where there would be a continuing risk to the household by remaining in the Borough. This decision would be subject to a MARAC decision
- 6.2.7 Where appropriate Council tenants will be considered in terms of their suitability for additional security measures to be made to their property, which would allow them to remain more safely in their own homes.
- 6.2.8 In the case that Council tenants have a joint tenancy, and one or both tenants are seeking to end the tenancy, the Council will take a victim-centred approach considering the best course of action to support the needs of the victim and support the future of their household. The Council may choose to grant a further tenancy, however victims will not be rehoused within the Borough where this could place them at risk from further abuse.
- 6.2.9 In the case that Council tenants have a joint tenancy and the victim has fled with no intention to return, enforcement action will be taken against the remaining tenant using the statutory Ground 2A for possession (Housing Act 1996). The Council will where appropriate also support the victim to access secure accommodation.
- 6.2.10 In the case that Council tenants have a joint tenancy and the tenants pursue legal remedies through the courts the Council is obliged to abide by any court orders and will support tenants accordingly.

6.3 Case management

- 6.3.1 All cases involving domestic abuse will be kept open with regular reviews, until the person considers that their situation has been resolved satisfactorily in accordance with this policy.
- 6.3.2 All cases should be risk assessed by a trained member of staff using the DASH risk assessment tool.
- 6.3.3 All cases will be referred to the Dacorum Domestic Abuse caseworker
- 6.3.4 All cases assessed as high risk will be referred to MARAC
- 6.3.5 Where a person is not in receipt of support services or declines support and DBC are still involved in the case it should be remembered that any risk assessment is dynamic and that changes in circumstances such as pregnancy should lead to the case being re-assessed as the risk may have altered.
- 6.3.6 Where a person is dissatisfied with the investigation or a decision, they may pursue an appeal through the Council's complaints procedure.
- 6.3.7 Any review of eviction cases by the Housing Panel should also consider Domestic Abuse and safeguarding issues.
- 6.3.8 Information on available support networks should be given to all victims of Domestic Abuse to include specific cultural organisations.
- 6.3.9 Case records should be maintained at all stages of the process

An easy to follow guide can be found at Appendix 1

6.4 Record keeping, monitoring and review

- 6.4.1 The Council's teams will keep confidential records in locked storage for the cases they are dealing with. In this way the Council will prevent any unnecessary travel of paperwork that could either identify the parties involved or in any way breach data protection laws. Record will be retained and destroyed in accordance with GDPR guidelines.
- 6.4.2 The Council will make use of a central monitoring system to record the number of known cases of domestic abuse, which will be done anonymously so that this record does not identify any of the parties involved.

7. Dacorum Borough Council as an employer

7.1 Managing the impact

- 7.1.1 The Council is committed to the welfare of staff and where risks are identified precautions will be made to ensure protection for staff from situations that could make them potentially vulnerable.
- 7.1.2 The impact of domestic abuse experienced in the home has both direct and indirect impacts in the workplace, which include:
 - Decreased productivity;
 - Absenteeism;
 - Errors; and
 - Increased employee turnover.

- 7.1.3 The Council will provide all staff, in particular managers and HR staff with awareness of the main issues involved in domestic abuse, to recognise potential victims and perpetrators, and to provide a supportive structure in which to deal effectively with cases.
- 7.1.4 Those with line management responsibility should take a proactive stance in increasing awareness.
- 7.1.5 All employees and their family members may access independent free advice and support through the Council's Employee Assistance Programme.

7.2 Training

- 7.2.1 All new staff will need to sign a statement to say that they have read and understood the Domestic Abuse Policy.
- 7.2.2 All staff will undertake training in safeguarding and domestic abuse awareness as part of the Council's mandatory training programme. This is to be managed through the Council's online HR Employee Information System and line managers are expected to make sure employees attend where required.
- 7.2.3 Where appropriate the Council will consider policy and mandatory training requirements when procuring contracts for services that could bring contracted staff into contact with the public.
- 7.2.4 For front line teams coming into contact with cases of domestic abuse on a more regular basis specialist training will be appropriate. Line managers are expected to make sure employees attend where required in line with County guidelines.

7.3 Service standards

- 7.3.1 Employees who have identified that they are experiencing domestic abuse will be treated without judgement, both personally and professionally, and provided with a sympathetic, supportive response.
- 7.3.2 Where risks in the work environment are identified managers and HR will support employees to put in place safety precautions to prevent exposure through work to situations that could make any employee vulnerable.
- 7.3.3 The Council will support employees in making positive changes and in providing a safe and positive working environment.
- 7.3.4 In considering formal action relating to issues of performance or attendance managers should take the impact of domestic abuse into account as far as is reasonable.
- 7.3.5 Discussions between a manager and an employee who is experiencing domestic abuse will be treated in confidence. In some circumstances this

confidence may need to be broken in order to protect children or vulnerable adults.

- 7.3.6 Managers will ensure that reasonable additional measures are taken to protect personal information regarding those who are known to be experiencing, or who have experienced, domestic abuse.

7.4 Perpetrators

- 7.4.1 An employee who is cautioned or convicted of a criminal offence could be subject to disciplinary procedures. The Council reserves the right to use disciplinary procedures should an employee's activities outside of work have an impact on their ability to perform the role for which they are employed, or be considered to bring the Council into disrepute.

7.5 Employee case management

- 7.5.1 Where an employee is dissatisfied with any actions or decisions made in relation to their situation, they may pursue this informally with their line manager or HR, or formally by making use of review procedures outlined in the relevant HR policy/procedure, or if appropriate through the Council's grievance procedure.

8. Equality

- 8.1 We will ensure that this policy is applied fairly and consistently to all our customers. We will not directly or indirectly discriminate against any person or group of people because of their race, religion, age, gender, marital status, sexual orientation, disability or any other grounds set out in our Equality and Diversity policy.

When applying this policy we will act sensitively towards the diverse needs of individuals and communities.

When applying this policy we will take the necessary positive action to reduce discrimination and harassment in local communities.

9. Review

- 9.1 The policy will be reviewed three yearly or in response to changes in relevant legislation or guidance.

Further guidance is available from;-

Safeguarding Lead Officer	01442 228450
Anti-Social behaviour Team Leader	01442 228377
Domestic Abuse Outreach worker	07484 934518

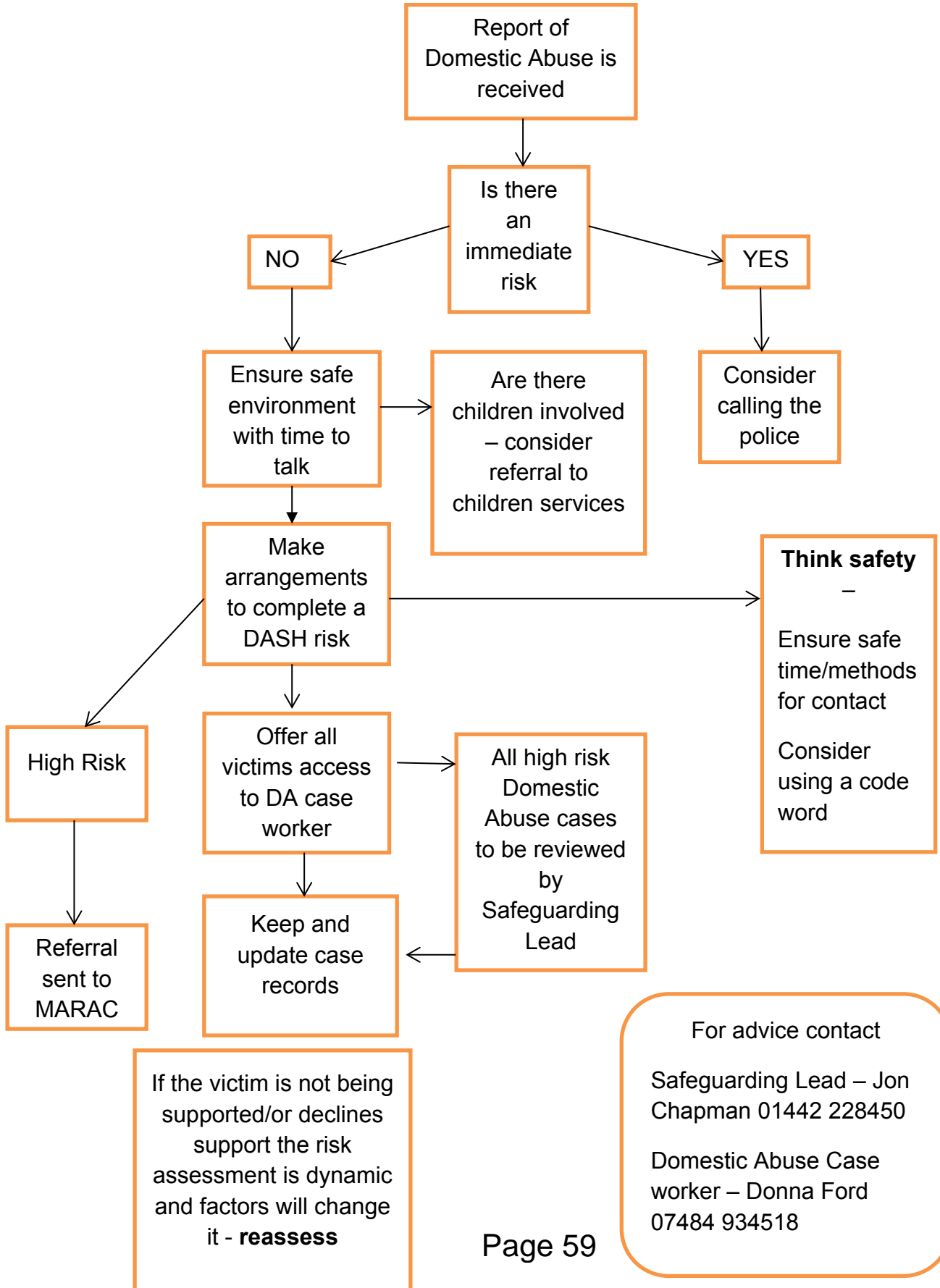
Other useful resources and contacts

[Hertfordshire Sunflower Service](#)

[Safer Places - Domestic Abuse services](#)

[i am cherished](#)

Domestic Abuse Reporting





Children, Young People & Adult at risk Safeguarding Policy and Procedures

2018 - 2021

Version Control	Version 2
Status of Policy	FINAL
Sponsor	Sally Marshall, Chief Executive
Author/Reviewer	Jon Chapman / Oliver Jackson
Approved	
Review Date	Full review July 2021 with annual reviews of new legislation and practice. Appendices to be updated quarterly

CONTENTS

POLICY – Part 1	Page no.
1. Introduction	3
2. Policy Statement	3
3. Equality and diversity	3
4. Definitions	4
5. Aims	5
6. Scope of Policy	6
7. Obligations and responsibilities	7 & 8
8. Housing	10
9. Disclosure and Barring Service (DBS) Checks	10
10. Recognising potential incidents of abuse	11
11. Domestic Abuse	11
12. Child Sexual Exploitation	11
13. Female Genital Mutilation (FGM)	12
14. Forced Marriage	12
15. Honour Based Abuse	13
16. Preventing Radicalisation and Extremism	13
17. Capacity and self determination	13
18. Modern Slavery and Human Trafficking	14
19. Responsibility, monitoring and review	15
PROCEDURE – Part 2	
1. Prevention of abuse	17
1.1 Safe Working Practice	17
1.2 Safe Working Procedures	18
1.3 Operational Procedures and Standards	19

1.4 First Aid and accidents	19
1.5 Photography	20
1.6 Off duty contact	20
1.7 Breach of Safe Working Practice and Procedures	20
2 Recognise Respond and Refer	20
2.1 Recognise How?	20
2.2 Child Sexual Exploitation	21
2.3 Forced Marriage and Honour Based Abuse	22
2.4 Female Genital Mutilation	23
2.5 Preventing Radicalisation and Extremism	23
2.6 Financial abuse – Adults at Risk	24
2.7 Modern Slavery and Human Trafficking	24
2.8 Dealing with threats of suicide	25
3 Respond and Refer – How?	26
4/5 Allegations	27 & 28
6 ICT including Internet and email	28
7 Complaints	28
8 Malicious accusations	29
9 Confidentiality	29
10 Sharing Information	29/30
11 Dealing with the media	31/32
12 Safe Recruitment	30
13 Induction and Training	32
14 Review/Declaration	32/33

1. Introduction

Children, young people and adults at risk have the right to participate, have fun and be safe, in the services provided for them and the activities they, or a child's parent, choose for them. ,

Dacorum Borough Council will work with Hertfordshire County Council who is the lead safeguarding agency for children, young people and adults at risk. The Council will also work with Hertfordshire's Safeguarding Children and Safeguarding Adults Boards as required under the Children Act 2004, and the amendments made in to this act in the Apprenticeships, Skills, Children and Learning Act 2009, and in line with the multi-agency policy, procedure and practice for working with adults at risk of abuse or neglect in Hertfordshire (January 2017) and the Care Act 2014.

2. Safeguarding Policy Statement

Dacorum Borough Council is committed to safeguarding children, young people and adults at risk, protecting them from abuse. We will endeavour to keep children, young people and adults at risk safe from abuse and suspicion of abuse, reports will be responded to promptly and appropriately. We will act in the best interest of the child, young person or adult at risk and we will proactively seek to promote the welfare and the protection of all children, young people and adults at risk living in the community at all times.

Dacorum Borough Council will ensure that unsuitable people are prevented from working with children, young people and adults at risk through its Safe Recruitment procedures and will take any concern reported by a Member, employee, volunteer grant funded or contracted service provider or child/adult at risk seriously and deal with it sensitively.

Referrals made by a Member, employee, volunteer, grant funded or contracted service provider or child/adult at risk cannot be anonymous and should be made in the knowledge that, during the course of enquiries, the agency and individuals who made that referral will be made known. This is because individuals may be required to give evidence and on occasion be required as a prosecution witness.

Dacorum Borough Council will not tolerate harassment of any Member, employee, volunteer, grant funded or contracted service provider or child/adult at risk who raises concerns of abuse and it will be addressed through the most appropriate course of action or under the most appropriate policy.

3. EQUALITY AND DIVERSITY

We will ensure that this policy is applied fairly and consistently to all our customers. We will not directly or indirectly discriminate against any person or group of people because of their race, religion, age, gender, marital status, sexual orientation, disability or any other grounds set out in our Equality and Diversity policy.

When applying this policy we will act sensitively towards the diverse needs of individuals and communities.

When applying this policy we will take the necessary positive action to reduce discrimination and harassment in local communities.

4. Definitions

For the purpose of this document, the phrase children and young people refers to: Any person under the age of 18 years.

When using the term 'parents' in the context of this document it will be in the broadest sense to include parents, carers and guardians.

The phrase adult at risk refers to: - Any person over the age of 18 who is, or may be in need of care services by reasons of mental health or other disability, age or illness and is, or may be unable to take care of him or herself against significant harm or exploitation. (Lord Chancellor's Department, 1997)

Abuse is defined as *"...a violation of an individual's human and civil rights by any other person or persons. Abuse may consist of a single act or repeated acts. It may be physical, verbal or psychological, it may be an act of neglect or an omission to act, or it may occur when a vulnerable person is persuaded to enter into a financial or sexual transaction to which he or she has not consented, or cannot consent. Abuse can occur in any relationship and may result in significant harm to, or exploitation of, the person subjected to it"*. (Department of Health).

Safeguarding children is defined as *"...protecting children from maltreatment, preventing impairment of children's health and development, ensuring that children grow up in circumstances consistent with the provision of safe and effective care and taking action to enable all children to have the best outcomes"* (Working together to safeguard children 2013).

Adult safeguarding is defined by the Care Act 2014 as *"...the process of protecting adults with care and support needs from abuse or neglect"*.

The phrase 'Members, employees, volunteers and grant funded or contracted service providers' is used to refer to all Borough Councillors, employees and people working on behalf of the Council either paid or in voluntary capacity.

Commissioned, contracted or grant funded organisations will be expected to have policies and procedures in place commensurate with the level of contact and involvement with children, young people and adults at risk. As a minimum, any organisation receiving funding from the Council, will be expected to have a statement of policy and procedure regarding safeguarding in place. This needs to be understood by employees and volunteers and available to service users. Commissioned, contracted or grant funded organisations with minimal contact with children and young people may wish to adopt the Council's Policy (Appendix 7).

The phrase 'contracted service provider' used subsequently in this document will refer to those organisations that have appropriately adopted this policy.

Abuse can be physical, emotional, sexual and mental abuse including bullying and exploitation, forced marriage, honour based abuse and female genital mutilation. In the case of adults or young people aged 16 and over there are additional areas of financial and domestic abuse.

5. Aims

Dacorum Borough Council will promote the welfare of children and young people by:

- Respecting the rights, wishes, feelings and privacy of children, young people and adults at risk by listening to them and minimising risks that may affect them.
- Preventing abuse by adopting good practice and creating a safe and healthy environment to avoid situations where abuse or allegations of abuse may occur.
- Ensuring that Members, employees and volunteers understand the relevant Codes of Conduct and Safeguarding Policy.
- Monitoring accountability and governance through the Council's procedures and through the Community Safety Partnership's Responsible Officers Group and the Council's Community and Housing Overview and Scrutiny Group.
- Raising awareness among members and officers of the safeguarding duty the Council has in relation to the Children Act 2004 and the Care Act 2014 where Hertfordshire County Council has the lead responsibility.
- Ensuring that contracted, commissioned and grant funded services have policies and procedures commensurate with the level of involvement they have with children and young people.
- Responding to any allegations appropriately and implementing the appropriate reporting, disciplinary and appeals procedures.
- Supporting the National Prevent agenda by working with partner agencies to identify and support children, young people and adults at risk who are vulnerable to radicalisation.
- Raise awareness about the forms of abuse and how to keep children, young people and adults at risk safe.

To achieve these aims, Dacorum Borough Council will endeavour to:

- ❖ Ensure that training appropriate to the level of involvement with children and young people and adults at risk is available for Members, employees and volunteers and where appropriate contracted service providers which includes

training of staff to raise awareness of safeguarding and specific areas such as but not limited to: Child Sexual Exploitation (CSE); Prevent to identify those vulnerable to radicalisation; Mental Capacity; deprivation of liberties; Forced Marriage; Honour Based Abuse and Female Genital Mutilation

- ❖ Respond appropriately to any concerns reported
- ❖ Develop and implement effective procedures for recording and responding to incidents and accidents
- ❖ Develop and implement effective procedures for recognising, responding, recording and referring any allegations or suspicions of abuse to Hertfordshire County Council and Hertfordshire's Children's Safeguarding Board and the District sub group and provide relevant reports.
- ❖ Promote the welfare and wellbeing of children, young people and adults at risk within services including in the planning of services.
- ❖ Maintain a good level of safe working practice at all times to minimise risk to children, young people and adults at risk that come into contact with Members, employees, volunteers and grant funded and contracted service providers.
- ❖ Support all County and National initiatives to promote the Safeguarding of children, young people and adults at risk.
- ❖ Hold regular Safeguarding and Safe Working Practice meetings with designated officers from across the Council
- ❖ Provide as and when necessary advice and information to increase awareness about keeping safe

6. Scope of the Policy

This Policy and Procedure cover all Members, employees, volunteers and grant funded and contracted service providers (who have appropriately adopted this policy). However, not all Members, employees or volunteers will be working directly with children, young people and adults at risk as part of their duties or activities for or on behalf of the Council. Safe working practices, as detailed in the following procedure, should be used on all occasions where Members, employees, volunteers or contracted services come into contact with children, young people and adults at risk.

It is always important to use safe working practices but there are some areas when using it is of particular importance: -

- ❖ Working in Adventure Playgrounds
- ❖ Working in supported housing
- ❖ School talks and events
- ❖ Work experience placements

- ❖ Community engagement including working with youth councils, diversionary activities and events.
- ❖ Housing visits for repairs, existing or new housing applicants and homeless families
- ❖ Revenue and Benefits home visits
- ❖ Visits to any home for inspections or enforcement purposes. This will include all visits eg: Planning, housing repairs, Regulatory Services and grant applications.
- ❖ Volunteers training and knowledge as required
- ❖ Parks and grounds maintenance
- ❖ Anti-social behaviour – enforcement and diversion projects
- ❖ Planning and assisting in VIP visits

This list is indicative only and there may be other occasions when particular importance should be paid to safe working practices.

7. Obligations and responsibilities

Children and young people

The Children Act 2004 imposes a duty on all organisations that have contact with children to ensure they make sufficient arrangements to protect them. Statutory agencies are required to safeguard and promote the welfare of children. The Act requires every local authority to establish a Safeguarding Children Board to oversee all work to safeguard children. This duty is undertaken by Hertfordshire County Council.

The Children Act 2004 places responsibilities upon Dacorum Borough Council, as a relevant partner to Hertfordshire County Council's Children's Services, to safeguard and promote the welfare of children. The Act requires that children have a right to be safe and should be protected from all forms of abuse and neglect. The Act requires that Safeguarding is everyone's responsibility and promotes early intervention. The Act promotes the principle that children and families are best supported and protected when there is a coordinated response from all relevant agencies.

In line with the Children Act 2004 Dacorum Borough Council must (in section 10) co-operate to improve wellbeing and (in section 11) have arrangements in place to safeguard and promote the welfare of children.

To meet the requirements of section 11 of the Children Act 2004, Dacorum Borough Council should have regard to statutory guidance 'Working Together to Safeguard Children' (HM Government 2018). The Council has accepted its duty to co-operate with Hertfordshire County Council's Children's Services and it will ensure that it meets the requirements set out by the Hertfordshire Safeguarding Children Board. Dacorum will achieve this by undertaking the following :-

- ❖ To have senior level responsibility for Safeguarding Children and Young People. The Chief Executive fulfils this role at Dacorum Borough Council.
- ❖ To have a senior officer lead for Safeguarding Children and Young People – Dacorum have a team of officers responsible for safeguarding which is led by the Group Manager People and Performance and supported by the Anti-social Behaviour Team Leader.
- ❖ An elected member to champion Safeguarding – Dacorum Borough Council's champion is The Portfolio Holder for Community and Regulatory Services.
- ❖ Information to be available on intranet and the Document Centre on Dennis and the Document Centre – Safeguarding and Domestic Abuse folder accessed by quick links on the front page of Dennis.
- ❖ All corporate, community and team plans must ensure that safeguarding is a key priority.
- ❖ A clear structure must be in place to deal with all issues around safeguarding
- ❖ A clear policy on safeguarding must exist and be supported by procedures.
- ❖ There should be a clear statement on information sharing with partners with regard to safeguarding.
- ❖ There should be an appropriate programme of training for all staff and a full record of training undertaken should be maintained.
- ❖ Safe recruitment procedures/guidance should be followed for the recruitment of all staff.
- ❖ A whistle blowing policy must be in place and staff should be aware of the procedure – there is an existing whistle blowing policy and a copy is available on Dennis.
[DBC Whistleblowing Policy](#)
- ❖ All records relating to children or young people must be stored in a safe and secure place and only named persons should have access to these files.
- ❖ Each service area that is responsible for contracting work out on behalf of the Council must ensure that via the service level agreements or contract that the above provisions of section 11 of the Children Act 2004 are complied with.
- ❖ Each service area and contract manager is responsible for monitoring compliance by contractors of these provisions and an annual review should be undertaken and reported to the Group Manager People and Performance.

Adults at risk

Hertfordshire County Council is the lead authority in the county for safeguarding Adults at risk. The county council has responsibility for deciding where cases meet the threshold of the Care Act 2014, section 42. Dacorum Borough Council will support the lead authority in meeting these responsibilities.

The Care Act 2014 supplemented by the Care and Support Guidance (Department of Health 2014) requires Local Authorities including District Councils to "...promote wellbeing when carrying out any of their care and support functions in respect of a person. This may sometimes be referred to as "the wellbeing principle" because it is a guiding principle that puts wellbeing at the heart of care and support" (Care and Support Guidance P1)

Section 1 of the Care Act includes protection from abuse and neglect as part of the definition of wellbeing. Wellbeing is defined in the Guidance in a number of ways and includes protection from abuse and neglect.

The Council is required under statute to promote wellbeing in any function and/or service that involves care and support of adults and meet identified needs. Local authority statutory adult safeguarding duties apply equally to all adults with care and support needs regardless of whether their needs are being met by the local authority.

The act guidance enshrines the six principles of safeguarding:

- **Empowerment** – People being supported and encouraged to make their own decisions and informed consent.
- **Prevention** – It is better to take action before harm occurs.
- **Proportionality** – The least intrusive response appropriate to the risk presented.
- **Protection** – Support and representation for those in greatest need.
- **Partnership** – Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.
- **Accountability** – Accountability and transparency in delivering safeguarding.

Dacorum Borough Council commits to the principles of *Making Safeguarding Personal* which is about person centred and outcome focussed practice. It is how

professionals are assured by adults at risk that they have made a difference to people by taking action on what matters to people, and is personal and meaningful to them.

8. Housing

In discharging a range of duties in the management of their housing stock the Council will have regard to the above obligations and responsibilities.

In addition to this there are also requirements under the following legislation: -

- ❖ The Housing Act 1996 as amended by the Homelessness Act 2002 section 213A ensures that a housing authority contacts social services (with or where appropriate without consent) when a family with children is ineligible or intentionally homeless. This section also ensures that housing authorities cooperate with social service to provide advice and assistance to help ineligible or intentionally homeless households with children.
- ❖ The Housing Act 2004 gives local authorities powers and duties to take action against bad housing conditions and Environmental Health Officers will assess the impact of health and safety hazards in light of hazards that occupants are vulnerable to and consider safeguarding children as part of this process.

9. Disclosure and Barring Service checks.

Dacorum Borough Council is not a Children's Services Authority, therefore the scope for working directly with children and young people is limited and the majority of direct work takes place within Children's Services in the Adventure Playgrounds

Disclosure and Barring Service (DBS) checks can only be sought where their criteria is met. A list of the relevant posts are maintained and reviewed by Human Resources and, where necessary, the application of a DBS forms part of the safe recruitment process.

There is a group of employees for whom an enhanced Disclosure and Barring Service (DBS) check is necessary. This relates to services where there is a regulated activity, or regular contact which may be unsupervised such as the officers at Adventure Playgrounds where children and young people are concerned or Supported Housing Officers where vulnerable adults are concerned. All posts are reviewed regularly.

It is a requirement of the Licensing of Hackney Carriages and for Personal Licenses that an enhanced DBS check forms part the application process. Details regarding this are contained within the relevant licensing policies available from the Licensing department at the Council which also contain a range of safeguarding measures.

Contracted, commissioned and grant funded organisations will need to undertake any checks commensurate with the level of their involvement with children, young people or vulnerable adults and have their own safe recruitment procedures.

10. Recognising potential incidences of abuse

It is not always easy to recognise a situation where abuse may occur or has already taken place even for those experienced in working with abuse cases. Dacorum Borough Council acknowledges its' members, employees, volunteers, grant funded and contracted services are not experts at such recognition.

There are however some indicators and areas of specific risk that are identified below and which also link to other policies. Further specific indicators of physical, sexual, emotional and psychological abuse are included in the procedure section of this document.

11. Domestic Abuse

Domestic abuse has been found to be a significant indicator of child abuse. . Domestic Abuse is any incident, or pattern of incidents, of controlling, coercive and threatening behaviour or violence. A child may suffer from abuse not only by being physically abused directly, but also seeing or hearing the maltreatment of another such as a parent or sibling. Dacorum Borough Council has a specific Domestic Abuse Policy that can be found on the Dacorum website.

[Domestic Abuse Policy](#)

12. Child Sexual Exploitation

Sexual Exploitation is a form of sexual abuse, in which a young person is manipulated or forced into taking part in a sexual act. This could be as part of a relationship which seems to be normal and loving or in return for attention, affection, money, drugs, alcohol or somewhere to stay. In many cases, victims will be 'groomed' by an abusing adult, who befriends them and makes them feel special by buying them gifts or giving them lots of attention. Usually the abuser will have power of some kind over the young person. It may be that they are older or more emotionally mature, physically stronger, or that they are in a position where they are able to control the young person. This type of abuse could happen to any young person from any background. However, certain young people, such as those who

are having difficulties at home, regularly go missing or who have experienced care, are more vulnerable.

Hertfordshire Safeguarding Children Board (HSCB) and Hertfordshire Probation Trust have joined forces with Hertfordshire Constabulary in Operation HALO to identify cases of child sexual exploitation in Hertfordshire and prosecute offenders – see the link for more information.

[Hertfordshire Safeguarding Childrens Board \(HSCB\)](#)

13. Female Genital Mutilation (FGM)

Female Genital Mutilation (FGM) is illegal in England and Wales under the FGM Act 2003. **It is a form of child abuse and violence against women.** FGM comprises all procedures involving partial or total removal of the external female genitalia for non-medical reasons.

A further amendment to FGM Act 2003 by section 72 of the Serious Crime Act 2015 introduced FGM Protection Orders. An FGM Protection Order is a civil measure which can be applied for through a family court by a range of agencies including Local Authorities. The FGM Protection Order offers the means of protecting actual or potential victims from FGM under the civil law.

Dacorum Borough Council follows the Hertfordshire protocol for FGM.

14. Forced Marriage

In forced marriage, one or both spouses do not consent to the marriage and some element of duress is involved. Duress includes both physical and emotional pressure and abuse.

Forced marriage is primarily, but not exclusively, an issue of violence against females. Most cases involve young women and girls aged between 13 and 30, although there is evidence to suggest that as many as 15 per cent of victims are male. This policy relates to children or young people under 18 years of age.

Forced marriage is a human rights abuse. It can constitute both child abuse and sexual abuse. The United Nations considers it a form of trafficking, sexual slavery, and exploitation. It is not a private, personal, domestic, family, religious, or cultural issue and cannot be justified as such whether a religious or civil ceremony.

A clear distinction must be made between a **forced** marriage and an **arranged** marriage. The tradition of arranged marriages has operated successfully within many communities and many countries for a very long time. In arranged marriages, the families of both spouses take a leading role in arranging the marriage but the choice of whether or not to accept the arrangement remains with the child/ young person.

In Dacorum we will follow the Hertfordshire County Council policy and procedure that should be followed in regards to any concerns about Honour Based Abuse and/or Forced Marriage.

15. Honour Based Abuse

The NPCC (National Police Chief's Council formerly ACPO) definition of Honour Based Abuse is "a crime or incident which has or may have been committed to protect or defend the honour of the family and/or community". It is a form of domestic abuse which is perpetrated in the name of so called 'honour'.

16. Radicalisation and Violent Extremism.

The Counter Terrorism and Security Act 2015 requires Local Authorities to ensure that frontline staff should understand the Prevent Strategy and are able to recognise vulnerability to radicalisation, and know where to go to seek further help. Usual safeguarding procedures should be followed. Essential training is available for all staff via the Home Office website and face to face.

17. Capacity and Self Determination

Unless certain prescribed circumstances exist, adults should freely determine their own lives, take risks and make their own decisions. In legal terms, there is a presumption of capacity unless demonstrated otherwise.

Assumptions should not be made about a person's capacity eg. someone with dementia should not automatically be assumed to lack capacity. In some cases, capacity can fluctuate and a person can be deemed to have capacity to take responsibility for some decisions but not others.

There are two aspects to the issue of capacity within the context of abuse. Firstly, making assumptions about a person's capacity and denying them the right to self-determination may, in fact, be abusive. Secondly, where abuse has occurred or is suspected or alleged, the vulnerable person's capacity to understand and make decisions needs to be assessed.

Normally, the capacity of an individual to make key decisions is determined by their GP, Social worker and/or mental health team. Where a referral needs to be made for an assessment of an adult's capacity, then their consent needs to be obtained. If consent is withheld, then a judgement needs to be made with regard to whether the vulnerable person lacks the capacity to make that decision. It is essential that an individual's capacity is considered at all times, if consent is withheld and a referral is made without considering capacity this would be deemed to be a breach of the Care Act 2014. Advice should be sought from designated safeguarding leads if you are unsure.

Before a safeguarding referral is made to HCC under this policy, the Council will seek the tenant/resident's consent. However, HCC state that "where an overriding public interest or vital interest or if gaining consent would put the adult at further risk, a concern must be raised but the lack of consent and the reason for it must be explicit". This must include the consideration of an individual's mental capacity.

This includes situations where:

- other people or children could be at risk from the person causing harm
- it is necessary to prevent crime
- there is a high risk to the health and safety of the adult at risk
- the person lacks capacity to consent
- the alleged abuser has care and support needs and may also be at risk
- staff, agents or contractors are implicated
- the adult at risk has mental capacity not to give consent but they may be under duress or being coerced
- a court order or other legal authority has requested the information
- where there is a need to take advice prior to notification or referral in relation to modern slavery or human trafficking

The adult at risk would normally be informed of the decision to refer and the reasons, unless telling them would jeopardise their safety or the safety of others".

18. Modern Slavery and Human Trafficking

Modern slavery is an umbrella term encompassing slavery, servitude, forced or compulsory labour and human trafficking. Victims of modern slavery are unable to leave their situation of exploitation, controlled by threats, punishment, violence, coercion and deception. Slavery violates human rights, denying people of their right to life, freedom and security.

The Modern Slavery Act 2015 introduced a range of measures to address this hidden crime and the following areas are specific to local authorities: -

Section 52 of the Modern Slavery Act 2015 requires local authorities, along with Police and Gangmasters Licensing Authority, to notify the Secretary of State upon developing reasonable grounds to believe that a person may be a victim of slavery or human trafficking and in order to meet this requirement it is necessary to train staff frontline staff to recognise the indicators as they may find themselves in situations where they recognise the indicators of modern slavery or human trafficking and should be able to make the required notification.

Section 54 of this act deals with the transparency in supply chains and ethical procurement. It requires organisations with a global turnover in excess of £33 million to produce an annual statement in relation to this. The statement should detail what steps the business has taken to eradicate slavery from its own business and its supply chain or alternatively, because only the statement itself is compulsory, a statement could lawfully state that the business has taken no anti-slavery measures at all.

It is important therefore to recognise that it is not Members, employees, volunteers, grant funded or contracted services responsibility to decide whether or not abuse of any kind is taking place, or if as child or vulnerable adult is at risk, but to report where they have concerns or suspicions, or where an allegation has been made and be aware of what the signs could be.

In addition it is not the role of any Member, employee, volunteer, grant funded or contracted service to investigate or judge any allegation or concern.

It is everyone's responsibility is to REPORT concerns or allegations to the relevant officer (see Safeguarding contacts list at appendix 1) . The Lead Designated Safeguarding Officers should be advised of all referrals for the purposes of recording and reporting.

19. Responsibility, Monitoring and Review

The Group manager – People and Performance will be the lead for the safeguarding of children and young people.

The Supported Housing Team Leader will be lead for the Safeguarding of Adults at Risk.

These roles are supported by the Safeguarding Lead Officer.

All allegations of abuse will be centrally recorded and the named officers above will be responsible for collating and monitoring referrals and reporting these to the

Council's Safeguarding Working Group and the Housing and Community Scrutiny Committee.

Effective information sharing underpins integrated working and is a vital element of both early intervention and safeguarding.

We will comply with current legislation at all times when processing information about children and adults at risk. This includes the Data Protection Act 1998 and the new General Data Protection Regulations which came into force in May 2018.

This policy will be reviewed on an annual basis.

PART TWO: PROCEDURE

SAFEGUARDING CHILDREN, YOUNG PEOPLE AND ADULTS AT RISK

1. Prevention

1.1 Safe Working Practice

When dealing with children, young people and adults at risk the corporate codes of conduct /customer care standards of behaviour should always be maintained as it is possible to reduce situations where abuse or allegations of abuse may occur.

As a Member, employee, volunteer, grant funded or contracted service provider (in this document this reference relates to those contracted service providers that have adopted this policy and procedure) you should apply best practice and follow these guidelines:-

- ❖ Where ever possible, always be publicly open when working with children and young people.
- ❖ Avoid any situations where you and a child are completely unobserved (encourage an open environment).
- ❖ Never leave children and young people unattended whilst they are in your care;
- ❖ Wear a name badge, employee identification badge and/or uniform to be easily recognised by children, young people and adults at risk
- ❖ You must respect the rights, dignity and worth of every person and treat everyone equally within the context of their activity or the service they undertake with the Council.

Members, employees, volunteers grant funded and contracted service providers should never in the course of their duties:

- ❖ Engage in rough, physical and sexually provocative games or activities;
- ❖ Share a bedroom with a child or young person;
- ❖ Allow or engage in any form of inappropriate physical contact;
- ❖ Allow children or young people to use inappropriate language unchallenged.
- ❖ Make sexually suggestive comments to a child or young person even in fun.
- ❖ Allow allegations made by a child or young person to go unchallenged, unrecorded or not acted upon.
- ❖ Do things of a personal nature that a child can do for themselves.
- ❖ Enter areas designated only for the opposite sex.
- ❖ Solicit personal information other than that required for health and safety reasons, such as data required for registration purposes to attend facilities

or applications for courses etc. on courses. This information must be dealt with in accordance with the requirements of all current Data Protection legislation.

- ❖ Become involved in the administration, prompt, storage or ordering of an individual's medication.
- ❖ Become involved in any financial transaction with, or on behalf of, a child, young person or adult at risk.
- ❖ Provide any personal care to an adult at risk. This includes helping them to get dressed.
- ❖ Take a child young person or adult at risk in their car.
- ❖ Access an individual's property without permission

Occasions may arise where an employee and/or volunteer does things of a personal nature for a child or young person particularly if they are very young or have disabilities. These duties should only be carried out within the boundaries of the role and with appropriate training and with the full understanding and consent of parents/carers and the child/young person involved.

If a child, young person or adult at risk is accidentally injured as a result of your actions, seems distressed in any manner, misunderstands or misinterprets something you have done, such incidents should be reported immediately to your line manager and documented. In the case of children and young people parents/carers should be informed of all incidents.

All Members, employees, volunteers, grant funded or contracted service providers should be aware that they should not be in a situation where they are ever alone with a child and to always have a responsible adult or other children or young people with them in a group.

To be aware they do not:

- ❖ Spend any time alone with Children and young people away from others.
- ❖ When talking to children on your own ensure you can be seen by others.
- ❖ Take children or young people alone on car journeys, however short.
- ❖ Take children or young people to your home where they will be alone with you.

1.2 Safe working procedures

Good standards of maintenance, hygiene and safety should be maintained at all times within Council buildings where children, young people and adults at risk use and have access to our services.

In order to support its Health and Safety Policy the Council ensures that general safety arrangements are supplemented by comprehensive safe working procedures within each service area.

Such procedures will incorporate an identification of hazards, assessment of risks, and use of personal protective equipment, training, supervision and safe systems of work. These will be regularly reviewed by responsible officers.

1.3 Operational Procedures and Standards

The safety of children, young people and adults at risk taking part in any meeting/activity and/or organised session on Council premises is paramount. If children, young people or adults at risk are attending Council premises or events without the supervision of a parent/carer/guardian, the following practices must be applied: -

- ❖ All children and young people must be supervised at all times by an employee or volunteer who has undergone the appropriate DBS disclosure.
- ❖ Standard risk assessments are conducted prior to the organisation of any meetings, courses or activities.
- ❖ All employees, volunteers, members or contracted services must be aware of the procedure for the arrival and departure at any meeting/activity/course undertaken with the Council and any particular control measures identified in the risk assessment process.
- ❖ Any Supervisor or volunteer working with children, young people or adults at risk should familiarise themselves with the emergency evacuation procedures relevant to the area in which they work and take responsibility for those children and young people should an emergency arise.
- ❖ A DBS checked employee/volunteer must accompany a child, young person or adult at risk should they wish to leave the main group for whatever reason (e.g. first aid).
- ❖ All relevant safety checks must be made on the facilities and equipment prior to the start of each day or session.
- ❖ Parental consent should be sought – see form at appendix 3
- ❖ All emergency contact details/medical information must be kept current for each child or young person.
- ❖ The correct ratio of adults to children and young people should be applied as published in guidelines by Ofsted.

Notwithstanding the above procedures, there will be a need for specific operational procedures relative to each site, service and activity.

1.4 First Aid and accidents

The welfare of children, young people and adults at risk is paramount

For children and young people parental consent for the administration of first aid is not always possible or necessary but without the relevant consent it must be a last resort. See the guidance attached in appendix 6.

For adults at risk first aid should also be seen as the last resort. It is the decision of the individual as to whether or not they would carry out first aid.

All accidents and incidents must be recorded in accordance with the Councils accident reporting procedures.

1.5 Photography

When taking photographs of any child or young person precautionary measures should be taken and the appropriate authority sought from parents or guardians. Measures and a consent form are contained in appendices 4 and 5.

When taking photographs of any adult at risk, consent should be sought.

1.6 Off Duty Contact

Employees, elected Members, volunteers grant funded organisations and contractors must maintain a professional relationship with children, young people and adults at risk during any off-duty contact, continuing to follow the guidelines and policies set out for contact during work and where relevant should adhere to the ICT usage guidance as detailed in Appendix 7

1.7 Breach of safe working practice and procedures

Dacorum Borough Council takes its responsibility very seriously. Employees who breach any of the code above will result in investigation and may be a matter of disciplinary action which could lead to dismissal and the possibility of criminal investigation where there is evidence of illegal activity. Where an investigation results in dismissal the Disclosure and Barring Service will be informed where relevant.

Volunteers in breach of the above will have their services terminated with immediate effect. Where there is evidence of illegal activity, the volunteer will be reported to the relevant authorities and may face criminal investigation.

If a Member does not adhere to the policy, there may be grounds for reporting their behaviour to the Standards Committee, who may require an investigation under the Member Code of Conduct. Where there is evidence of illegal activity, the Member will be reported to the relevant authorities and may face criminal investigation.

2. Recognise, Respond, Refer

2.1 Recognise - How?

It is not the role of any Member, employee, and volunteer, grant-funded or contracted service provider to take individual responsibility for deciding whether or not abuse is actually taking place. However, there is a responsibility to protect children, young people and adults at risk by referring concerns to the appropriate agency.

This procedure for reporting a concern or allegation informs all Dacorum Borough Council, Members, employees, volunteers, grant funded or contracted service providers (that have adopted this policy and procedures) of the actions they should take if they have concerns about, or encounter, a case of alleged or suspected abuse of a child, young person or adult at risk.

Recognising a safeguarding concern can also relate to the environment that a child, young person or adult at risk is living in and this is often referred to as neglect. Visiting Officers may have concerns about what they see when carrying out an inspection or home visit to a property or whilst carrying out their duties.

Some of the more obvious signs of abuse, neglect or bullying could be:

- ❖ Unexplained bruising, marks or injuries on any part of the body
- ❖ Bruises which reflect hand marks or fingertips (from slapping or pinching)
- ❖ Cigarette burns
- ❖ Bite marks
- ❖ Constant hunger, sometimes stealing food
- ❖ Constantly dirty or smelly condition
- ❖ Inappropriate dress for conditions
- ❖ Fear of parents or carers being approached for explanations
- ❖ Aggressive behaviour or severe temper outbursts
- ❖ Flinching when approached or touched
- ❖ Reluctance to get changed, for example long sleeves in hot weather
- ❖ Neurotic behaviour e.g. Rocking, hair twisting
- ❖ Being unable to play or withdrawing from social situations
- ❖ Fear of making mistakes
- ❖ Self-harm
- ❖ Sudden or unexplained changes in behaviour e.g. becoming aggressive or withdrawn
- ❖ Fear of being left with a specific person or group of people
- ❖ Sexual knowledge which is beyond their development age
- ❖ Sexual drawings or language
- ❖ Saying they have secrets they cannot tell anyone about
- ❖ Not allowed to have friends or socialise with others
- ❖ Neglect – unacceptable living conditions

2.2 Child Sexual Exploitation

In addition to the above the following signs can be a sign of child sexual exploitation which can take place up to the age of 18 years old.

- ❖ Regularly going missing from home
- ❖ Truancy from school
- ❖ Friends with significantly older people
- ❖ Being collected from home or school by people you don't know

- ❖ Unexplained injuries of bruising
- ❖ Unexplained gifts or money
- ❖ Secretive mobile phone use
- ❖ Sexually transmitted infections
- ❖ Associating with other young people who are vulnerable or are known to be involved in sexual exploitation
- ❖ Drug or alcohol misuse
- ❖ Evidence of sexual bullying or vulnerability through the internet or social networking
- ❖ Self-harming
- ❖ Suicide attempts
- ❖ Overdosing
- ❖ Eating disorders

Tackling Child Sexual Exploitation and 'Say Something If You See Something' are national campaigns. Safeguarding Children and Young People from Sexual Exploitation, HM Government 2009 tells us "Sexual exploitation is not limited to particular geographical areas and all Local Safeguarding Children Boards should assume it is an issue in their area".

2.3 Forced Marriage and Honour Based Abuse

The honour code to which forced marriage and honour based abuse refers to is usually set at the discretion of male relatives and girls or women who do not abide by the 'rules' are then punished for bringing shame on the family. Infringements may include a woman or girl having a boyfriend; rejecting a forced marriage; pregnancy outside of marriage; interfaith relationships; homosexuality perceived inappropriate dress or make-up and even kissing in a public place. Crimes of honour do not always include violence, it can occur in many forms including:-

- domestic abuse/assault
- Attempted/ conspiracy to commit murder
- Manslaughter
- Procuring an abortion
- Encouraging or assisting suicide
- threats of violence
- sexual or psychological abuse
- forced marriage
- being held against their will

It is very important that you do not speak to any family members if you have concerns about forced marriage or honour based abuse. You should speak to the designated officer immediately

2.4 Female Genital Mutilation

The FGM Act 2003 was amended by the Serious Crime Act 2015 and it introduces a mandatory reporting duty which requires regulated health and social care professionals and teachers in England and Wales to report 'known' cases of FGM in under 18s which they identify in the course of their professional work to the police.

'Known' cases are those where either a girl informs the person that an act of FGM – however described – has been carried out on her, or where the person observes physical signs on a girl appearing to show that an act of FGM has been carried out and the person has no reason to believe that the act was, or was part of, a surgical operation within section 1(2)(a) or (b) of the FGM Act 2003.

Members, employees, volunteers and grant funded or contracted service providers are not subject to this mandatory duty but this policy expects them to follow the duty as a matter of good practice and any concerns should be reported to the designated officer.

2.5 Prevent – Radicalisation and Violent Extremism

Radicalisation is defined as the process by which people come to support terrorism and violent extremism and, in some cases, to then participate in terrorist groups.

Children, young people and adults at risk are vulnerable to exposure to or involvement with groups or individuals who advocate violence as a means to a political or ideological end. Examples of extremist causes that have used violence to achieve their ends include animal rights, the far right and international terrorist organisations such as so called Islamic State (IS).

Children, young people and adults at risk can be drawn into violence or they can be exposed to the messages of extremist groups by many means. These can include family members or friends, direct contact with groups and organisations or, increasingly through the internet. This can put a young person at risk of being drawn into criminal activity and has the potential to cause significant harm.

Work to safeguard children and adults, providing early intervention to protect and divert people away from being drawn into terrorist activity, is at the heart of the revised *Prevent* strategy. Channel is a national programme which forms part of Prevent and further information can see obtained from the link below.

[Channel Guidance](#)

Potential indicators identified in the Channel guidance include: -

- ❖ Use of inappropriate language
- ❖ Possession of violent extremist literature
- ❖ Behavioural changes

- ❖ The expression of the extremist views
- ❖ Advocating violent actions and means
- ❖ Association with known extremists
- ❖ Seeking to recruit others to an extremist ideology

2.6 Financial abuse – Adults at risk

There is no statutory definition of financial abuse; however *No Secrets* published by the department of health defines financial abuse as the following:

“Financial or material abuse, including theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits” (DH/Home Office, 2000)’

Indicators of financial abuse can include:

- ❖ Missing personal possessions
- ❖ Unexplained lack of money or inability to maintain lifestyle
- ❖ Unexplained withdrawal of funds from accounts
- ❖ Power of attorney or lasting power of attorney (LPA) being obtained after the person has ceased to have mental capacity
- ❖ Failure to register an LPA after the person has ceased to have mental capacity to manage their finances, so that it appears that they are continuing to do so
- ❖ The person allocated to manage financial affairs is evasive or uncooperative
- ❖ The family or others show unusual interest in the assets of the person
- ❖ Signs of financial hardship in cases where the person’s financial affairs are being managed by a court appointed deputy, attorney or LPA
- ❖ Recent changes in deeds or title to property
- ❖ Rent arrears and eviction notices
- ❖ A lack of clear financial accounts held by a care home or service
- ❖ Failure to provide receipts for shopping or other financial transactions carried out on behalf of the person
- ❖ Disparity between the person’s living conditions and their financial resources, e.g. insufficient food in the house
- ❖ Unnecessary property repair

2.7 Modern Slavery and Human Trafficking

There are a wide range of indicators relating to modern slavery and human trafficking which can be found on the link below.

If a member of staff has any concerns about any matter related to slavery they should discuss it with the designated officer as there is a duty for them to notify to home office and a structured procedure to follow.

[Modern Slavery - Guidance for frontline staff](#)

2.8 Dealing with threats of suicide

The underlying causes of suicidal feelings are likely to be a complex mix of personal and social factors and fortunately not something that is a normal part of the usual working day. That said there are occasions when officers are confronted with a statement from an individual that they intend to harm themselves or take their own life.

Some residents/customers/service users are already accessing support from us or other agencies but if a person tells you that they are going to, or feel like they are going to, take their own life then we should deal with them by: -

1. Taking their statement seriously
2. Asking if they are receiving any support i.e GP, CPN, mental health team or any other agency and recording the details.
3. Asking if there is family support and if so who they are and their contact details.
4. Giving them the number of the Samaritans and telling them we will be contacting the police.
5. If the threat is considered or believed to possibly be genuine informing the local police (tel:101) who have the resources to check that they are OK at an immediate level
6. Completing the attached form and sending it to the Resident Services Team so they can assist where appropriate.

If a threat of suicide is received initial action should be taken and then a suicide form completed and forwarded to the safeguarding mailbox. The safeguarding team will make a decision on any further referral that may be required.

Further guidance and form available at

[Suicide threat guidance and reporting](#)

If you have any concerns about any situation or a discussion with a child, young person or adult at risk always speak to your Designated Safeguarding Officer or a Lead Safeguarding Officer – see Appendix 1 for contact details. Remember it is not your responsibility to make any decisions or investigations – it is your responsibility to respond and refer by discussing with a Designated Officer.

3. Respond and refer – How?

To a child, young person or adult at risk disclosing

Children, young people and adults at risk who are being abused will only tell people they trust and with whom they feel safe. By listening to, and taking seriously what a child, young person or adult at risk is telling you, you will already be helping to protect them.

Create a safe environment by:

- ❖ Staying calm and not rushing into actions that may be inappropriate.
- ❖ Confirming you understand how difficult it must have been to confide in you and that they have done the right thing.
- ❖ Reassuring the child, young person or adult at risk and stressing he/she is not to blame.
- ❖ Listening to what the child, young person or adult at risk tells you, show you are taking what is being said seriously.
- ❖ Where possible remain in view, do not go somewhere on your own.
- ❖ Be honest and do not make promises you cannot keep. Explain you will have to tell other people in order to stop what is happening;
- ❖ Ensure you are quite clear about what the child, young person or adult at risk says so you can pass it on to the professionals. Use open questions to encourage them to use their own words but do not press for detailed information.

NB The law is very strict and an abuse case can be dismissed if it appears the child/young person has been led or words have been suggested.

Record exactly what the child, young person or adult at risk has said to you, on an incident referral form (Appendix 2) as soon as possible after the incident. As far as possible use the child, young person or adult at risk own words. Stick to the facts and do not give your opinion and record:

- ❖ The individual's name, address, date of birth.
- ❖ The nature of the allegation.
- ❖ A description of any visible bruising or other injuries.
- ❖ Your observations (e.g. a description of the individual's behaviour and physical and emotional state).
- ❖ Exactly what the child, young person or adult at risk has said and what you said. Record the account of what has happened and how any bruising or other injuries occurred.
- ❖ Any action you took as a result of your concerns (e.g. who you spoke to and resulting action, including any contact with your immediate line manager, internal protection officer). Where possible include names, addresses and telephone numbers;
- ❖ Sign and date what you have recorded.
- ❖ The form should then be given to the appropriate designated officer for the safeguarding of children, young people and adults risk in the first instance.

- ❖ **Do not** take sole responsibility – consult the designated officer in your service area or in their absence one of the designated lead officers should be contacted as detailed in appendix 1.

Where there are concerns regarding child sexual exploitation or radicalisation always discuss with the designated Lead Officers or the Community Safety Partnership Co-ordinator (see Appendix 1 for contact details).

NB: In determining your actions, remember that only experienced and specifically qualified and trained professionals should deal with cases or suspicions relating to abuse. Your role is to recognise, respond and refer to your designated officer. See appendix 1 for contact details.

All referrals must be reported to the Designated Lead Safeguarding Officers in the Resident Services team via the Safeguarding email address – safeguarding@dacorum.gcsx.gov.uk for recording, monitoring and reporting purposes.

4. Allegations against members, employees, volunteers or contracted service providers.

Should an employee, elected member, volunteer or contracted service provider become aware of an allegation (against a colleague) of an incident of abuse taking, or having taken place, it is vital that the following procedures are followed:

- ❖ Take the allegation seriously. It is your duty to consider any allegation to be potentially dangerous to the child/young person or adult at risk and therefore report it
- ❖ Make a written record on an incident referral form (Appendix 2) of any details of which you are aware, as part of your report.
- ❖ Do not approach the alleged perpetrator or the alleged victim yourself.
- ❖ Report the allegation to your designated officer or to the Lead Safeguarding Officer by completing the referral form giving details of the allegation, how you became aware of it and any other relevant details and email it to the safeguarding@dacorum.gcsx.gov.uk mailbox.
- ❖ Referrals to the Hertfordshire Safeguarding team should be made on their form which can be found on the Council's Document Centre under the Safeguarding heading and sent to the Protected Referrals email address.
- ❖ In a case where your manager may be involved, report it to the Lead Safeguarding Officer, Group Manager – Resident Services, directly and/or the Group Manager for People who is the senior officer for Human Resources. It is likely that they will need to get advice and support from the Local Authority Designated Officer (LADO) at Hertfordshire County Council (contact details appendix 1).

Do not judge or investigate. As an employee, elected member, volunteer or contracted service provider it is important not to lose focus of your role. By reporting an allegation quickly, any necessary investigations and/or judgement can then be made by trained professionals;

It is paramount that you maintain confidentiality throughout this whole process. It is extremely important that any allegations are not discussed (unless absolutely necessary and only with specified persons) as any breaches could be damaging to both the alleged perpetrator, the child/young person and to any investigation that may follow.

Once the incident has been reported to the designated officer or Lead Safeguarding Officer they will inform Human Resources and the report will be suitably investigated. The Council's Conduct Procedure will be followed and, where appropriate, other relevant agencies such as the police and/or the Disclosure and Barring Service will be informed

5. Dealing with other allegations

Should an employee, elected Member, volunteer or contracted service provider be informed by a third party that an incident of abuse may be occurring the procedure outlined above will apply. In no circumstances should you attempt to contact the alleged victim or the alleged perpetrator yourself. Your role is to recognise and report any concern to your designated officer or to one of the Lead Safeguarding Officers.

6. ICT including Internet and email

The Adventure Playgrounds have a specific policy on e-safeguarding which relates to the children and young people who are service users which is visible to them and reviewed on a regular basis.

For Dacorum Borough Council systems please refer to Dacorum Borough Council's IT policies and refer any concerns to the designated Safeguarding Officers.

7. Complaints

Complaints about general service issues should be dealt with through the Council's corporate complaints procedures. Any complaint that makes a specific reference to concerns about a specific child, young person or adult at risk and their welfare should be dealt with through the safeguarding procedure in the first instance. Where it is not clear where the responsibility lies the matter should be referred to one of the designated Lead Safeguarding Officers who will advise. (contact details on appendix 1)

8. Dealing with malicious accusations

Reports found to be malicious about an employee(s) and/or serious and/or persistent abuse of these safeguarding policies and procedures by relevant persons will not be tolerated and will be dealt with through Dacorum Borough Council's Human Resources Policies and procedures. If there is evidence of illegal actions the Police will be informed.

9. Confidentiality

When dealing with any case/suspicion/allegation relating to abuse, confidentiality is of the highest importance as any breaches can have severe consequences and the protection of the persons involved is paramount.

It is important that only those persons who need to know are given the relevant information to protect the rights of the victim and alleged perpetrator. Employees, Members, volunteers and contracted service providers **must not**:

- ❖ Discuss any allegation of abuse of bullying, substantiated or not, with anyone from Dacorum Borough Council other than a designated Safeguarding Officer, Lead Safeguarding Officer or Director.
- ❖ Discuss any allegations of abuse or bullying, substantiated or not, with any member of an external agency, other than as part of a formal investigation.
- ❖ Discuss any allegation of abuse or bullying, substantiated or not, with any other interested party, including parents, carers and relatives of the child, or young person without the express permission of the person with overall responsibility for the investigation. This person may be part of the Hertfordshire Safeguarding Team.

This does not exclude any employee from the need or right to consult with a solicitor, trade union representative or other bona fide legal adviser.

Please make yourself aware of the Council's Whistle Blowing Policy document which is available on the intranet / Dennis.

10. Sharing of information

Employees, Members, Volunteers, grant funded or contracted service providers may be anxious about the legal and ethical restrictions on sharing information, particularly with other agencies. However, the sharing of information for the purposes of safeguarding and promoting the welfare of children, young people and adults at risk is essential. In many cases it is only when information from a range of sources is put together that a risk of harm can be seen.

The main legal gateways for disclosure of information are:

- ❖ Common law duty of confidence
- ❖ Human Rights Act 1998

- ❖ Data Protection Act 1998
- ❖ Crime and Disorder Act 1998
- ❖ The General Data Protection Regulation (GDPR) (Regulation (EU) 2016

Each of these areas needs to be considered separately. Other statutory provisions may also be relevant but in general the law will not prevent you from sharing information with other practitioners if:

- ❖ Those likely to be affected consent
- ❖ The public interest in safeguarding the child or young person's welfare override the need to keep the information confidential
- ❖ Disclosure is required or necessary under a court order or other legal obligation.
- ❖ It is for the prevention or detection for crime and disorder.

Sections 27 and 47 of the Children Act 1989 enables local authorities to request help from specified authorities (other local authorities, education authorities, housing authorities, NHS bodies) and place an obligation on those authorities to co-operate. A request could be for information in connection with an s17 assessment or an s47 enquiry. Neither provision would require an unjustified breach of confidence. But an authority should not refuse a request without considering all the circumstances.

Clause 45 of the Care Act 2014 focuses on 'supply of information'. This relates to the responsibilities of others to comply with requests for information from the safeguarding adults' board.

The statutory guidance to the Care Act emphasises the need to share information about safeguarding concerns at an early stage; information-sharing agreements or protocols should be in place.

Designated adult safeguarding managers in the local authority and its partner agencies are responsible for ensuring that information shared about individuals alleged to have caused harm is in accordance with human rights, data protection and confidentiality requirements.

Section 115 of the Crime and Disorder Act 1998 enables any person to disclose information to a relevant authority for any purposes of the Act if they would not otherwise have the power to do so. Relevant authorities include local authorities, NHS bodies and police authorities. The purpose of the Act broadly covers the prevention and reduction of crime and the identification or apprehension of offenders.

All copies of the Safeguarding Reporting Form (appendix 2) must be sent to and retained by the Lead Designated Safeguarding Officers. These documents must be stored securely to ensure confidentiality and will be retained in accordance with Retention Policy Periods as defined in the organisations retention schedule. No other copies should be kept.

Full guidance on information sharing and myth busting can be found at :-

Children - [Information sharing advice - Advice for practitioners providing safeguarding services to children, young people and carers. July 2018.](#)

Adults

[Practice Guidance on sharing adult safeguarding information](#)

11. Dealing with the Media

All enquiries from the media regarding specific Safeguarding issues must be dealt with through one of the Lead Safeguarding Officers and the Team Leader – Communications and Consultation or Group Manager, People. See appendix 1 for the contact list.

12. Safe Recruitment, Contracts, Grants and Commissioning.

All recruitment and selection activity is required to comply with the Council's Recruitment and Selection Code of Practice and the Disclosure and Barring Service Policies.

It is the policy of the Council that no person shall work or volunteer to work with children and young people within or on behalf of Dacorum Borough Council who has been convicted or who has received a formal Police caution concerning an offence against children.

There is a list of posts for which Disclosure and Barring checks are required and under no circumstances should an employee commence work until the checks have taken place. Disclosure and Barring (DBS) checks are also compulsory for volunteers where the criteria are met.

The Council also has a duty to protect any young people who undertake work, whether temporary, part time or full time for the Council. Students and schoolchildren under 18 years including those engaged in work experience are covered by the Health and Safety at work regulations.

For all contracted, commissioned, grant funded services, a risk assessment will be taken regarding the availability and the implementation of appropriate safeguarding policies and procedures. Contracts and grants will be awarded when the Council is assured that satisfactory checks have been undertaken where appropriate. This will form part of the contract/tender/application process.

In addition to the initial checks, ongoing monitoring of continued compliance will be made and information relating to the following areas will be required on a regular basis: -

- Numbers of referrals to Hertfordshire County Council call centre/protected referrals
- Numbers of staff who have/have not been trained or had refresher training
- Details of training provided – is the training approved by Hertfordshire Safeguarding Children's Board
- Have a safe recruitment policy

13. Induction and training

Before a new employee starts their employment with Dacorum Borough Council they will be asked to read the Safeguarding Policy and Procedures and sign to acknowledge this.

Basic Safeguarding Awareness training will be provided as compulsory training for all employees and members as part of the formal induction process – this training is available as an e learning package on DORIS.

This will also apply to volunteers, grant funded and contracted service providers where this policy is adopted or agreed as agreed as part of the contract/grant/commissioning process.

Safeguarding and the Promotion of Welfare of Children and Young People training will be provided to all staff that have any level of interaction with children and young people within their job role. Safeguarding adults at risk training will be provided to all staff who have a level of interaction with adults at risk.

All front line staff will attend the Workshop Raising Awareness of Prevent training and all relevant services will receive training to raise awareness of indicators of modern day slavery and how to make the appropriate notification.

Employees, volunteers, contracted service providers and members whose work brings them into significant contact with Children, young people or adults at risk will undertake the relevant level of Child Protection and safeguarding training which should be identified by team leaders and lead officers at appraisals. Advice on this can be given by the Designated Lead Officers.

Managers, Team Leaders, Employees and volunteers should be aware of their role and responsibilities under these procedures and be aware of the need to keep the training up to date. If there are any queries of if any advice is required regarding the level or type of training, please consult the Designated Lead Officer for advice

14. Review

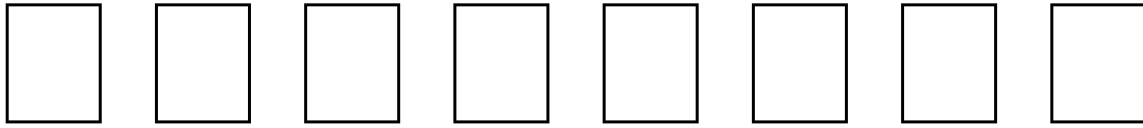
This policy and procedures will be updated annually and fully reviewed every 3 years. The next full review will be January 2021 or in response to changes in good practice or legislation.

Useful resources and other statutory guidance

[Working Together to Safeguard Children 2018](#)

[Information Commissioners \(ICO\) website](#)

[What to do if you're worried a child is being abused- advice for practitioners](#)



DACORUM BOROUGH COUNCIL SAFEGUARDING POLICY

DECLARATION

Dacorum Borough Council is fully committed to safeguarding the well-being of children, young people and adults at risk and promoting their welfare.

Working as an employee, volunteer or contracted service provider of Dacorum Borough Council, or representing Dacorum Borough Council as an Elected Member, it is important that you have taken the time to thoroughly read the Safeguarding Policies and Procedures documents.

By being made aware of the policy it is our intention to ensure that we all are proactive in providing a safe and secure environment for the children, young people and adults at risk in our community.

.....

Declaration:

Having read and understood Dacorum Borough Council's Safeguarding Policies and Procedures documents, I accept the principles therein.

Signed: _____

Name (please print): _____

Position in organisation: _____

Date: _____



Report for:	Cabinet
Date of meeting:	19 March 2019
Part:	1
If Part II, reason:	

Title of report:	Parking Standards Supplementary Planning Document
Contact:	Councillor Graham Sutton, Portfolio Holder for Planning and Infrastructure Author/Responsible Officer: <ul style="list-style-type: none"> • Andrew Horner/John Chapman – Strategic Planning Team • James Doe – Assistant Director: Planning, Development and Regeneration
Purpose of report:	To consult Cabinet on the Draft Parking Standards Supplementary Planning Document (SPD).
Recommendations	<p>1. That Cabinet approves the Draft Parking Standards Supplementary Planning Document for public consultation purposes.</p> <p>2. That authority be delegated to the Assistant Director – Planning, Development and Regeneration (in consultation with the Planning and Regeneration Portfolio Holder) to agree the arrangements for public consultation on the Draft SPD.</p> <p>3. That authority be delegated to the Assistant Director – Planning, Development and Regeneration (in consultation with the Planning and Regeneration Portfolio Holder) to make minor modifications to the Draft SPD prior to consultation.</p>
Period for post policy/project review	Once new car parking standards are adopted within an SPD, a review of their operation should be undertaken within 5 years.
Corporate Objectives:	Having a clear set of standards to govern parking requirements for new development will help support the following objectives:

	<ul style="list-style-type: none"> • <i>Safe and clean environment</i>: e.g. support policies in the Local Plan that promote a safe built environment • <i>Dacorum delivers</i>: e.g. helps provides a clear framework upon which planning decisions can be made.
<p>Implications:</p> <p>'Value for money' implications</p>	<p><u>Financial</u></p> <p>None directly associated with this report.</p> <p><u>Value for money</u></p> <p>Consultants Markides were appointed through a formal procurement process where cost and value for money considerations were reflected in the scoring criteria.</p>
Risk implications	<p>If the SPD is not approved, the Council will continue to apply the existing parking standards. However, these standards are expressed in terms of 'maximum standards' which should not normally be exceeded. This makes the existing standards out of date in relation to the National Planning Policy Framework and the Government's Planning Practice Guidance on 'Travel Plans, Transport Assessments and Statements'. These documents state that maximum standards should be set only where there is a clear and compelling justification.</p> <p>Given the above, there is a risk that the Council will be unable to successfully defend planning appeals if planning permission is refused on the basis of the existing maximum standards.</p>
Community Impact Assessment	Attached as an appendix to this report.
Monitoring Officer/S.151 Officer Comments	<p>Monitoring Officer:</p> <p>The SPD once approved should assist consistent decision-making and ensure that national guidance is being correctly applied.</p> <p>Full council will need to approve the SPD once the consultation stage has been completed.</p> <p>S.151 Officer</p> <p>No further comments to add to the report.</p>
Health and safety Implications	Ensuring an appropriate level of parking provision as part of new development will support future highway safety.
Consultees:	The Strategic Planning and Environment Overview & Scrutiny Committee (SPEOSC) considered a report on 'Parking Standards Review' on 19 June 2018. This report explained what officer and member liaison had been carried out to inform the Markides Parking Standards Review report.

	<p>A report on the Draft SPD is being considered by SPEOSC on 12 March 2019.</p> <p>Officers have been consulted on the Draft SPD as follows:</p> <ul style="list-style-type: none"> • Development Management • Legal • Dacorum’s Parking team • Environmental Health (Air Quality) • Local highway authority (HCC)
<p>Background papers:</p>	<ol style="list-style-type: none"> 1. Dacorum Borough Local Plan (April 2004) 2. Parking Standards Review, Markides Associates, October 2017 3. Draft Parking Standards Supplementary Planning Document, Markides Associates, November 2018 4. Dacorum Area Based Policies Supplementary Planning Guidance on ‘Accessibility Zones’ (May 2004) 5. Roads in Hertfordshire – a Design Guide, HCC, January 2011
<p>Glossary of acronyms and any other abbreviations used in this report:</p>	<p>HCC: Hertfordshire County Council SPD: Supplementary Planning Document SPEOSC: Strategic Planning and Environment Overview & Scrutiny Committee</p>

1.0 SPEOSC CONSIDERATION OF PARKING STANDARDS REVIEW DOCUMENT

- 1.1 A report on the Parking Standards Review document, was considered by the Strategic Planning and Environment Overview and Scrutiny Committee (SPEOSC) on 19 June 2018. The Parking Standards Review was prepared by the Council's consultants, Markides Associates.
- 1.2 The June 2018 Committee report explained the existing national and local planning policy context. Members were advised that local planning policies or guidance on parking deals with (a) level of provision (usually through local parking standards) and (b) design and layout. Responsibility lies with this Council for (a) and Hertfordshire County Council (HCC) as local highway authority for (b).
- 1.3 The main purpose of the June 2018 Committee report was to inform Members of the 'Parking Standards Review' study (October 2017) undertaken for the Council by Markides Associates. This study is available on the Council's website as part of the evidence underpinning the emerging new Local Plan:

<http://www.dacorum.gov.uk/home/planning-development/planning-strategic-planning/new-single-local-plan/technical-work-for-the-early-partial-review>

- 1.4 The study reviewed the Council's existing parking standards and provided an evidence base to underpin an SPD containing revised parking standards. Key recommendations were:
 - The Council should move away from maximum standards (which no longer form part of Government guidance). Instead, the starting point should be that all parking is accommodated on site, with the standards applied as 'requirements' from which departures may be justified with appropriate evidence.
 - Two 'accessibility zones' should be defined within and close to Hemel Hempstead and Berkhamsted town centres. Car ownership is lower in these areas, so reduced car parking standards could be appropriate.
 - The recommended new residential parking standards in the study reflected the above bullet points and 2011 census data on car ownership.
 - The existing non-residential parking standards should essentially be retained, but applied as broad requirements rather than maximum standards.

- 1.5 Members were advised in June 2018 that the study provided a good basis for revised parking standards. However, as the study was a technical report, its recommendations could not be used in planning decisions until formally embedded in an adopted policy document. Therefore, the preferred approach was to provide updated policy guidance in the new Local Plan and an SPD containing the revised parking standards.

2.0 DRAFT PARKING STANDARDS SUPPLEMENTARY PLANNING DOCUMENT (DRAFT SPD)

- 2.1 Markides Associates have now produced for the Council a draft Parking Standards SPD. A summary of the Draft SPD (excluding its appendices) is provided in Appendix 1. The full Draft SPD can be found in Appendix 2. There are five appendices to the Draft SPD and the following are particularly important:

- Appendix A – Car parking standard tables
- Appendix B – Accessibility plans, showing the accessibility zones, within which lower parking standards apply.

2.2 The main differences between the Council’s proposed existing standards and the Draft SPD are summarised in the table below. Appendix 3 gives more detailed information on the main differences.

Subject	
General approach	The standards have moved from a maximum approach to a ‘standard’ approach, with the expectation that development will meet its own needs on-site by providing parking to this standard.
Parking standards for different land uses	<p>Most of the standards in the Draft SPD are the same as the existing standards. There are some differences and the most significant are set out below. However, the move away from maximum standards will in many cases result in provision of more spaces than with the existing standards.</p> <ul style="list-style-type: none"> • Supermarkets, offices and general industry: the new standards are lower. • Housing: for many schemes, the new standards are lower than the existing standards, particularly for 3 and 4 bedroom homes. Also, fewer spaces are required if spaces are shared than if they are allocated to individual properties.
Accessibility zones and reduced parking standards in high accessibility locations	<p>At present: there are four accessibility zones and the parking standards are lower in the more accessible zones (zones 1-3).</p> <p>Draft SPD: two accessibility zones are proposed covering the most accessible areas:</p> <ul style="list-style-type: none"> • Accessibility Zone 1: up to 30% reduction in general parking standard. • Accessibility Zone 2: 10% reduction in general parking standard. <p>The rest of the Borough is outside the accessibility zones.</p>
Definition of accessibility zones	<p>At present: most of the Borough is in Zone 4. Parts of Hemel Hempstead, Berkhamsted and Tring (mainly in and around the town centres) are in Zones 1-3, where lower parking standards apply.</p> <p>Draft SPD: proposes that only the most accessible areas are in the accessibility zones, as follows:</p> <ul style="list-style-type: none"> • Zone 1: approximate 10 minutes walk of Hemel Hempstead town centre. • Zone 2: approximate 20 minutes walk of Hemel Hempstead town centre and 10 minutes walk of Berkhamsted town centre. <p>The proposed zone boundaries are different from the existing boundaries.</p>

<p>Car-free development and other reduced parking provision</p>	<p>At present: car-free development may be considered in high accessibility locations. Parking provision may also be omitted or reduced depending on the type and location of the development.</p> <p>Draft SPD: Car-free schemes will be considered if justified by robust evidence (including parking stress surveys), but normally only in Accessibility Zone 1.</p>
---	---

23 It is important to note that the SPD must supplement the Council’s existing policies on parking standards and cannot change them. If the Council changes its approach towards parking standards in the new Local Plan, it will be necessary to review the SPD. Further information on this point can be found in section 13 of the Draft SPD.

2.4 A limited stakeholder consultation has been carried out on the Draft SPD, seeking comments from Officers in:

- Development Management
- Legal
- Dacorum’s Parking team
- Environmental Health (Air Quality)
- Local highway authority (HCC)

Members will be informed at the meeting of any responses received.

2.5 A report on the Draft SPD is being considered by SPEOSC on 12 March 2019. Officers will provide Cabinet Members with an update on the key points arising from the SPEOSC discussion in advance of the Cabinet meeting.

2.7 Subject to any points raised through the stakeholder consultation and at SPEOSC, the Officer view is that the Draft SPD should now be published for public consultation purposes (see recommendation 1).

3.0 NEXT STEPS

3.1 If Cabinet agrees the recommendation, the public consultation on the Draft SPD will be carried out in accordance with the Council’s Statement of Community Involvement. It is recommended that authority be delegated to the Assistant Director – Planning, Development and Regeneration (in consultation with the Planning and Regeneration Portfolio Holder) to agree the arrangements for public consultation on the Draft SPD (see recommendation 2).

3.2 Officers consider that a few minor modifications of a non-material nature should be made to the Draft SPD before it is published. It is recommended that authority be delegated to the Assistant Director – Planning, Development and Regeneration (in consultation with the Planning and Regeneration Portfolio Holder) to make such modifications (see recommendation 2.3).

3.3 Following the public consultation, Cabinet and Full Council will be required to agree the final SPD.

APPENDIX 1: SUMMARY OF DRAFT SPD (excluding appendices)

1. Introduction and Policy Context

Background

- The purpose of the SPD is to set appropriate car and cycle parking standards for different types of development within Dacorum Borough.
- Insufficient parking can result in on-street parking stress and unsafe or obstructive parking, with high levels of frustration for residents and businesses.
- However, parking is also an important travel demand tool. Lower parking provision can, in the right circumstances (usually where there is high accessibility to other transport and facilities and a controlled parking zone) lead to lower car ownership and use.
- The SPD balances these two aspects based on the current evidence available.

Context

- Census data on car ownership provides a good basis for a parking standard, around which the Council can allow some flexibility for highly accessible developments in certain conditions.
- There was little change in car ownership in Dacorum between 2001 and 2011. Car ownership per household in the Borough is forecast to increase by 8% between 2011 and 2031.
- The percentage of young people with driving licences is falling, due to factors such as car clubs, Uber and increased housing densities in or near town centres and railway stations.
- Given local transport policy, the aim should be to encourage a gradual downward trend in car ownership and use in the most accessible locations – elsewhere in the Borough car ownership is likely to remain the same or increase slowly.

The parking standards

- The SPD proposes ‘parking standards’ (rather than maximum or minimum standards), but with the possibility to reduce these in appropriate locations and conditions to sustain lower car ownership, subject to Council approval.
- The Council currently uses the parking standards in the 2004 Dacorum Borough Local Plan Appendix 5, along with the 2002 Accessibility Standards. This SPD would replace both these documents if adopted.
- The existing standards for residential and non-residential development are maximum standards, with lower standards applied progressively on a zonal basis in the urban areas of Tring, Berkhamsted and Hemel Hempstead.
- This national policy approach to parking has changed with the publication of the National Planning Policy Framework (NPPF) in July 2018 and requires that maximum standards need clear justification.

- The Draft SPD is based on the evidence in the Parking Standards Review study (Markides Associates, October 2017).

2. Planning and Transport Policy

National Planning Policy Framework

- Local parking standards for residential and non-residential development should take into account:
 - a) the accessibility of the development;
 - b) the type, mix and use of development;
 - c) the availability of and opportunities for public transport;
 - d) local car ownership levels; and
 - e) the need to ensure an adequate provision of spaces for charging plug-in and other ultra-low emission vehicles.
- Maximum parking standards for residential and non-residential development should only be set where there is a clear and compelling justification that they are necessary for managing the local road network, or for optimising the density of development in city and town centres and other locations that are well served by public transport.

Hertfordshire County Council Transport Guidance

- **Local Transport Plan (LTP4):** The LTP4 aims to achieve a switch from the private car to more sustainable transport, partly through the use of parking as demand management.
- **Roads in Hertfordshire: A Design Guide:** This document includes guidance on parking. This guidance is being updated and the County drafted 'Parking: Design and Good Practice' in 2017 – the final version is expected later in 2019.

Dacorum Borough Council Local Plans:

- **Core Strategy (2013):** Policy CS8 states that new development should provide sufficient, safe and convenient parking based on car parking standards. The application of those standards will take account of various factors stated in the policy.
- **Dacorum Borough Local Plan (2004):** The most relevant policies are Policies 57 (provision and management of parking) and 58 (private parking provision). Emphasis is given to reducing car ownership and usage and on maximum parking standards. The level of parking provision to be provided in new development is assessed using the demand-based parking guidelines and approach to parking in Appendix 5 of the Plan.

Parking Standards Technical Report (October 2017)

- This Technical Report forms the evidence base upon which the SPD has been produced.

3. Brief, Purpose and Objectives of The SPD

- The purpose of the SPD is to provide parking standards which are (1) reflective of the current situation in the Borough but (2) allow for some flexibility to encourage trends towards lower car ownership in some accessible higher density locations.
- The Parking Standards Technical Report Review provides a good basis for a parking standard.

4. Dacorum Context and Evidence Base

- **Car ownership levels:** Table 4.1 provides information for Dacorum.
- **Cycle ownership levels:** Cycling in the Borough is increasing and there is potential for further increases.
- **Accessibility Zones:** A combination of high public transport accessibility, access to local facilities and lower car ownership levels justifies reduced parking standards as shown below in the following 'accessibility zones':

Zone	Extent of zone	Reduction in general parking standard
1	Hemel Hempstead: approximate 10-minute walk from town centre	Up to 30%
2	Hemel Hempstead: approximate 20-minute walk from town centre Berkhamsted: approximate 10-minute walk from town centre	Up to 10%

The accessibility zones are shown in Appendix B of the Draft SPD.

5. Overall Approach to Parking Standards

- **General:** Appropriate car parking provision is vital to ensure that new development functions effectively. Planning policies can be used to manage the demand for car travel. However, attempts to curb car ownership through restricting parking may not be effective in limiting car ownership, except in very accessible locations. In Dacorum, the main effect of restrictive parking standards can be to intensify demand for on-street parking.
- **The general use of parking standards:** The standards have moved from a maximum approach to a 'standard' approach, with the expectation that development will meet its own needs on-site by providing parking to this standard. Lower standards are applied in the most accessible areas. In exceptions, the standard can also be adjusted upward if justified by robust evidence. The standards also encourage shared rather than allocated parking, as this results in a more efficient use of parking spaces

6. Residential parking Standards

- **Application of standards:** It is expected that parking demand should be accommodated on site, in accordance with the standards. Departures from the standards must be justified by appropriate evidence. The standards apply to all housing, including flats and affordable housing.
- **Visitor parking:** Research shows that no special provision need be made for visitors when at least half of a development's parking provision is unallocated. The parking standards in Appendix A require visitor parking at an additional 20% of the relevant standard if over half of the spaces are allocated to individual units or organisations. No visitor parking is required on small housing developments (less than 10 units).
- **Car-free development and other reduced parking provision:** Car-free schemes will be considered if justified by robust evidence, but normally only in Accessibility Zone 1. The evidence required to justify car-free or reduced parking includes on-street parking stress surveys, to show if there is sufficient spare on-street capacity or an existing or proposed controlled parking zone (new residents will not normally be allocated permits unless surveys show ample spare on-street capacity).

7. Non-residential parking standards

- These are set as standards, with any developments seeking provision above or below these standards having to produce evidence to justify this.
- **Shared Parking standards and Parking Space Allocation:** With mixed use schemes, there is potential for parking spaces to be shared. This is highly desirable, provided this works without conflict and that car parking provision is sufficient for the combined peak of all land uses. Such an approach will be judged on a case by case basis, based on evidence submitted.
- **Car free and low car parking:** As with residential development, car free or very low parking provision will only normally be considered in Accessibility Zone 1 and should be justified by evidence. Exceptions to this approach will be considered on a case by case basis.

8. Specific parking provision

Design and layout of parking spaces

- Proposals should accord with Hertfordshire County Council's '*Roads in Hertfordshire: Highway Design Guide*'. This guidance is being updated and the County drafted '*Parking: Design and Good Practice*' in 2017 – the final version is expected to be published in 2019. Once published, the new guidelines should be used in the provision of parking under this SPD.
- **Dimensions of spaces:** Until the County Council's new design guide is finalised, the dimensions of a standard parking space are 2.5m x 5m.
- **Garage sizes:** If garages are not at least 6m long and 3m wide, they will not be counted as part of the parking provision to meet the parking standards.

Motorbike parking

- The provision of an additional 4% of total parking spaces for motorbikes for all non-residential development is required. For residential development, motorbike parking may depend on other provision (e.g. garages and car ports) and each case will be treated on its merits.

Cycle parking

- Cycle parking standards are shown in Appendix A.

Electric vehicle charging points

- New developments should include charging provision for electric vehicles, in accordance with the standards in paragraph 8.23 of the SPD.
- The standards distinguish between:
 - Active provision: an actual socket connected to the electrical supply system that vehicle owners can plug their vehicle into; and
 - Passive provision: the network of cables and power supply necessary so that at a future date a socket can be added easily.

9. Transport statements and transport assessments

- Transport Statements or Assessments are required to support planning applications, according to criteria set out in the Council's Local Validation Checklist.

10. Parking stress studies

- This section refers to on-street Parking Stress Surveys which the Council may require where developments are proposed that do not meet the standards.
- Guidelines on undertaking a Parking Stress Survey are provided in Appendix C.

11. Travel plans and travel plan checklist

- Travel plans aim to deliver sustainable transport objectives through a positive action plan. A Travel Plan needs to consider the options for parking provision amongst its checklist of criteria.
- This section explains when a travel plan is required and the scope of such plans.

12. Section 106 contributions and community infrastructure levy

- This section provides guidance on such contributions.

13. Future reviews of the SPD

- A review of the SPD may be required due to various factors, including the adoption of a new Local Plan or changes in travel behaviour or the parking management approach in Dacorum.

- There will be an ongoing need to review parking standards (both car and cycling) to ensure that the levels proposed are appropriate to the needs of developments, whilst also providing for more sustainable travel patterns.

**APPENDIX 2: DRAFT PARKING STANDARDS SUPPLEMENTARY
PLANNING DOCUMENT**

APPENDIX 3: MAIN DIFFERENCES BETWEEN EXISTING STANDARDS AND PROPOSED SPD

Table 1: Summary table

Subject	Existing standards	Draft SPD
General approach	Dacorum Borough Local Plan (2004): The most relevant policies are Policy 57 (provision and management of parking) and 58 (private parking provision). Emphasis is given to reducing car ownership and usage and on maximum parking standards.	The standards have moved from a maximum approach to a 'standard' approach, with the expectation that development will meet its own needs on-site by providing parking to this standard.
Parking standards for different land uses	The level of parking provision to be provided in new development is assessed using the demand-based parking guidelines and approach to parking in Appendix 5 of the 2004 Local Plan.	<p>Revised parking standards are set out in Appendix A of the Draft SPD.</p> <p>Most of these standards are the same as in Appendix 5 of the 2004 Local Plan. However, there are some differences and the most significant are set out below. However, the move away from maximum standards will in many cases result in more spaces being provided than with the existing standards.</p> <ul style="list-style-type: none"> • Supermarkets, offices and general industry: the new standards are lower. • Allocated and unallocated residential spaces: fewer spaces are required if the spaces are shared than if they are allocated to individual properties. This is because unallocated spaces are used more efficiently. • Housing schemes with unallocated parking provision: for nearly all schemes the new standards are lower than the existing standards, particularly for 3 and 4 bedroom homes. • Housing schemes with allocated parking provision: for most schemes the new standards are not greatly different from the existing standards, but for 4 bedroom homes in less accessible locations they are appreciably lower.

		See Table 2 below for further information on the main proposed changes in parking standards for particular land uses.																
Accessibility zones and reduced parking standards in high accessibility locations	<p>Appendix 5 of the 2004 Local Plan explains the approach in different accessibility zones.</p> <p>Non-residential development: expected to provide the following proportions of the relevant maximum parking standard:</p> <table border="1"> <thead> <tr> <th>Zone</th> <th>Car parking provision (% of maximum demand-based standard)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>0-25%</td> </tr> <tr> <td>2</td> <td>25-50%</td> </tr> <tr> <td>3</td> <td>50-75%</td> </tr> <tr> <td>4</td> <td>75-100%</td> </tr> </tbody> </table> <p>Residential Development:</p> <ul style="list-style-type: none"> • Zones 1 and 2: Normal maximum standards apply • Zones 3 and 4: lower standards apply 	Zone	Car parking provision (% of maximum demand-based standard)	1	0-25%	2	25-50%	3	50-75%	4	75-100%	<p>A combination of high public transport accessibility, access to local facilities and lower car ownership levels justifies reduced parking standards as shown below in the following 'accessibility zones'</p> <table border="1"> <thead> <tr> <th>Zone</th> <th>Reduction in general parking standard</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Up to 30%</td> </tr> <tr> <td>2</td> <td>Up to 10%</td> </tr> </tbody> </table>	Zone	Reduction in general parking standard	1	Up to 30%	2	Up to 10%
Zone	Car parking provision (% of maximum demand-based standard)																	
1	0-25%																	
2	25-50%																	
3	50-75%																	
4	75-100%																	
Zone	Reduction in general parking standard																	
1	Up to 30%																	
2	Up to 10%																	
Definition of accessibility zones	<p>The Council's Area Based Policies Supplementary Planning Guidance on 'Area Based policies' (2004) defines four accessibility zones:</p> <p>http://www.dacorum.gov.uk/home/planning-development/planning-strategic-planning/supplementary-planning-documents-(spds)</p> <p>Most of the Borough falls within Zone 4.</p> <p>Parts of Hemel Hempstead, Berkhamsted and Tring (mainly in and around the town centres) are in Zones 1-3.</p>	<p>The accessibility zones are shown in Appendix B of the Draft SPD and the extent of the zones is as follows:</p> <table border="1"> <thead> <tr> <th>Zone</th> <th>Extent of zone</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Hemel Hempstead: approximate 10-minute walk from town centre</td> </tr> <tr> <td>2</td> <td>Hemel Hempstead: approximate 20-minute walk from town centre Berkhamsted: approximate 10-minute walk from town centre</td> </tr> </tbody> </table>	Zone	Extent of zone	1	Hemel Hempstead: approximate 10-minute walk from town centre	2	Hemel Hempstead: approximate 20-minute walk from town centre Berkhamsted: approximate 10-minute walk from town centre										
Zone	Extent of zone																	
1	Hemel Hempstead: approximate 10-minute walk from town centre																	
2	Hemel Hempstead: approximate 20-minute walk from town centre Berkhamsted: approximate 10-minute walk from town centre																	

		<p>The rest of the Borough is outside the accessibility zones.</p> <p>The extent of Zones 1 and 2 in the Draft SPD is different from the high accessibility zones (i.e. zones 1-3) in the 2004 Area Based Policies document.</p>
Car-free development and other reduced parking provision	Policy 58 in the 2004 Local Plan states that car free development may be considered in high accessibility locations. Parking provision may also be omitted or reduced on the basis of the type and location of the development.	Car-free schemes will be considered if justified by robust evidence, but normally only in Accessibility Zone 1. The evidence required to justify car-free or reduced parking includes on-street parking stress surveys, to show if there is sufficient spare on-street capacity or an existing or proposed controlled parking zone (new residents will not normally be allocated permits unless surveys show ample spare on-street capacity).

Table 2: Main changes in parking standards for particular land uses

Use class	Existing maximum parking standards	Draft SPD parking standard
Food supermarkets 500 – 2,500 m ² gross floor area (GFA) (use class A1)	1 space per 18 m ² GFA	1 space per 22 m ² GFA
Food superstores/ hypermarkets exceeding 2,500 m ² GFA (use class A1)	1 space per 15 m ² GFA	1 space per 18 m ² GFA
Offices (use class B1(a))	1 space per 30 m ² GFA	1 space per 35 m ² GFA
General industry (use class B2)	1 space per 50 m ² GFA	1 space per 75 m ² GFA

Residential class C3) (use	Accessibility zones 1 and 2: <table border="1" data-bbox="472 256 1059 416"> <thead> <tr> <th>Bedrooms</th> <th>Max. spaces</th> </tr> </thead> <tbody> <tr> <td>1 (inc. bedsits)</td> <td>1</td> </tr> <tr> <td>2</td> <td>1</td> </tr> <tr> <td>3</td> <td>1.5</td> </tr> <tr> <td>4 or more</td> <td>2</td> </tr> </tbody> </table> Accessibility zones 3 and 4: <table border="1" data-bbox="472 512 1059 671"> <thead> <tr> <th>Bedrooms</th> <th>Max. spaces</th> </tr> </thead> <tbody> <tr> <td>1 (inc. bedsits)</td> <td>1.25</td> </tr> <tr> <td>2</td> <td>1.5</td> </tr> <tr> <td>3</td> <td>2.25</td> </tr> <tr> <td>4 or more</td> <td>3</td> </tr> </tbody> </table>	Bedrooms	Max. spaces	1 (inc. bedsits)	1	2	1	3	1.5	4 or more	2	Bedrooms	Max. spaces	1 (inc. bedsits)	1.25	2	1.5	3	2.25	4 or more	3	<table border="1" data-bbox="1173 225 2042 719"> <thead> <tr> <th colspan="2" rowspan="2">Bedrooms</th> <th colspan="3">Car parking standard</th> </tr> <tr> <th>Zone 1*</th> <th>Zone 2*</th> <th>Elsewhere</th> </tr> </thead> <tbody> <tr> <td rowspan="2">1 bedroom (inc. studios and bedsits)</td> <td>Allocated</td> <td>0.7</td> <td>0.8</td> <td>1.0</td> </tr> <tr> <td>Unallocated</td> <td>0.6</td> <td>0.7</td> <td>0.8</td> </tr> <tr> <td rowspan="2">2 bedrooms</td> <td>Allocated</td> <td>1.1</td> <td>1.2</td> <td>1.3</td> </tr> <tr> <td>Unallocated</td> <td>0.9</td> <td>1.0</td> <td>1.1</td> </tr> <tr> <td rowspan="2">3 bedrooms</td> <td>Allocated</td> <td>1.4</td> <td>1.6</td> <td>1.7</td> </tr> <tr> <td>Unallocated</td> <td>1.2</td> <td>1.3</td> <td>1.4</td> </tr> <tr> <td rowspan="2">4 bedrooms</td> <td>Allocated</td> <td>1.7</td> <td>1.8</td> <td>1.97</td> </tr> <tr> <td>Unallocated</td> <td>1.4</td> <td>1.5</td> <td>1.6</td> </tr> <tr> <td rowspan="2">More than 4 bedrooms</td> <td>Allocated</td> <td colspan="3">Assessed on individual case basis</td> </tr> <tr> <td>Unallocated</td> <td colspan="3">Assessed on individual case basis</td> </tr> </tbody> </table> <p>* Accessibility zones (see Draft SPD Appendix B)</p>	Bedrooms		Car parking standard			Zone 1*	Zone 2*	Elsewhere	1 bedroom (inc. studios and bedsits)	Allocated	0.7	0.8	1.0	Unallocated	0.6	0.7	0.8	2 bedrooms	Allocated	1.1	1.2	1.3	Unallocated	0.9	1.0	1.1	3 bedrooms	Allocated	1.4	1.6	1.7	Unallocated	1.2	1.3	1.4	4 bedrooms	Allocated	1.7	1.8	1.97	Unallocated	1.4	1.5	1.6	More than 4 bedrooms	Allocated	Assessed on individual case basis			Unallocated	Assessed on individual case basis		
Bedrooms	Max. spaces																																																																										
1 (inc. bedsits)	1																																																																										
2	1																																																																										
3	1.5																																																																										
4 or more	2																																																																										
Bedrooms	Max. spaces																																																																										
1 (inc. bedsits)	1.25																																																																										
2	1.5																																																																										
3	2.25																																																																										
4 or more	3																																																																										
Bedrooms		Car parking standard																																																																									
		Zone 1*	Zone 2*	Elsewhere																																																																							
1 bedroom (inc. studios and bedsits)	Allocated	0.7	0.8	1.0																																																																							
	Unallocated	0.6	0.7	0.8																																																																							
2 bedrooms	Allocated	1.1	1.2	1.3																																																																							
	Unallocated	0.9	1.0	1.1																																																																							
3 bedrooms	Allocated	1.4	1.6	1.7																																																																							
	Unallocated	1.2	1.3	1.4																																																																							
4 bedrooms	Allocated	1.7	1.8	1.97																																																																							
	Unallocated	1.4	1.5	1.6																																																																							
More than 4 bedrooms	Allocated	Assessed on individual case basis																																																																									
	Unallocated	Assessed on individual case basis																																																																									
Visitor parking for housing developments	Included in maximum standards above.	<table border="1" data-bbox="1173 826 2042 1214"> <thead> <tr> <th>Depends on % of total spaces allocated to individual homes</th> <th>Total spaces, including visitors</th> </tr> </thead> <tbody> <tr> <td>If 50-100% of spaces allocated</td> <td>Car parking standard plus 20%.</td> </tr> <tr> <td>If all spaces unallocated</td> <td>No visitor parking required.</td> </tr> <tr> <td>If less than 50% of spaces allocated</td> <td>Subject to Council discretion.</td> </tr> <tr> <td>Developments of under 10 units (even if all spaces allocated)</td> <td>No visitor parking required.</td> </tr> </tbody> </table>	Depends on % of total spaces allocated to individual homes	Total spaces, including visitors	If 50-100% of spaces allocated	Car parking standard plus 20%.	If all spaces unallocated	No visitor parking required.	If less than 50% of spaces allocated	Subject to Council discretion.	Developments of under 10 units (even if all spaces allocated)	No visitor parking required.																																																															
Depends on % of total spaces allocated to individual homes	Total spaces, including visitors																																																																										
If 50-100% of spaces allocated	Car parking standard plus 20%.																																																																										
If all spaces unallocated	No visitor parking required.																																																																										
If less than 50% of spaces allocated	Subject to Council discretion.																																																																										
Developments of under 10 units (even if all spaces allocated)	No visitor parking required.																																																																										

Dacorum Borough Council

Parking Standards Supplementary Planning Document

November 2018

Project No. 17014

Prepared for:

Dacorum Borough Council

Prepared by:

Markides Associates

9th floor The Tower Building

11 York Road

London SE1 7NX

United Kingdom

+44 (0)20 7442 2225

<http://markidesassociates.co.uk>



Copyright 2018 Markides Associates Ltd. The concepts and information contained in this document are the property of Markides Associates. Use or copying of this document in whole or in part without the written permission of Markides Associates constitutes an infringement of copyright.

Limitation: This report has been prepared on behalf of, and for the exclusive use of the client of Markides Associates, and is subject to, and issued in accordance with, the provisions of the contract between the client and Markides Associates. Markides Associates accepts no liability or responsibility whatsoever for, or in respect of, any use of, or reliance upon, this report by any third party.

CONTENTS

1.	INTRODUCTION AND POLICY CONTEXT	5
	Background	5
	The Parking Standards.....	6
2.	PLANNING AND TRANSPORT POLICY	8
	National Planning Policy Framework (July 2018).....	8
	Hertfordshire County Council Transport Guidance	9
	Local Transport Plan (LTP4).....	9
	South West Herts Growth & Transport Plan.....	9
	Roads in Hertfordshire: A Design Guide	9
	Dacorum Borough Council Local Plans.....	10
	Parking Standards Technical Report	12
	Multi Modal Transport Interchange (Maylands).....	13
3.	BRIEF, PURPOSE AND OBJECTIVES OF THIS SPD	14
4.	DACORUM CONTEXT AND EVIDENCE BASE	15
	Car Ownership Levels.....	15
	Cycle Ownership Levels.....	15
	Accessibility Zones	16
5.	OVERALL APPROACH TO PARKING STANDARDS.....	17
	General.....	17
	The general use of parking standards.....	17
6.	RESIDENTIAL PARKING STANDARDS	19
	Application of standards	19
7.	NON-RESIDENTIAL PARKING STANDARDS	24
8.	SPECIFIC PARKING PROVISION	26
	Design and Layout of Parking Spaces.....	26
	Motorbike Parking.....	29
	Cycle Parking	29
	Electric Vehicle Charging Points.....	30
9.	TRANSPORT STATEMENTS AND TRANSPORT ASSESSMENTS	34
10.	PARKING STRESS STUDIES.....	35
11.	TRAVEL PLANS AND TRAVEL PLAN CHECKLIST	36
	Introduction	36

Travel Plans and Parking 36

Further Informaiton 36

Travel Plan Checklist 38

12. SECTION 106 CONTRIBUTIONS AND COMMUNITY INFRASTRUCTURE LEVY 39

 Section 106 Contributions..... 39

 Community Infrastructure Levy (CIL) 39

13. FUTURE REVIEWS OF THE SPD 40

 Undertaking a Survey 59

 Understanding the Results..... 62

Appendices

Appendix A – Car Parking Standard Tables

Appendix B – Accessibility Plans

Appendix C – On-street Parking Survey Stress Survey Specification

Appendix D – Travel Plan Outline Example and Checklist

Appendix E – Car Park Management Plan Guidance

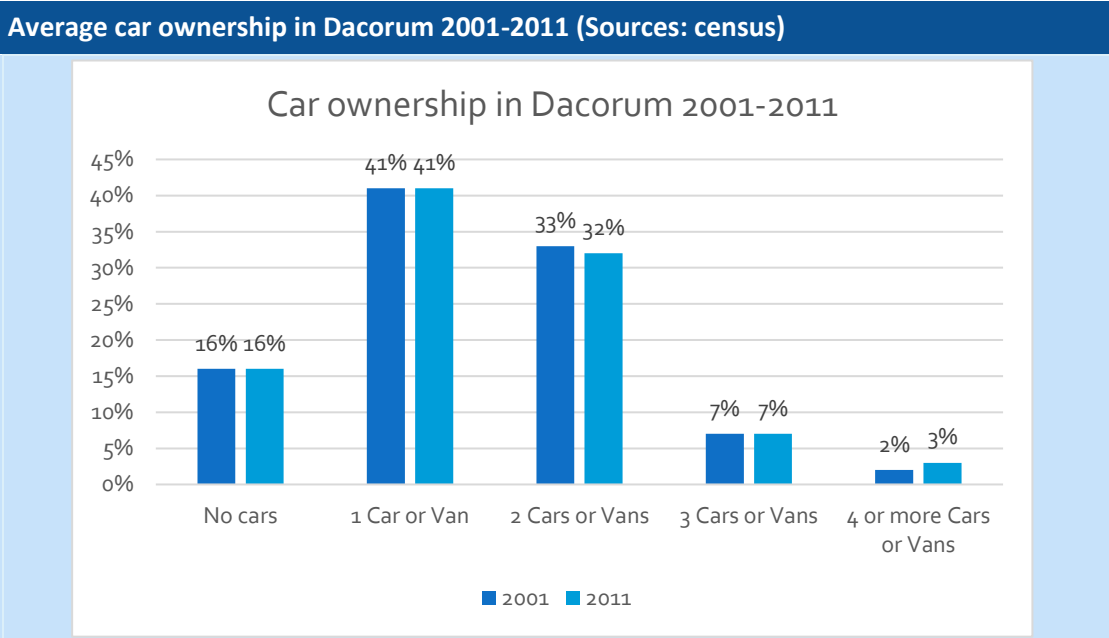
1. INTRODUCTION AND POLICY CONTEXT

Background

- 1.1 The purpose of this SPD is to set appropriate car and cycle parking standards for different types of development within Dacorum Borough.
- 1.2 There is no doubt that parking can have an impact on the economic vitality of town centres, help manage congestion, influence patterns of development and the liveability of various communities and affect the way people access key services and facilities. Insufficient parking can result in on-street parking stress and unsafe or obstructive parking, with high levels of frustration for residents and businesses.
- 1.3 However, parking is also an important travel demand tool, and lower parking provision can, in the right circumstances (usually where there is high accessibility to other transport and facilities and a controlled parking zone) can also lead to lower car ownership and use. This Supplementary Planning Document (SPD) aims to provide a way to achieve a balance between these two aspects based on the current evidence available.

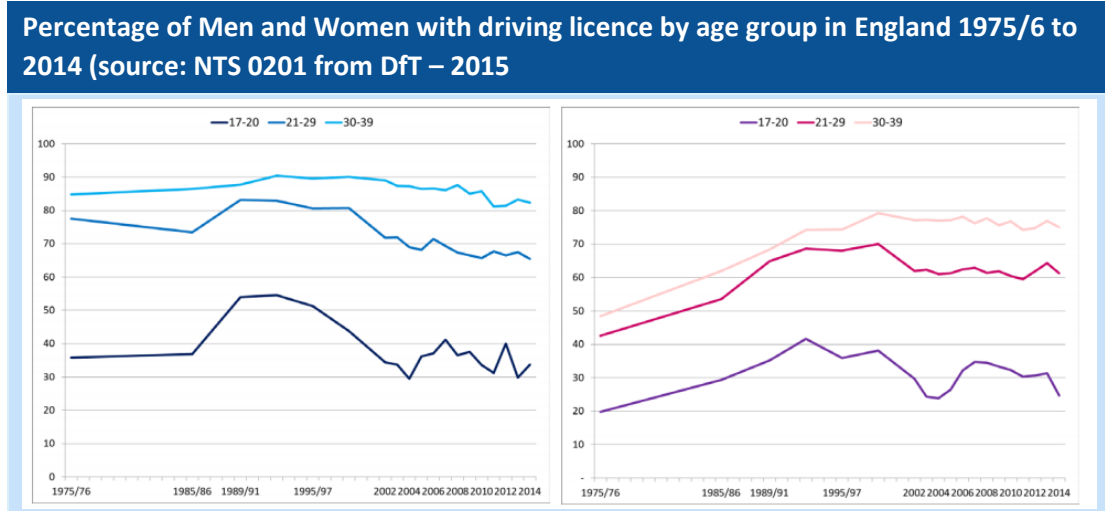
Context

- 1.4 There are different trends in factors affecting car parking, amongst them car ownership and vehicle use and driving licence holding. While nationally car ownership has been increasing over the last two decades, locally in Dacorum there has been little change between 2001 and 2011 (see graph below). The DfT estimate of the growth in future car ownership by households in Dacorum is an increase of approximately 8% between 2011 and 2031 after the underlying growth in the number of households is accounted for¹.



¹ National Trip End Model (NTEM), DfT, 2017

- 1.5 However, these are averages across the borough, and there has also been recent research showing that travel behaviour is changing due to wider societal factors. There is clear evidence that the younger generation is postponing obtaining a driving licence for longer - across the whole age group (of 17- 29-year-olds) there was a decrease from 62% having a driving licence and car in their household in 1995-99 to 50% in 2010-14 (see graphs below).



- 1.6 In addition, there is increasing market activity around ‘shared mobility’ such as car share and car clubs, ‘Mobility as a Service’ (with integrated travel provision by different modes) and highly demand-responsive transport such as Uber and similar providers. Many of the younger generation are increasingly high users of these products and of more walking and cycling, and in the right location this is likely to delay or reduce car ownership.
- 1.7 There is also an emphasis in recent years on increases in residential development density, particularly in or near town centres and to some extent near railway stations. These developments typically contain a higher proportion of flats and a higher proportion of younger generation occupants, which is likely to lead to lower car ownership numbers.
- 1.8 The lower car ownership and use potential in some locations can also be supported by facilities for walking, cycling (including cycle parking) and public transport, travel plans and associated car park management plans.
- 1.9 There is limited available data of recent car ownership trends at the very detailed level, and each development is to some extent unique. Consequently, it is believed that the census data on car ownership provides a good basis for a parking standard, around which the council can allow some flexibility for highly accessible developments in certain conditions. Given local transport policy, the aim should be to encourage a gradual downward trend in car ownership and use in the most accessible locations – elsewhere in the borough it is likely that car ownership will remain the same or increase slowly over time.

The Parking Standards

- 1.10 These standards propose a ‘parking standard’ (rather than a maximum or minimum standard), but with the possibility to reduce these in appropriate locations and conditions to sustain lower car ownership, subject to Council approval. There is also a mechanism for the Council to consider flexibility in particular cases.

- 1.11 The Council currently uses the parking standards in the 2004 Dacorum Borough Local Plan Appendix 5, along with the 2002 Accessibility Standards. This SPD would replace both these documents if adopted. The existing standards for residential and non-residential development are maximum standards, with lower standards applied progressively on a zonal basis in the urban areas of Tring, Berkhamsted and Hemel Hempstead. This national policy approach to parking has changed with the publication of the National Planning Policy Framework (NPPF) in July 2018 and requires that maximum standards need clear justification.
- 1.12 The production of this SPD follows a Parking Standards Review study (October 2017 – in this document it is referred to as the technical report), commissioned by Dacorum Borough Council and undertaken by Markides Associates. This technical report has formed the evidence base of this SPD. Where relevant, this SPD has refined or developed the methodology used within the Parking Standards review study.

2. PLANNING AND TRANSPORT POLICY

2.1 A brief summary of relevant policy is described below.

National Planning Policy Framework (July 2018)

2.2 Chapter 9 of the NPPF deals with Sustainable Transport, with key policies in relation to parking summarised below.

2.3 Paragraph 102 requires (inter alia) that opportunities from existing or proposed transport infrastructure, and to promote walking, cycling and public transport use should be identified and pursued; while parking is regarded as integral to scheme design and making high quality places.

2.4 Paragraph 103 requires that significant development should be focused on locations which are or can be made sustainable, through limiting the need to travel and offering a genuine choice of transport modes. Opportunities to maximise sustainable transport solutions will vary between urban and rural areas.

2.5 Paragraph 105 notes that if setting local parking standards for residential and non-residential development, policies should take into account:

- a) the accessibility of the development;
- b) the type, mix and use of development;
- c) the availability of and opportunities for public transport;
- d) local car ownership levels; and
- e) the need to ensure an adequate provision of spaces for charging plug-in and other ultra-low emission vehicles.

2.6 Paragraph 106 requires that maximum parking standards for residential and non-residential development should only be set where there is a clear and compelling justification that they are necessary for managing the local road network, or for optimising the density of development in city and town centres and other locations that are well served by public transport². In town centres, local authorities should seek to improve the quality of parking so that it is convenient, safe and secure, alongside measures to promote accessibility for pedestrians and cyclists.

2.7 Paragraph 107 provides that planning policies and decisions should recognise the importance of providing adequate overnight lorry parking facilities. Proposals for new or expanded distribution centres should make provision for sufficient lorry parking.

2.8 Paragraph 109 states that development should only be prevented or refused on highways grounds if there would be significant unacceptable impact on highway safety, or the residual cumulative impacts on the road network would be severe.

² A ministerial statement in 2015 (which forms part of the PPG) emphasised that the government was keen to ensure that there is adequate parking provision both in new residential developments and around our town centres and high streets, and that in its view 'Arbitrarily restricting new off-street parking spaces does not reduce car use, it just leads to parking misery. It is for this reason that the government abolished national maximum parking standards in 2011'.

- 2.9 Paragraph 110 goes on to say that applications for development should: (inter alia) be designed to enable charging of plug-in and other ultra-low emission vehicles in safe, accessible and convenient locations.
- 2.10 Paragraph 111 requires that all developments that will generate significant amounts of movement should be required to provide a travel plan and a transport statement or transport assessment.
- 2.11 The NPPF is supported by the guidance in the PPG.

Hertfordshire County Council Transport Guidance

Local Transport Plan (LTP4)

- 2.12 Hertfordshire County Council's (HCC) fourth Local Transport Plan (LTP4) covers the period 2018 to 2031 and sets out the vision and strategy for the long-term development of transport in the county. The LTP4 aims to achieve a switch from the private car to more sustainable transport and provides descriptions of the objectives and policies to achieve this switch, including the use of parking as demand management.
- 2.13 In terms of parking, the LTP4 states that proposals should align or be part of local parking policies, so that decisions on parking standards and provision complement efforts to reduce demand for car use. The LTP states that evidence suggests that, on its own investment to improve provision for and encourage use of alternative modes of travel to the car, will not be sufficient to change existing travel behaviour and deliver sufficient modal shift.
- 2.14 Policy 4: Demand Management, states that the county council considers greater traffic demand management to be essential in the county's urban areas to achieve modal shift and improve sustainable travel provision. The policy states that this can only currently be achieved efficiently and effectively through parking restrictions and charging applied to on-street, off-street and potentially at workplace parking.
- 2.15 Policy 5: (Development Management) provides that the county council will ensure that any new parking provision in new developments provides facilities for electric charging of vehicles, as well as shared mobility solutions such as car clubs and thought should be given to autonomous vehicles in the future.

South West Herts Growth & Transport Plan

- 2.16 The South West Herts Growth & Transport Plan (GTP) is a new transport strategy which is currently undergoing consultation - the area covered by the plan includes the Dacorum Borough area. Amongst other objectives, it seeks to provide a greater choice of alternatives to the private car and encourage sustainable modes. The Plan includes a proposal for an east-west, cross-town, multi-modal corridor across Hemel Hempstead, between the railway station, the Town Centre, Jarman Park and Maylands Business Park.

Roads in Hertfordshire: A Design Guide

- 2.17 The third edition of this Design Guide, prepared by Hertfordshire County Council (HCC), was produced in 2011. It focusses on the design aspects of roads and the streetscene of Hertfordshire. Section 2, Chapter 14 provides details of parking (including parking bay dimensions) and confirms that standards of parking to be provided in new development, or

when changes of use of land are proposed, they shall be in accordance with the standard of the Local Planning Authority.

- 2.18 This guidance is being updated and the County drafted 'Parking: Design and Good Practice' in 2017 – the final version is expected to be published in 2019. Once published, these guidelines should be used to inform the detailed guidance for the provision of parking under this SPD.

Dacorum Borough Council Local Plans

Adopted Core Strategy, 2013

- 2.19 The purpose of the Core Strategy is to anticipate and manage change in Dacorum over the years to 2031. It seeks to balance the need for new development and infrastructure against the need to maintain the environmental assets and unique character of the borough. It is also one of the key tools to help maximise and coordinate new investment in Dacorum and help promote economic regeneration.
- 2.20 An average of 430 new homes will be provided within the borough each year, for the plan period (2006-2031). This equates to a total of 10,750 homes. In addition to new homes, an additional 131,000 sqm (net) of office floorspace will be provided, and there will be no net loss of industrial, storage and distribution floorspace over the plan period.
- 2.21 Policy CS8 provides that "All new development will contribute to a well-connected and accessible transport system whose principles are (inter alia) to:
- "provide sufficient, safe and convenient parking based on car parking standards: the application of those standards will take account of the accessibility of the location, promoting economic development and regeneration, supporting shopping areas, safeguarding residential amenity and ensuring highway safety."*
- 2.22 Policy CS8 also states that development proposals will also contribute to the implementation of the strategies and priorities set out in the Local Transport Plan and local Urban Transport Plans.
- 2.23 Policy CS12 requires that on each site, development should provide sufficient parking and sufficient space for servicing.

Dacorum Borough Local Plan, April 2004

- 2.24 There are several saved policies from the 2004 Local Plan. The relevant transport policies in this document include:
- 2.25 **Policy 51 on Development and Transport Impacts** requires that all development proposals should have no significant impact upon the design and capacity of parking areas, consider the implications for on-street parking; and that major development applications should be accompanied by a Transport Assessment and Travel Plan.
- 2.26 **Policy 54 on Highway Design** requires that new development proposals will be expected to meet current national and local standards for highway design, access and servicing arrangements and circulation space.

2.27 **Policy 57 on Provision and Management of Parking** requires that on street and off-street parking space will be provided and managed in accordance with the following key principles:

- (a) parking provision and management will be used as a tool to encourage reduced car ownership and usage.
- (c) the minimum level of car parking provision will be sought in developments by adopting maximum demand-based standards of provision, reduced in locations accessible (or which can be made more accessible) by other travel modes.
- (d) provision of short stay visitor or shopper parking will be managed to reduce dependence on the car, whilst supporting the vitality and viability of town/local centres.
- (e) in order to provide a local incentive to shift transport modes to walking, cycling or public transport, long stay commuter parking will be discouraged by limiting total provision and managing demand for space by physical or pricing measures.
- (g) in areas experiencing severe on-street parking pressures, consideration will be given to the establishment of residents parking schemes.

2.28 **Policy 58 on Private Parking Provision** covers requirements for new development and the expansion and change of use of existing development. It requires application of the principles summarised above from Policy 57. The policy states that:

- New development with a significant parking requirement will only be permitted where parking provision is minimised, measures are taken by the applicant to address the problems (of traffic generation, congestion and on-street parking pressure) likely to arise from the parking demands generated by the development and where appropriate improvements to alternative travel modes are supported either directly as part of the development or through accessibility charges.
- The level of parking provision to be provided in new development will be assessed using the demand-based parking guidelines and approach to parking (set out in Appendix 5 of the 2004 Local Plan).

Non - Residential Development

- Car parking standards will apply as a maximum, unless it has been demonstrated that a higher level of parking is needed.
- For retail and leisure developments within the town centre, or on an edge of centre site, permission may be granted for parking that exceeds the relevant maximum standard. These parking facilities must serve the town centre as a whole to ensure the scale is consistent with the centre’s size and be secured by planning obligation.
- Operational and customer car parking provision on site will be kept to a minimum. The precise level of provision must be justified in each case, and the figure included within the maximum based standard. Employee parking needs should as far as possible not be met on site, and instead should be dealt with through a Green Travel Plan by alternative provision for non-motorised or passenger transport, or off-site public parking.
- Where a major development is proposed, the applicant will be expected to enter into a planning obligation to apply a ‘Green Travel Plan’.

- Where new customer car parking is proposed as part of a development it must ensure its usage is consistent with the overall parking strategy for the area, including shared use of the parking facility and for use by the general public, secured through a planning obligation.

Residential Development

- Parking needs, calculated by reference to the parking guidelines in Appendix 5 of the 2004 Local Plan, will normally be met on site. Car free residential development may be considered in high accessibility locations. Parking provision may also be omitted or reduced on the basis of the type and location of the development (e.g. special needs/affordable housing, conversion or reuse in close proximity to facilities, services and passenger transport).

2.29 **Policy 62** requires appropriate provision for cyclists (including secure parking/storage and changing/shower facilities for employees) for all major development proposals.

2.30 Appendix 5 of the 2004 Local Plan and the Accessibility Zones for the Application of Car Parking Standards 2002 will be replaced by this SPD (once adopted).

Site Allocations DPD, July 2017

2.31 This document also forms part of the adopted Local Plan for Dacorum. Policy SA3 covers improvement of transport infrastructure which is a key part of managing the impacts of development on the transport network. Policy SA4 covers use and management of public car parking.

Emerging New Local Plan

2.32 The Council is in the early stages of drafting a new Local Plan. This SPD will inform this process in due course. As a result of the strategy in the emerging Local Plan, the SPD may need to be reviewed (as set out in **Section 12**) to reflect allocated new development sites or higher density schemes in accessible locations which could drive changes to or the need for extended accessibility zone locations.

Parking Standards Technical Report

2.33 Prior to the production of this SPD, a Parking Standards Report was prepared by Markides Associates in October 2017. This Technical Report forms the evidence base upon which this SPD has been produced and provided the following evidence/information:

- Policy and guidance
- 2011 Census data
- Local site surveys and parking surveys
- Information on parking standards from other authorities
- Feedback from officers and councillors in applying existing standards
- Responses to consultation letters sent to developers/local business organisations

2.34 This is available at: [http://www.dacorum.gov.uk/docs/default-source/strategic-planning/parking-standards-review-\(pdf-14-mb\).pdf?sfvrsn=2](http://www.dacorum.gov.uk/docs/default-source/strategic-planning/parking-standards-review-(pdf-14-mb).pdf?sfvrsn=2).

Multi Modal Transport Interchange (Maylands)

- 2.35 A study has assessed, at a high level, the issues related to the planning and delivery of a multi-modal transport interchange (MMTI) in Hemel Hempstead. The study involved reviewing the Maylands Parking Strategy (2011)³. This evidence will be considered as the Local Plan progresses and may inform future decisions in the area.
- 2.36 Details of this were included in the latest consultation of the SW Herts Growth and Transport Plan⁴.

³ http://www.dacorum.gov.uk/docs/default-source/planning-development/spar-11.11.10-maylandsparkingstrategy_finaldraft.pdf

⁴ <https://www.hertfordshire.gov.uk/about-the-council/consultations/transport-and-highways/south-west-herts-growth-transport-plan-consultation.aspx>

3. BRIEF, PURPOSE AND OBJECTIVES OF THIS SPD

- 3.1 The purpose of this SPD is to provide parking standards which are (1) reflective of the current situation in the borough but (2) allow for some flexibility to encourage trends towards lower car ownership in some accessible higher density locations.
- 3.2 The SPD has been prepared following the Parking Standards Review of October 2017 which considered the current situation, in terms of policy and guidance, the most up to date census data available, parking surveys, Council and stakeholder consultation and feedback.
- 3.3 This data provides a good basis for a parking standard, around which the council can allow some flexibility for highly accessible developments in certain conditions. Given local transport policy, the aim should be to encourage or 'nudge' a gradual downward trend in car ownership and use in the most accessible locations – elsewhere in the borough it is likely that car ownership will remain the same or increase slowly over time.

4. DACORUM CONTEXT AND EVIDENCE BASE

- 4.1 In order to deliver appropriate parking standards, it is important to consider the context and evidence base for the Dacorum Borough area. This is summarised below, in terms of car ownership and cycle ownership levels, as well as accessibility zones.

Car Ownership Levels

- 4.2 The 2011 Census provides details of car ownership levels. These are given in **Table 3.1** below, along with car ownership levels for Hertfordshire as a whole. The Technical Report (October 2017) describes how these vary across the borough. Car ownership in Dacorum has changed very little between 2001 and 2011, and the proportion of households with no car has remained at 16% during that time.

TABLE 4.1 CAR OWNERSHIP LEVELS⁵

Date of Census	Location	No cars	1 Car or Van	2 Cars or Vans	3 Cars or Vans	4 or more Cars or Vans
2001	Dacorum	16%	41%	33%	7%	2%
	Hertfordshire	18%	42%	32%	7%	2%
2011	Dacorum	16%	41%	32%	7%	3%
	Hertfordshire	17%	42%	31%	7%	3%
2001-2011 Change	Dacorum	-	-	-1%	-	+1%
	Hertfordshire	-1%	-	-1%	-	+1%

Cycle Ownership Levels

- 4.3 Although information on cycle ownership levels is not available, information presented in the Hertfordshire Transport Facts 2017 document confirms that cycling levels have increased by 40% since 2004, whilst the percentage of cycling journeys undertaken for work purposes is the same as that undertaken for social or leisure purposes. Some 51% of Hertfordshire residents own a cycle, with this proportion increasing to 62% for those aged 45 – 54⁶. There is clearly potential to increase cycling mode share, and provision of cycle parking at both homes and work/retail/leisure other destinations is an important part of this.

⁵ Source: 2001 and 2011 Census

2001: <https://www.ons.gov.uk/census/2001censusandearlier>

2011: <https://www.ons.gov.uk/census/2011census>

⁶ Hertfordshire Travel Survey, 2015 Report, Hertfordshire County Council

Accessibility Zones

- 4.4 The Technical Report (October 2017) shows that public transport accessibility, combined with access to many local facilities, is only high in the core urban areas of Hemel Hempstead, and to some degree, Berkhamsted.
- 4.5 For residential development, the 2011 census car ownership reduces by some 15-30% from the Dacorum average in central Hemel Hempstead - this is probably due to a mix of factors, including accessibility to facilities and public transport, the type of housing (more flats and smaller houses) and the availability of parking in controlled parking zones.
- 4.6 This recorded level of lower car ownership supports the principle of having a lower parking standard (of up to a 30% reduction from the general parking standard) in this location, referred to as Accessibility Zone 1. Based on the census data, this zone is an approximate 10-minute walk from the centre of the town. There are areas in central Berkhamsted and the fringes of Hemel Hempstead where car ownership is some 10% below the average, where a 10% reduction to the general parking standard has been applied, these being referred to as Accessibility Zone 2. In Hemel this Zone 2 is within an approximate 20-minute walk of the town centre; in Berkhamsted a 10-minute walk catchment has been used to reflect the census data and the more limited accessibility and facilities in this smaller town. The location of these Accessibility Zones is shown in **Appendix B**.
- 4.7 There are also indications that non-car journey to work mode share is higher in these accessibility zones than in the rest of the borough, and they have therefore also been used to reduce the parking requirement for non-residential uses. Based on census travel to work data the Council may (subject to acceptable evidence justifying the reduction) reduce the standards by 30% in Accessibility Zone 1 and 10% in Accessibility Zone 2; elsewhere in the borough the standard will apply without reduction unless the Council agree to changes for particular sites.

5. OVERALL APPROACH TO PARKING STANDARDS

General

- 5.1 An appropriate levels of car parking is vital in ensuring that new development functions effectively - car parking and its location also have impacts upon the quality of the environment – how it looks, how it functions and on road safety.
- 5.2 The availability and convenience of parking at the final destination of the trip can have a real effect on the choices people make regarding travel. This can be far more effective than managing parking levels at the origin i.e. residential properties. Policies within the National Planning Policy Framework (NPPF), the LTP4 and the Dacorum Adopted Core Strategy seek to manage the demand for car travel and encourage the use of more sustainable forms of travel, particularly public transport, walking and cycling.
- 5.3 However, research⁷ has also indicated that attempts to curb car ownership through restricting parking may not be effective in limiting the number of cars a household would acquire, unless other factors apply, including high accessibility to public transport and other modes, a high level of local facilities within easy walking distance, and (usually) extensive on-street controls preventing uncontrolled parking. Experience from many residential developments has been that rather than just encouraging a shift away from car ownership and reducing demand, restrictive parking standards in some locations in Dacorum can intensify the demand for any available on-street parking.
- 5.4 Census and other data provide a good estimate of average household car ownership, although there is significant variation around these averages. It is appropriate to use this data to propose required standards, but further elements are applied to adjust this figure depending on location and the accessibility factors mentioned above. There is also the presumption that adequate levels of vehicle parking must be designed into new development schemes to include accommodation for on-site parking; on-street parking can only be proposed and deemed acceptable if there is sufficient capacity on surrounding streets.

The general use of parking standards

- 5.5 There is clear evidence in Dacorum from officers, councillors and site visits that parking standards are required to manage the highway network and reduce pressure on the on-street supply, which leads to parking that can increase congestion and reduce road safety. There are many complaints regarding new development with parking standards that are too low, with consequent unmanageable on-street pressures.
- 5.6 Basing all standards on a maximum approach is likely to lead in many cases to under-provision of parking and pressure on scarce on-street resources. These standards have therefore moved away from a maximum approach to a ‘standard’ approach, with the expectation that development will meet its own needs on-site by providing parking to this

⁷ DfT Parking Research Review, TRL, 2010 - <https://www.britishparking.co.uk/write/Documents/Library/Reports%20and%20research/parkingreport.pdf>

standard. The standards are also related to accessibility zones, with a reduction in the standard in the most accessible areas in Dacorum, where lower car ownership can be encouraged. In exceptions, the standard can also be adjusted upward or if the Council accepts this approach for specific sites (following the provision of robust evidence). The standards also encourage shared rather than allocated parking, as this results in a more efficient use of parking spaces (see box below). In effect, this overall approach results in a range of requirements around the general standard.

Sharing unallocated spaces – an example

- In 2011, the profile of car ownership for households in Dacorum was as shown in Table 4.1, with 17% having no car – the overall average demand was 1.2 car parking spaces per dwelling. So, assuming that a development has 50 dwellings and that all spaces are unallocated, the car parking requirement would be 60 spaces (50*1.2).
- But if 1 space was allocated per dwelling, 50 spaces would be allocated, but 9 of these would not be used, as 17% of households do not have a car, the other 41 would be used. But there would also be additional demand from those households with more than one car. Assuming the other dwellings had average car ownership, 31% would need another space (they have two cars each), 7% would need two more spaces (they have three cars) and 3% would need three more spaces – this would total an additional demand of 27 spaces.
- So, with 1 space per dwelling allocated, 9 spaces would be empty (households with no cars), 41 would be filled with the other households, and a further 27 spaces would be needed for those households with more than one car. This results in a total requirement of 78 spaces, or some 30% more than the 60 unallocated spaces.

5.7 The approach to these standards is set out in the sections that follow, and are provided in the tables in Appendix A.

6. RESIDENTIAL PARKING STANDARDS

Application of standards

6.1 The starting principle is that all parking demand for residential development should be accommodated on site; and the requirements shown are 'standards' - departures from these may only be justified by appropriate evidence provided by the agent/developer for consideration by the Council as to whether it is acceptable.

6.2 The C3 standards apply to all housing (including apartments and flats as well as houses) and to any affordable or social housing. This has the advantage that should tenures of a development change over time, there are unlikely to be parking difficulties.

Three standards for the C3 use are provided, as set out in the table in Appendix A:

- Accessibility Zone 1 – up to 30% reduction permitted
- Accessibility Zone 2 – up to 10% reduction permitted
- Rest of the borough – parking standard unless Council accepts reductions in specific cases

6.3 The accessibility zones are described in section 4.6 and shown in Appendix B.

6.4 The above reductions may require evidence of on-street conditions and/or other similar developments before they are accepted by the Council for certain proposals. The potential reduction in residential parking in high accessibility locations forms part of Policy 58 of the 2004 Local Plan.

6.5 The accessibility zones are based on current levels of accessibility and facilities and census car ownership data. The Council appreciates that in some areas this could change where accessibility and facilities change fundamentally post the development of these standards. The Council will at its discretion consider applying reductions in other locations where the applicant has shown with clear justification (which the Council accepts) (i) that similar levels of accessibility and facilities will be achieved for the long-term (ii) that other relevant conditions are in place (such as controlled parking, or low levels of on-street parking stress).

Visitor Parking

Visitor parking research

Visitor demand can fluctuate, but in general certain times, such as evenings and weekends, are when residents are likely to receive significant numbers of visitors in cars. While these can also be times of peak resident parking demand, this demand can to some degree be offset by other residents being away at the same time. A key issue is whether spaces are allocated or not. A research study⁸ recommended that no special provision need be made for visitors when at least half of the parking provision associated with a development is unallocated. In all other circumstances it was advised that an additional demand,

⁸ Jenks and Noble, 1996 study of Lower Earley in Reading

equivalent of up to 0.2 spaces per dwelling, would be generated by visitors.

6.6 Consequently, these standards require that visitor parking at an additional 20% of the relevant standard, as shown in the table in Appendix A – this standard depends on the extent of allocation of spaces to individual units or organisations.

6.7 For very small developments (less than 10 units) the visitor parking standard will not be applied, even if all spaces are allocated.

Garages

6.8 Garages will be counted as parking spaces if robust evidence can be provided that the garages are of an appropriate size, including storage space, that will result in a high probability of use for parking – see section 8.4 for details. In conditions of high parking stress on-street, the council may require further local evidence of garage use, before accepting garages as parking spaces to meet the parking standard.

Car-free development and other reduced parking provision

6.9 Car-free residential development will be considered where developers can provide robust evidence that this will be appropriate⁹. This type of development will not normally be acceptable outside Accessibility Zone 1.

6.10 Car-free and other reduced standards may be appropriate where the Council accepts evidence of the following:

- The nature, type and location of the development proposed is likely to make this acceptable; this could include particular regeneration schemes, re-use of previously developed land/buildings with low parking provision in highly accessible areas with acceptable on-street conditions.
- The Transport Assessment has acceptable evidence and mitigation
- The Travel Plan measures including car clubs or other shared vehicles are appropriate and secured for the long-term
- There is high accessibility to public transport and local facilities, in locations such as town centres and the Two Waters area
- On-street parking stress surveys (undertaken in accordance with the specification provided in Appendix C) indicate sufficient spare capacity or there is a controlled parking zone for the area or one is proposed (new residents will not normally be allocated permits unless surveys show ample spare on-street capacity).
- Surveys of developments in the same town and potentially other towns show that lower parking is appropriate.
- Disabled car parking provision is appropriate.

6.11 There may be merit in consideration of off-site provision or collection of commuted sums where developments are seeking to provide lower parking standards than set out in **Appendix A**.

6.12 There may be exceptional circumstances when justification can be provided by developers/agents (which the Council considers is acceptable) to vary from the parking

⁹ In accordance with Policy 58 of the 2004 Local Plan

standards. These will be considered on a case by case basis. Where there is a material change in circumstances, the Council will undertake a review of this SPD (see **Section 13** for details).

Dwelling Houses with Multiple Occupation (HMO)

- 6.13 A property is an HMO if it is let as a main or only home to at least three tenants, who form more than one household and who share a kitchen, bathroom or toilet.
- 6.14 When assessing planning applications, the Council will seek to ensure that the proposals provide adequate levels of car parking to meet the future standards of the likely occupants. Where possible, the car parking should be provided off street.

Elderly Persons Accommodation

- 6.15 The reductions for accessibility zones will not apply automatically to this use but may be accepted based on evidence provided. Use class category C2 (Residential Institutions) is dealt with in in **Appendix A**.

Parking for Disabled motorists

- 6.16 The parking needs of disabled motorists shall be met in full irrespective of location i.e. where the zonal procedure results in on-site parking restraint, there shall be no corresponding reduction in disabled spaces.
- 6.17 The number of disabled spaces specified are part of total capacity, not additional.

Residential parking calculation flowchart

- 6.18 The flowchart below shows the stages in the residential parking calculation, and a worked example is provided below.



Worked example

6.19 A worked example of the application of the standard contained in **Appendix A** is as follows:

- If the development is in the highest accessibility zone (Zone 1) and is for 30 2-bedroomed units, the parking standard would be 27 spaces (30 x 0.9).

Zone 1

- In addition, visitor spaces need to be added (20% more spaces) if 50% or more of spaces are allocated. If no spaces are allocated, no visitor parking need be provided. So, in this case, assuming all spaces are allocated, visitor parking needs to be added, so the full standards would be $27 \times 1.1 = 30$ spaces rounded up. If no spaces were allocated, no visitor parking would be required, and the 27 spaces would be the full standard.

Zone 2

- If the development is in Zone 2, and is for 30 2-bedroomed units, the parking standard would be 30 spaces (30 x 1.0) – visitor spaces would be then added (or not) as above

Rest of Borough (outside of accessibility zones)

- If the development is any other location in the borough, and is for 30 2-bedroomed units, the parking standard would be 33 spaces (30 x 1.1) plus the visitor spaces standard.
- This standard can be adjusted, at council discretion, based on further information provided by the applicant.

7. NON-RESIDENTIAL PARKING STANDARDS

- 7.1 These are set as standards, with any developments seeking provision above or below these standards having figures needing to produce evidence acceptable to the council of the proposed provision. The standards are shown in **Appendix A**.
- 7.2 These standards may be reduced through evidence being provided by the following percentages in different accessibility zones (the council will require evidence of impact before agreeing to these reductions):
- 30% in Accessibility Zone 1
 - 10% in Accessibility Zone 2
 - 0% in remainder of borough
- 7.3 As with residential standards, the council will require evidence of on-street parking stress, on-street controls, travel plans and other similar developments which have not negatively impacted on the area, before accepting reductions.
- 7.4 It is important that non-residential parking is appropriate for the location and type of land use, and that parking is managed, both on site and off site to avoid parking problems, for example a lack of designated HGV parking in parts of the Maylands Business Park.

Shared Parking standards and Parking Space Allocation

- 7.5 When different types of uses occupy the same area, there is the potential for parking spaces to be shared. This is highly desirable, provided this works without conflict and that car parking provision is sufficient for the combined peak of all land uses. For example, a development with commercial and leisure uses can experience peak commercial parking demand on a weekday at midday, but for leisure use its peak maybe on a weekday in the evening and on the weekends. Shared use may result in a reduction of the number of parking spaces which a developer is required to provide, but such an approach will require evidence acceptable to the council, and these will be judged on a case by case basis. Where this is not accepted by the Council, the parking standard in **Appendix A** should be provided.
- 7.6 In general, where there are mixed uses or a number of different units, allocation of spaces to specific uses means that more spaces are required on-site, while unallocated spaces can be used by all, improving efficiency. The Council wishes to encourage efficient parking use and would in general prefer unallocated spaces. Subject to satisfactory evidence, the council may consider some relaxations of standards where limited numbers of spaces are allocated.

Car free and low car parking

- 7.7 As with residential development, car free or very low parking provision will only normally be considered in Accessibility Zone 1, and the same evidence standards will apply (see section 6.9 – 6.11).
- 7.8 There may be exceptional circumstances when justification can be provided by applicants (which the Council considers to be acceptable) to vary from the parking standards. These will be considered on a case by case basis. Examples of situations where such flexibility might be accepted could include close proximity to transport interchanges and other highly accessible locations.

7.9 Where there is a material change in circumstances, the Council will undertake a review of this SPD (see **Section 13** for details).

Lorries, Other Commercial Service Vehicles and Coaches

7.10 The NPPG (paragraph 107) stresses the importance of providing adequate overnight lorry parking facilities.

7.11 The Council will require relevant developments to provide adequate lorry, commercial service vehicle and/or coach parking. This standard will be assessed through the Transport Assessment or Transport Statement and agreed on an individual case basis. ‘Roads in Hertfordshire: highways design guide’ includes guidance on service vehicle and coach parking bay design.

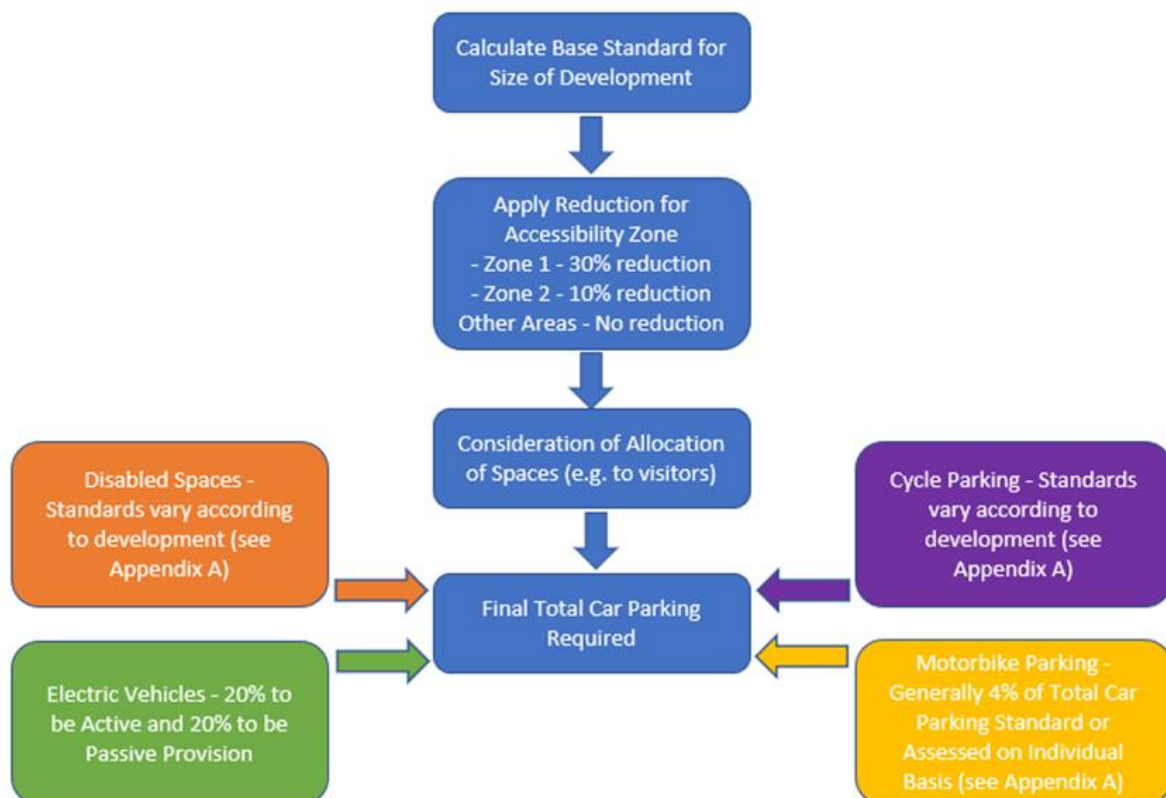
7.12 Some non-residential standards within **Appendix A** include lorry parking standards for certain land uses. The Council will normally expect proposals for new or expanded distribution centres to make provision for sufficient lorry parking.

Car parking management

7.13 The Council may require a parking management plan (see Appendix B) to be prepared and submitted as an integral part of any planning application where parking is an acknowledged problem, or where parking standards have been relaxed.

7.14 Non-residential parking calculation flowchart

7.15 In accordance with the information presented in Appendix A, the flowchart below provides guidance as to the process required to calculate the different elements of car and cycle parking provision for non-residential development.



Worked example

- 7.16 Worked examples of the application of the standard contained in Appendix A is as follows:
- A B1 office use development of 2,000 sqm. has to provide 57 parking spaces if the site is outside of the accessibility zones (1 space per 35 sq.m, GFA), a lower standard (10% less) of 51 spaces in Accessibility Zone 2 and the lowest standard (30% less) of 40 spaces in Accessibility Zone 1. Both the reductions for accessibility zone will require appropriate evidence on likely parking demand, accessibility and on-street controls and stress to be acceptable to the Council. Allocation of spaces (e.g. to visitors) is the responsibility of the landowner, but the Council will take a high level of allocation into account when considering reductions in standards and may request a parking management plan.
 - An A1 (Non-food retail) warehouse development without garden centre is proposed at the same location as a large food retail centre- the location is outside the 2 accessibility zones. The A1 development of 2,000 sq.m. GFA parking standard is 1 per 35 sq.m so 57 spaces are required; the A1 food development of 2,200 sq.m has a standard of 1 space per 22 sq.m. so 100 spaces are required, a total of 157 spaces. The applicant provided parking accumulation evidence, an on-street parking stress survey showing extensive controls and a parking management plan to show that only 140 spaces were required at peak times. The Council is considering this request.

8. SPECIFIC PARKING PROVISION

Design and Layout of Parking Spaces

- 8.1 The design and layout of parking spaces should be in accordance with the Hertfordshire County Council ‘Roads in Hertfordshire: Highway Design Guide’¹⁰. The Third Edition of this Guide was issued in 2011, with Chapter 9 of Section 4 providing details of vehicle parking facilities. This guidance is being updated and the County drafted ‘Parking: Design and Good Practice’ in 2017 – the final version is expected to be published in 2019. Once published, these new guidelines should be used in the provision of parking under this SPD. These guidelines will cover the more detailed aspects of parking provision, including guidance on different kinds of parking.

Dimensions of Spaces

- 8.2 The ‘Roads in Hertfordshire: Highway Design Guide’ focusses on the design aspects of roads and the streetscene in Hertfordshire. It advises on the dimensions and location requirements for parking bays and driveways. Guidance is in the process of being updated

¹⁰ <https://www.hertfordshire.gov.uk/services/highways-roads-and-pavements/business-and-developer-information/development-management/highways-development-management.aspx#highwaydesignguide>

but until this new guidance is adopted the dimensions required for a standard parking space are 2.5m x 5m.

- 8.3 Turning areas shall be in accordance with the guidance in Manual for Streets¹¹. Wider parking bays for use by disabled people should be provided in accordance with the guidance given in Traffic Advisory Leaflet 5/95¹². Any space not meeting this standard will not be taken into account when assessing whether the parking requirement has been met.

Garage Sizes

- 8.4 The 'Roads in Hertfordshire: Highway Design Guide' advises that it is recommended that Local Planning Authorities stipulate that in order to be an effective storage space for cars, on-plot garages must measure at least 6m long and 3m wide. If spaces aren't at least this size they will not be counted as part of the parking provision to meet the parking standards.

Tandem Parking

- 8.5 Tandem (in-line) parking generally means that the provision of two parking places one after another, configured like a single, double-length perpendicular parking place. Tandem parking is inconvenient, and both spaces may not be used at all times. It should not be used for unallocated, off-plot spaces; however, it may be appropriate for spaces on-plot within the curtilage of the dwelling or commercial property if for use by the same property/dwelling and if an additional vehicle parking on the highway would not have unacceptable consequences. Consequently, the presumption is for tandem spaces counting as part of the parking provision if on-plot provided they are allocated spaces.

Location of Parking Provision

- 8.6 In terms of provision, the 'Roads in Hertfordshire: Highway Design Guide' identifies key principles which should be followed when considering the design and location of car parking, confirming that within residential development, car parking allocated for individual dwellings will normally be provided off highway, within the curtilage of the dwelling. It also states that Hertfordshire County Council (and Dacorum Borough Council) need to be satisfied that the location of both allocated and unallocated spaces will not result in parking that is obstructive to pedestrians, cyclists, the mobility impaired and other vehicles.

Parking Management

- 8.7 The council may require applicants to prepare a Car Park Management Plan as part of a condition when granting planning permission – guidance on these requirements is given in Appendix E. This may form part of a Section 106 planning agreement to enable the Council to enforce and monitor the objectives of the Plan. This is typically required when the parking provision is below the Council's standards or is shared provision between different uses but may be required in other situations. Disabled Parking Provision

¹¹ <https://www.gov.uk/government/publications/manual-for-streets>

¹² <https://www.gov.uk/government/collections/traffic-advisory-leaflets>
<https://tsrgd.co.uk/pdf/tal/1995/tal-5-95.pdf>

- 8.8 In relation to residential uses, the Government's non-statutory Manual for Streets¹³, published in 2007, advises that spaces for disabled people "need to be properly marked and meet the minimum space standards". It is preferable to provide these spaces in unallocated areas, including on-street, as it is not normally possible to identify which properties will be occupied by or visited by disabled people. In the absence of any specific local policies, it is recommended that 5% of residential car-parking spaces are designated for use by disabled people. A higher percentage is likely to be necessary where there are proportionally older residents. This provision is recommended as the initial standard in this SPD.
- 8.9 The most recent guidance on provision of disabled parking for non-residential parking is in the BSI British Standards, " BS 8300-1:2018: Design of an accessible and inclusive built environment. External environment. Code of practice, and the minimum standards in this are proposed in this SPD; it is desirable that applicants should also make provision for enlarged standard spaces (3.6m x 6m) as set out below. The provision is therefore:
- Workplaces: the minimum number of designated spaces should be one space for each employee who is a disabled motorist, plus 5% of the remaining total capacity for visiting disabled motorists. It is desirable that a further 5% of the remaining total capacity should be enlarged standard spaces.
 - Educational facilities: the minimum number of designated spaces should be one space for each employee who is a disabled motorist, plus 5% of the remaining total capacity for visiting disabled motorists. It is desirable that a further 5% of the remaining total capacity should be enlarged standard spaces.
 - Shopping, recreation and leisure facilities and medical facilities: the minimum number of designated spaces should be one space for each employee who is a disabled motorist, plus 6% of the remaining total capacity for visiting disabled motorists. It is desirable that a further 4% of the remaining total capacity should be enlarged standard spaces.
 - Hotels should have at least one designated car parking space per accessible bedroom.
 - Railway and other transport-related car parks: the minimum number of designated spaces should be one space for each employee who is a disabled motorist, plus 5% of the remaining total capacity for visiting disabled motorists. It is desirable that a further 5% of the remaining total capacity should be enlarged standard spaces.
 - Religious buildings and crematoria: the minimum number of designated spaces should be two spaces or 6% of the remaining total capacity, whichever is the greater. It is desirable that a further 4% of the remaining total capacity should be enlarged standard spaces.
 - Sports facilities: Designated parking provision for sports facilities should be determined according to the usage of the sports facility. Detailed guidance on parking provision for sports facilities can be found in the Sport England publication Accessible sports facilities¹⁴.

¹³ <https://www.gov.uk/government/publications/manual-for-streets>

¹⁴ Accessible Sports Facilities, Updated 2010 guidance, Sport England section 3 and Table 2
<https://www.sportengland.org/facilities-planning/design-and-cost-guidance/accessible-facilities/>

- 8.10 An example calculation for shopping, recreation and leisure is as follows:
- total number of car parking spaces = 100;
 - three spaces are provided for specific disabled members of staff, leaving 97 spaces;
 - 6% of remaining 97 spaces are to be designated accessible spaces = 5.82, round up to 6; and
 - 4% of remaining 97 spaces are to be enlarged spaces = 3.88, round up to 4, thus providing 87 standard spaces
- 8.11 In all cases, the numbers of designated spaces might need to be greater at locations, venues of facilities that specialize in accommodating groups of disabled people.
- 8.12 Detailed guidance on layout and access to spaces/buildings is given in Part M of the Building Regulations (2010)¹⁵.
- 8.13 The standard is set out in **Appendix A**. Blue badge parking is part of the overall total of parking required by the standards, not additional to it.

Motorbike Parking

- 8.14 '*Traffic Advisory Leaflet 2/02*', (March 2002)¹⁶ from the DfT sets out advice on motorbike parking – particularly on design issues - no specific advice is given on the extent of off-street provision.
- 8.15 Institute of Highways Engineers – '*Guidelines for Motorcycling, Cycle Parking*'¹⁷, notes the significant increase in motorcycling, and the problems of insufficient parking and theft. It highlights educational establishments, employment sites, retail and leisure and transport interchanges as being important locations for motorbike parking, as well as residential development. No guidance is given on off-street provision.
- 8.16 The provision of an additional 4% of total parking spaces for motorbikes for all non-residential development is required. For residential development, motorbike parking may depend on other provision (e.g. garages and car ports) and each case will be treated on its merits (developers should clearly set out how this standard is being met).

Cycle Parking

- 8.17 Cycling is environmentally friendly and cheap compared with other transport modes. It is non-polluting and takes up less road space and parking space. It also provides a valuable form of healthy exercise.
- 8.18 Dacorum Borough Council's long-term vision is that the continuing improvement of cycle facilities in the borough will encourage a culture where the uptake of cycling as a mode of transport will be a popular, safe, attractive and enjoyable alternative to the private car.

¹⁵ [https://www.planningportal.co.uk/info/200135/approved_documents/80/part m - access to and use of buildings](https://www.planningportal.co.uk/info/200135/approved_documents/80/part_m_-_access_to_and_use_of_buildings)

¹⁶ <https://www.gov.uk/government/collections/traffic-advisory-leaflets>
<https://www.gov.uk/government/publications/traffic-advisory-leaflets-1989-to-2009/traffic-advisory-leaflets-1989-to-2009#section-7>

¹⁷ <http://www.motorcycleguidelines.org.uk/the-guidelines/6-0-motorcycle-parking/>

8.19 Cycle parking standards are shown in **Appendix A**.

Electric Vehicle Charging Points

8.20 For this report, an Electric Vehicle (EV) is considered as any road vehicle with a battery that is intended to be charged from mains electricity, which therefore includes plug-in hybrids, extended range EVs and pure electric EVs.

8.21 New development provides the best opportunity to accelerate the scale of provision for electric vehicles and should include charging provision for EV use as standard¹⁸. The National Planning Policy Framework supports the provision of EV plug-in recharging infrastructure within new employment and residential developments recommending that: *“Plans should protect and exploit opportunities for the use of sustainable transport modes for the movement of goods or people. Therefore, developments should be located and designed where practical to incorporate facilities for charging plug-in and other ultra-low emission vehicles”*.

8.22 The distinction between active and passive provision is as follows:

- Active provision for electric vehicles: an actual socket connected to the electrical supply system that vehicle owners can plug their vehicle into.
- Passive provision for electric vehicles: the network of cables and power supply necessary so that at a future date a socket can be added easily. It is significantly cheaper and less disruptive to install the underlying infrastructure for EV charge points during construction than to retrofit later.

Electric Vehicle charging options

This is a rapidly changing technology, but chargepoints are primarily one of three main types, based on the power output:

Slow: up to 3kW AC – between 6-12 hours to charge a battery electric vehicle throughout, less for a plug-in hybrid; These are typically installed at homes, where units are wired directly into the fuse board, include overload protection circuitry and are fully weatherproof.

Typical homecharge unit¹⁹



¹⁸ The Road to Zero DfT strategy (2018) states that it is the government’s intention that all new homes, where appropriate, should have a chargepoint available.

¹⁹ Source; www.zap-map.com; Source – The Road to Zero, DfT, 2018 and www.goultralow.com

Fast: 7 to 22kW AC power outputs, and typically charge a battery electric vehicle throughout in 3-4 hours; some homes use 7 kW chargers.

Rapid: Typically, rapid AC chargers are rated at 43kW, while rapid DC are typically 50kW. Will typically charge a BEV to 80% in around 30 minutes.

Typical public rapid charge unit²⁰



Superchargers and high-powered charging are becoming increasingly relevant, though current EVs are limited in the charging power they can accept.

Different cars and vans can have different charging sockets; there are three main types.

- (1) Type 2 and CCS, an option which includes a Type 2 for slow/fast charging, and a Type 2 Combo (also known as ‘CCS’) for rapid charging;
- (2) Type 1 and CHAdeMO, for slow/fast and rapid charging respectively; and
- (3) Tesla Type 2.

The cable that comes with a car will fit the car’s socket. At the other end, all standard cables have a ‘Type Two’ plug, which connects with the universal ‘Type Two’ sockets found on the latest charging points.

Rapid chargers don’t have sockets, but have the cables built in, you simply use the one for your car to connect up.

Homecharge units can be specified with either a Type Two socket, or with a cable already attached. Some cars also come with charging cables that connect to a standard 13 amp socket. However, a dedicated homecharge unit is the preferred method of charging at home

8.23 The standard proposed is as follows:

Table 1 Electric Vehicle Charging Standards

Land use	Provision	Type of charger (minimum) ²¹	Power supply
C3 houses	1 per house	7kW Mode 2 with Type 2 connector	230v AC 32 Amp Single Phase dedicated supply

²⁰ Source: www.zap-map.com

²¹ For more detailed information see <http://www.beama.org.uk/resourceLibrary/beama-guide-to-electric-vehicle-infrastructure.html>

C3 Flats and other C3 uses	20% active 20% passive	7kW Mode 2 with Type 2 connector Feeder pillar or equivalent permitting future connection.	230v AC 32 Amp Single Phase dedicated supply
Commercial Development (Offices / Employment Retail / Leisure Uses) B1,B2,B8, D1, D2, C1, A1	20% active 20% passive	7kW Mode 3 with Type 2 connector For large retail/leisure developments with high turnover of parking a minimum of 1 space should be for rapid charging Mode 4 multi-standard charge point. (> 50kW) Feeder pillar or equivalent permitting future connection.	230v AC 32 Amp Single Phase dedicated supply Rapid chargers 400v AC 100Amp Triple Phase dedicated supply 230v AC 32 Amp Single Phase dedicated supply
Other uses	Individual case basis		

8.24 Off-street EV bays may be achieved in standard 2.4m x 4.8m bays, provided that appropriate space is available for wall or floor mounted EV chargepoints. However, given the need to access chargepoints, wherever possible the bays should be at least 2.5m x 5m.

8.25 The Transport Assessment or Transport Statement should indicate the provision and describe the detail of active and passive provision and bay/chargepoint layouts to show that chargepoints will be accessible. At least one chargepoint should be provided in a disabled parking space.

Cars and small commercial vehicles

8.26 The Council strongly encourages all developments to include passive provision and essential infrastructure i.e. ducting capability across their developments (allowing developments to be simply retrofitted – to limit secondary costs). Dacorum Borough Council require that 20 per cent of all spaces must be active provision for electric vehicles with an additional 20 per cent passive provision for electric vehicles in the future. This standard applies to all residential schemes with sites larger than 10 dwellings, employment schemes with over 500 sqm net internal area and retail schemes with over 1,000 sqm net internal area.

Large commercial vehicles

- 8.27 New development that requires regular freight deliveries should be expected to include charging infrastructure provision dedicated for use by electric-powered freight delivery vehicles. This will be determined on a site by site basis. It is expected that such provision will include rapid charging facilities. In exceptional circumstances, where the full provision cannot be made on site, alternative arrangements of financial contribution towards the provision of off-site publicly accessible charging points may be acceptable which is at the discretion of the Council.

9. TRANSPORT STATEMENTS AND TRANSPORT ASSESSMENTS

- 9.1 Transport Statements or Assessments are required to support planning applications, according to criteria set out in Dacorum Borough Council's Local Validation Checklist. Contact should be made with the Local Highway Authority (Hertfordshire County Council) in order to agree the scope of these documents. Where a proposed development is predicted to have an impact on the Strategic Road Network (SRN), consultation with Highways England will also be required.
- 9.2 DfT guidance is provided at:
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/263054/guidance-transport-assessment.pdf

10. PARKING STRESS STUDIES

- 10.1 This section refers to on-street Parking Stress Surveys which may be required by the Council where developments are proposed that do not meet the standards.
- 10.2 For proposed residential developments of less than 10 units, or for non-residential developments of less than 500 sq.m., the need for a Parking Stress Survey is at the Council's discretion.
- 10.3 Most forms of development have the potential to increase the amount of on-street parking, more commonly known as parking stress. High parking stress can affect highway safety, the free-flow of traffic, amenity, access by emergency services, refuse collection and delivery of goods. Investigation of this impact forms an important part of the Council's analysis of proposed developments and therefore it is essential that enough information is submitted by a developer to allow a full analysis of the issue. An unacceptable increase in parking stress or the submission of an insufficient level of information, can lead to a recommendation for refusal of a planning application.
- 10.4 In situations where previous committed development has not been implemented, this should be taken into consideration when evaluating the results of Parking Stress Surveys. This is to allow for the cumulative impact of development on on-street parking supply in order to ensure that all potential additional on-street parking demand is taken account of when an application is considered.
- 10.5 Guidelines on undertaking a Parking Stress Survey are provided in **Appendix C**.

11. TRAVEL PLANS AND TRAVEL PLAN CHECKLIST

Introduction

- 11.1 Hertfordshire County Council’s Travel Plan Guidance²² and National guidance²³ provides more information on these elements. The Hertfordshire guidance states that Travel Plans are an essential tool for enabling development by creating sustainable access to, from and around a site. Travel plans are essential for sustainable development. They aim to deliver sustainable transport objectives through a positive action plan. They are effective in managing travel demand, with the potential to contribute to significant reduction in national and local traffic. They can also be effective in promoting social inclusion, community cohesion and healthier communities.
- 11.2 A Travel Plan is a long-term management strategy for an occupier or site that seeks to deliver sustainable transport objectives. They are required in Hertfordshire to support a number of national and local policy objectives, including:
- reducing pressure on highway capacity;
 - reducing road danger and protecting vulnerable road users;
 - encouraging behavioural change towards passenger transport, walking, cycling and other forms of active travel; and
 - creating more attractive and liveable neighbourhoods

Travel Plans and Parking

- 11.3 The over-supply of car parking spaces against modal share targets set out in a Travel Plan can be a reason for the refusal of an application. A Travel Plan needs to consider the options for parking provision amongst its checklist of criteria.
- 11.4 Car parking can be used as to encourage more sustainable travel patterns through measures such as:
- providing free/guaranteed parking for car sharers;
 - limiting the parking provision on a site;
 - implementation of car parking charges; and
 - parking restraint and the development of car-free sites.

Further Information

- 11.5 If you have any questions, email Hertfordshire County Council on travelplan@hertfordshire.gov.uk. Hertfordshire’s Travel Plan Guidance provides details of when Travel Plans are required as part of the planning process for all types of development, with different travel plans relating to the scale of each development – see the extracted

²² <https://www.hertfordshire.gov.uk/services/highways-roads-and-pavements/business-and-developer-information/development-management/highways-development-management.aspx#travelplans>

²³ <https://www.gov.uk/guidance/travel-plans-transport-assessments-and-statements#travel-plans>

table below, which requires a simpler Travel Plan Statement for smaller developments and a Travel Plan for larger developments.

Guidance on the thresholds requiring a travel plan or travel plan statement (Source: Table 4 of Hertfordshire Travel Plan Guidance)		
<u>Land Use</u>	<u>Travel Plan Statement</u>	<u>Travel Plan</u>
A1 Food Retail	>250<800 sq. m	>800 sq. m
A1 Non-food Retail	>800<1500 sq. m	>1500 sq. m
A2 Financial and Professional Services	>1000<2500 sq. m	>2500 sq. m
A3 Restaurants and Cafés	>300<2500 sq. m	>2500 sq. m
A4 Drinking Establishments	>300<600 sq. m	>600 sq. m
A5 Hot-food Takeaway	>250<500 sq. m	>500 sq. m
B1 Business	>1500<2500 sq. m	>2500 sq. m
B2 General Industrial	>2500<4000 sq. m	>4000 sq. m
B2 Storage or Distribution	>3000<5000 sq. m	>5000 sq. m
C1 Hotels	>75<100 sq. m	>100 sq. m
C2 Residential Institutions - Hospitals, Nursing homes	>30<50 beds	>50 beds
C2 Residential Institutions - Residential Education	>50<150 students	>150 students
C2 Residential Institutions - Institutional Hostels	>250<400 residents	>400 residents
C3 Dwelling Houses	>50<80 units	>80 units
D1 Non-residential Institutions	>500<1000 sq. m	>1000 sq. m
D2 Assembly and Leisure	>500<1500 sq. m	>1500 sq. m

11.6 A Travel Plan will need to provide details on

- the sustainable accessibility of a development site;
- the measures proposed to encourage sustainable travel;
- administrative arrangements for the travel plan
- targets, including mode split targets; and
- monitoring and reporting procedures

11.7 Where a development proposes the introduction of a Car Club or ‘Car on Demand’ services as part of its Travel Plan measures, if this is being used to justify a reduction in parking provision against the applicable standard, then evidence will need to be provided to justify how the scheme will operate and how it warrants a reduction in parking provision.

11.8 Further details are available at:

<https://www.hertfordshire.gov.uk/media-library/documents/highways/development-management/travel-plan-guidance.pdf>

Travel Plan Checklist

- 11.9 For developments requiring a Travel Plan, the document should be submitted with the planning application. Hertfordshire County Council use an assessment tool that evaluates all sections of the Travel Plan. **Appendix D** provides a Travel Plan outline example and checklist.

12. SECTION 106 CONTRIBUTIONS AND COMMUNITY INFRASTRUCTURE LEVY

Section 106 Contributions

- 12.1 Requirements under Section 106 exist to make a development acceptable in planning terms and, as such, need to meet three tests of being directly related, relevant and true to scale. Development impacts the local area, which requires both new infrastructure and investment in existing infrastructure. As part of the planning application process, developers are asked to either include on-site provisions or pay contributions to Dacorum Borough Council, with this traditionally being done through the legal process known as Section 106 planning agreements.

Community Infrastructure Levy (CIL)

- 12.2 CIL largely replaces the Section 106 element to our developer contribution system. We adopted our charging schedule for CIL on 25 February 2015 and implemented it on 1 July 2015. No planning application can be validated without the necessary CIL Additional Information Forms.

[More information on our CIL and related Planning Application forms.](#)

- 12.3 Although, there may be instances where S106 agreements are still required for sites e.g. for routing agreements, to cover legal matters or where sites are CIL exempt.

13. FUTURE REVIEWS OF THE SPD

- 13.1 Dacorum Borough Council will periodically assess the need for a review of all or part of the SPD. This may be required due to:
- The adoption of a new Local Plan
 - New census or other local car ownership and use data becoming available
 - Changes in accessibility of areas, possibly due to large-scale development proposals (e.g. around areas proposed in the emerging masterplans i.e. Maylands and Two Waters development areas)
 - Travel behaviour data showing appropriate change in the borough
 - Significant change to the parking management approach in Dacorum or specific towns/large villages. i.e.
 - Use of additional CPZs and/or yellow lining of roads
 - Reduction in availability of public car parking
 - Improvements to bus services (either frequency or cost)
- 13.2 A review could simply be an internal check as to whether this document is still relevant or could involve a complete rewriting (and consultation) of the SPD.
- 13.3 This review will occur alongside the frequency of the Local Plan reviews (expected to be on a maximum 5 yearly cycle). Please see the Local Development Scheme²⁴ for the proposed Local Plan review timetable.
- 13.4 The need for a periodical review of parking standards is an important consideration for Dacorum Borough Council, given current and likely future trends in transport within the UK.
- 13.5 In conjunction with the development of electric vehicles, the Government has pledged to remove cars powered by petrol and diesel from UK roads by 2050 as part of its Road to Zero strategy.
- 13.6 This is just one of the major shifts in transport trends expected to take place over the coming years. Nationally, people are travelling less often – including for shopping, commuting and business. Although as a whole, people are making more trips by car than by any other means, in cities other patterns are emerging, with the car becoming steadily less dominant.
- 13.7 Furthermore, nationally Private Hire Vehicle numbers have soared by 41% between 2007 and 2017, whilst taxis have grown by 17%. At the same time, van traffic has increased recently and is forecast to increase further, this in part being down to the growing trend for internet food shopping.
- 13.8 Cycling remains very low in the country as a whole but there is evidence that investment boosts numbers, particularly in urban area.

²⁴ <http://www.dacorum.gov.uk/home/planning-development/planning-strategic-planning/local-development-scheme>

- 13.9 Therefore, with these trends in mind, there will be an ongoing need to review parking standards (both car and cycling) to ensure that the levels proposed as part of future developments are appropriate to the needs of the development, whilst also providing for more sustainable travel patterns.

APPENDIX A: PARKING STANDARDS TABLES

Use Class	Description	Car Parking Standard			Disabled parking provision ²⁵	Motorbike parking ²⁶	Electric Vehicles ²⁵	Cycle parking standards ²⁶
		Accessibility Zone 1	Accessibility Zone 2	Rest of Borough (outside of accessibility zones)				
A1 Retail foodstores	(a) Small food shops up to 500 m ² GFA	Up to a 30% reduction on the 'Rest of Borough' standard.	Up to 10% reduction on the 'Rest of Borough' standard.	1 space per 30 m ² GFA	1 space per employee who is a disabled motorist + 6% of total provision. It is desirable that a further 4% of the total capacity should be enlarged standard spaces ²⁷ .	Calculate 4% of total standard; add this number for Motorbike bays	20% of all spaces to be active provision, another 20% to be passive provision	1 S/t space per 150 m ² GFA plus 1 L/t space per 10 maximum staff on site at any one time
	(b) Food supermarkets exceeding 500 m ² GFA but not exceeding 2,500 m ² GFA			1 space per 22 m ² GFA ²⁹				
	(c) Food superstores/ hypermarkets exceeding 2,500 m ² GFA			1 space per 18 m ² GFA				
	(d) Food retail parks			Assessed on an individual case				
A1 Non-food retail	(a) Non-food retail warehouses with garden centres	Up to a 30% reduction on the 'Rest of Borough' standard.	Up to 10% reduction on the 'Rest of Borough' standard.	1 space per 25 m ² GFA				1 S/t space per 350 m ² GFA plus 1 L/t space per 10 maximum staff on site at any one time
	(b) Non-food retail warehouses without garden centre			1 space per 35 m ² GFA				
	(c) Garden centres up to 4,000 m ² GFA			1 space per 25 m ² GFA				

Page 155

²⁵ Part of car parking standard, not additional to it

²⁶ Additional to parking standard

²⁷ See 4.2.1.1. of BS 8300:2009 – 3mx6m

²⁹ TRICS and site survey data indicates over-provision of food retail parking generally, TRICS data suggests approx. 1 space per 30 sqm, but this has been adjusted to 1 space per 22 sqm (i.e. more parking provision) to allow for some seasonal peaks. A similar proportionate reduction has been applied to the larger superstores.

Use Class	Description	Car Parking Standard			Disabled parking provision ²⁵	Motorbike parking ²⁶	Electric Vehicles ²⁵	Cycle parking standards ²⁶		
		Accessibility Zone 1	Accessibility Zone 2	Rest of Borough (outside of accessibility zones)						
A1 Non-food retail (continued)	(d) Garden centres exceeding 4,000 m ² GFA			Decided in each case on individual merits	1 space per employee who is a disabled motorist + 6% of total provision. It is desirable that a further 4% of the total capacity should be enlarged standard spaces ²⁸	Calculate 4% of total standard; add this number for Motorbike bays .	20% of all spaces to be active provision, another 20% to be passive provision	1 S/t space per 350 m ² GFA plus 1 L/t space per 10 maximum staff on site at any one time		
	(e) Non-food retail parks where individual land use components are known	Up to a 30% reduction on the 'Rest of Borough' standard.	Up to 10% reduction on the 'Rest of Borough' standard.	Each case on individual merits (shared parking & an overall reduction in provision, taking into account linked trips on site)						
	(f) Non-food retail parks where individual land use components are not known			1 space per 40 m ² GFA (shared parking)						
A2 ³⁰ Financial & Professional Services	Banks, building societies, estate agencies, betting shops	Up to a 30% reduction on the 'Rest of Borough' standard.	Up to 10% reduction on the 'Rest of Borough' standard.	1 space per 30 m ² GFA	1 space per employee who is a disabled motorist + 6% of total provision. It is desirable that a further 4% of the total capacity should be enlarged standard spaces ³¹	Calculate 4% of total standard; add this number for Motorbike bays	20% of all spaces to be active provision, another 20% to be passive provision	1 S/t space per 200 m ² GFA plus 1 L/t space per 10 f/t staff		
A3, A4 and A5 Food & drink	(a) Restaurants/cafes	Up to a 30% reduction on the 'Rest of Borough' standard.	Up to 10% reduction on the 'Rest of Borough' standard.	1 space per 5 m ² floorspace of dining area plus 3 spaces per 4 employees				Calculate 4% of total standard; add this number for Motorbike bays .	20% of all spaces to	1 S/t space per 100 m ² GFA plus 1 L/t space per 10 maximum staff on site at any one.
	(b) Public houses/bars			1 space per 3 m ² of floorspace of bar area plus 3 spaces per 4 employees						
	(c) Hot food			1 space 3 m ² of floorspace of public						

Page 156

²⁸ See 4.2.1.1. of BS 8300:2009 – 3m x 6m

³⁰ Note: A2 offices should be treated as B1 offices

³¹ See 4.2.1.1. of BS 8300:2009 – 3mx6m

Use Class	Description	Car Parking Standard			Disabled parking provision ²⁵	Motorbike parking ²⁶	Electric Vehicles ²⁵	Cycle parking standards ²⁶
		Accessibility Zone 1	Accessibility Zone 2	Rest of Borough (outside of accessibility zones)				
A3, A4 and A5 Food & drink (continued)	takeaway shops ³²			area plus 3 spaces per 4 employees			be active provision, another 20% to be passive provision	plus 1 L/t space per 10 maximum staff on site at any one.
	(d) Fast food drive thru restaurants			1 space per 8 m ² GFA				
	(e) Roadside restaurants			1 space per 4 m ² of floorspace of dining area plus 3 spaces per 4 employees				1 L/t space per 10 maximum staff on site at any one time.
	(f) Transport café	Up to a 30% reduction on the 'Rest of Borough' standard.	Up to 10% reduction on the 'Rest of Borough' standard.	Considered on a case by case basis – starting point 1 lorry space per 3.5 m ² GFA plus 3 standard parking spaces per 4 employees				
B1 Business	(a) B1 (a) offices	Up to a 30% reduction on the 'Rest of Borough' standard.	Up to 10% reduction on the 'Rest of Borough' standard.	1 space per 35 m ² GFA	1 space for each employee who is a disabled motorist, plus 5% of the total capacity for visiting disabled motorists. It is desirable		1 S/t space per 500 m ² GFA plus 1 L/t space per 10 f/t staff	
	(b) B1 (b) research & development, high-tech/B1 (c) light industry			1 space per 35 m ² GFA				
B2 General industry	General industry	Up to a 30% reduction on the 'Rest of Borough' standard.	Up to 10% reduction on the 'Rest of Borough' standard.	1 space per 75 m ² GFA Parking provision for lorries to be considered on a case by case basis.				

Page 157

³² Excluding fast food drive thru restaurants

Use Class	Description	Car Parking Standard			Disabled parking provision ²⁵	Motorbike parking ²⁶	Electric Vehicles ²⁵	Cycle parking standards ²⁶
		Accessibility Zone 1	Accessibility Zone 2	Rest of Borough (outside of accessibility zones)				
B8 Storage & distribution	Wholesale distribution, builder's merchants, storage	Up to a 30% reduction on the 'Rest of Borough' standard.	Up to 10% reduction on the 'Rest of Borough' standard.	1 space per 75 m ² GFA Parking provision for lorries to be considered on a case by case basis.	that a further 5% of the total capacity should be enlarged standard spaces.			1 L/t space per 10 f/t staff
Business Parks	Mixed B1/B2/B8 (unless heavily orientated to B8) for use where individual land use components are not known	Up to a 30% reduction on the 'Rest of Borough' standard.	Up to 10% reduction on the 'Rest of Borough' standard.	1 space per 40 m ² GFA Parking provision for lorries to be considered on a case by case basis.				Calculate 4% of total standard; add this number for Motorbike bays
C1 Hostels & hostels (continued)	(a) Hotels	Up to a 30% reduction on the 'Rest of Borough' standard.	Up to 10% reduction on the 'Rest of Borough' standard.	1 space per bedroom (including staff accommodation) plus 1 space per manager plus 2 spaces per 3 staff minus spaces related to staff bedrooms plus 1 space per 5 m ² dining area plus 1 space per 5 m ² dining area plus 1 space per 3 m ² bar area plus 1 space per 5 m ² public area in conference facility plus 1 space per 6 m ² of public area in exhibition hall plus a minimum of 1 coach parking space per 100 bedrooms	At least one designated car parking space per accessible bedroom and 1 space for each employee who is a disabled motorist. It is desirable that a further 4% of the total capacity should be enlarged standard spaces.			1 L/t space per 10 beds plus 1 L/t space per 10 maximum staff on site at any one time
	(b) Hostels i. Small (single parent or couple with no children)	Up to a 30% reduction on the 'Rest of Borough' standard.	Up to 10% reduction on the 'Rest of Borough' standard.	3 spaces per 4 units				Assessed on individual case basis

Use Class	Description	Car Parking Standard			Disabled parking provision ²⁵	Motorbike parking ²⁶	Electric Vehicles ²⁵	Cycle parking standards ²⁶
		Accessibility Zone 1	Accessibility Zone 2	Rest of Borough (outside of accessibility zones)				
	ii. Family (2 adults & 2 children)			1 space per unit			20% to be passive provision	
C2 Residential institutions	(a) Institutions/ homes with care staff on premises at all times (excluding nursing homes, hospitals, residential schools, colleges or training centres)	Up to a 30% reduction on the 'Rest of Borough' standard.	Up to 10% reduction on the 'Rest of Borough' standard.	1 space per 5 residents' bed spaces plus 1 space per 2 staff (non-resident); parking for resident staff to be based on general needs standard	1 space for each employee who is a disabled motorist, plus 5% of the total capacity for visiting disabled motorists. It is desirable that a further 5% of the total capacity should be enlarged standard spaces.	Assessed on individual case basis	20% of all spaces to be active provision, another 20% to be passive provision	1 S/t space per 20 beds plus 1 L/t space per 10 staff on duty at any one time
	0.25 spaces per resident bed space; parking for resident staff to be based on general needs standard							
	1 space per 0.5 beds or to be decided on individual merits (including a full transport assessment & proposals in a green transport plan); special hospitals must be considered individually							
	(b) Elderly persons residential & nursing homes (Category 3)							
	(c) Hospitals					Calculate 4% of total standard; add this number for Motorbike bays		

Use Class	Description		Car Parking Standard			Disabled parking provision ²⁵	Motorbike parking ²⁶	Electric Vehicles ²⁵	Cycle parking standards ²⁶
			Accessibility Zone 1	Accessibility Zone 2	Rest of Borough (outside of accessibility zones)				
C2 Residential institutions (continued)	(d) Education – halls of residence				1 space per 2 full-time staff plus 1 space per 6 students (but with linkage to student transport plans where appropriate)	5% of spaces	Calculate 4% of total standard; add this number for Motorbike bays	20% of all spaces to be active provision, another 20% to be passive provision	1 L/t space per 10 f/t staff plus 2 L/t space per 3 students
C3 Residential <small>Page 160 33</small>	Studio or bedsit	Allocated	0.7	0.8	1.0	5% of spaces Disabled persons parking bays must be for residents' use only and not be allocated to specific dwellings, unless provided within the curtilage of the dwelling	Assessed on individual case basis	20% of all spaces to be active provision, another 20% to be passive provision	1 L/t space per unit if no garage or shed provided
		Unallocated	0.6	0.7	0.8				
	1 bedroom	Allocated	0.7	0.8	1.0				
		Unallocated	0.6	0.7	0.8				
	2 bedrooms	Allocated	1.1	1.2	1.3				
		Unallocated	0.9	1.0	1.1				
	3 bedrooms	Allocated	1.4	1.6	1.7				
		Unallocated	1.2	1.3	1.4				
	4 bedrooms	Allocated	1.7	1.8	1.97				
		Unallocated	1.4	1.5	1.6				
	More than 4 bedrooms	Allocated	Assessed on individual case basis						
		Unallocated	Assessed on individual case basis						
	PTO for visitor parking provision for C3 residential								
		50 – 100% of spaces allocated	Car parking standard plus 20%.						-

³³ Where garages are provided to meet some or all of the parking standard – see paragraph 5.9 and 7.3 before applying the car parking standards

Use Class	Description		Car Parking Standard			Disabled parking provision ²⁵	Motorbike parking ²⁶	Electric Vehicles ²⁵	Cycle parking standards ²⁶
			Accessibility Zone 1	Accessibility Zone 2	Rest of Borough (outside of accessibility zones)				
	Visitor parking³⁴	All unallocated	No visitor parking is required.						
		Less than 50% of spaces allocated	Allocation between these ranges subject to Council decision.						
C3 residential – elderly persons accommodation	Retirement dwellings, no warden control, 1 bedroom	Reductions not automatically applied, assessed on individual case by case basis		1.25 spaces per unit	5% of spaces. Should not be allocated to specific dwellings, unless provided within the curtilage of the dwelling	Assessed on individual case basis	20% of all spaces to be active provision, another 20% to be passive provision	1 S/t space per 3 units plus 1 L/t space per 5 units	
	Sheltered housing, warden control 1 or 2 bedrooms			0.50 spaces per unit					
	Other unit sizes			To be determined on case by case basis					
	Visitor parking required for C3 residential : elderly persons accommodation	0.25 per unit							
C3 - Dwelling Houses with Multiple Occupation (HMO)	All sizes	Reductions not automatically applied, assessed on individual case basis		0.5 spaces per bedroom				N/A?	

Page 161

³⁴ See paragraph 6.7 for allocation of visitor parking at small developments (those less than 10 units)

Use Class	Description	Car Parking Standard			Disabled parking provision ²⁵	Motorbike parking ²⁶	Electric Vehicles ²⁵	Cycle parking standards ²⁶				
		Accessibility Zone 1	Accessibility Zone 2	Rest of Borough (outside of accessibility zones)								
D1 Non – residential institutions	(a) Public halls/places of assembly (excluding D2)	Up to a 30% reduction on the 'Rest of Borough' standard.	Up to 10% reduction on the 'Rest of Borough' standard.	1 space per 9 m ² GFA or 1 space per 3 fixed seats plus 3 spaces per 4 staff members	1 space per employee who is a disabled motorist + 6% of total provision. It is desirable that a further 4% of the total capacity should be enlarged standard spaces ³⁵	Calculate 4% of total standard; add this number for Motorbike bays	20% of all spaces to be active provision, another 20% to be passive provision	1 S/t space per 200 m ² GFA plus 1 L/t space per 10 staff on duty at any one time				
	(b) Community/family centres			1 space per 9 m ² GFA plus 1 space per full-time staff member or equivalent								
	(c) Day centres			1 space per 2 staff members plus 1 space per 3 persons attending or 1 space per 9 m ² GFA								
	(d) Places of worship								1 space per 10 m ² GFA			1 S/t space per consulting room plus 1 L/t space per 10 staff on duty at any one time
	(e) Surgeries & clinics								3 spaces per consulting room plus 1 space per employee other than consulting doctors/dentists/vets			
	(f) Libraries								1 space per 30 m ² GFA of freestanding development (otherwise assessed on merits)			
	(g) Miscellaneous cultural buildings								2 spaces plus 1 space per 30 m ² of public floorspace		1 S/t space per 100 m ² GFA plus 1 L/t per 10 f/t staff	

³⁵ See 4.2.1.1. of BS 8300:2009 – 3mx6m

Use Class	Description	Car Parking Standard			Disabled parking provision ²⁵	Motorbike parking ²⁶	Electric Vehicles ²⁵	Cycle parking standards ²⁶
		Accessibility Zone 1	Accessibility Zone 2	Rest of Borough (outside of accessibility zones)				
D1 Non – residential institutions (continued)	(h) Educational establishments (including residential) (i) Schools ³⁶			1 space per full-time member of staff plus 1 space per 100 pupils plus 1 space per 8 pupils over 17 years old plus 1 space per 20 pupils under 17 years old	1 space per employee who is a disabled motorist + 6% of total provision; It is desirable that a further 4% of the total capacity should be enlarged standard spaces	Calculate 4% of total standard; add this number for Motorbike bays	20% of all spaces to be active provision, another 20% to be passive provision	1 L/t space per 10 f/t staff plus primary school: 1 L/t space per 15 students secondary school: 1 L/t space per 5 students further education: 1 L/t space per 5 students nursery schools/ playgroups: none additional
	(h) Educational establishments (ii) Further education ³⁶	Up to a 30% reduction on the 'Rest of Borough' standard.	Up to 10% reduction on the 'Rest of Borough' standard.	1 space per full-time member of staff plus 1 space per 5 full-time students	1 space per employee who is a disabled motorist + 6% of total provision; It is desirable that a further 4% of the total capacity should be enlarged standard spaces	Calculate 4% of total standard; add this number for Motorbike bays	20% of all spaces to be active provision, another 20% to be passive provision	1 L/t space per 10 f/t staff plus primary school: 1 L/t space per 15 students secondary school: 1 L/t space per 5 students further education: 1 L/t space per 5 students nursery schools/playgrou
D1 Non –								

Page 163

³⁶ Note: overspill parking for community purposes (outside school day) should be catered for by use of dual-purpose surfaces such as school play areas.

Use Class	Description	Car Parking Standard			Disabled parking provision ²⁵	Motorbike parking ²⁶	Electric Vehicles ²⁵	Cycle parking standards ²⁶
		Accessibility Zone 1	Accessibility Zone 2	Rest of Borough (outside of accessibility zones)				
residential institutions (continued)	(ii) Nursery schools/ playgroups ³⁶	Up to a 30% reduction on the 'Rest of Borough' standard.	Up to 10% reduction on the 'Rest of Borough' standard.	1 space per 4 pupils				ps: none additional
D2 Assembly & leisure	(a) Places of entertainment/ leisure parks for use when individual land use components are known	Up to a 30% reduction on the 'Rest of Borough' standard.	Up to 10% reduction on the 'Rest of Borough' standard.	To be decided in each case on individual merits:	1 space per employee who is a disabled motorist + 6% of total provision; It is desirable that a further 4% of the total capacity should be enlarged standard spaces	Calculate 4% of total standard; add this number for Motorbike bays	20% of all spaces to be active provision, another 20% to be passive provision	Assessed on case by case basis, depending upon mix of uses
	(b) Places of entertainment/leisure parks for use when individual land use components are not known	Up to a 30% reduction on the 'Rest of Borough' standard.	Up to 10% reduction on the 'Rest of Borough' standard.	1 space per 15 m ² GFA (shared parking)				
	D2 Assembly & leisure	(c) Cinemas (including multiplexes)	Up to a 30% reduction on the 'Rest of Borough' standard.	Up to 10% reduction on the 'Rest of Borough' standard.	1 space per 4 seats ³⁷	1 space per employee who is a disabled motorist + 6% of total provision; It is desirable that a further 4% of the total capacity should be enlarged	Calculate 4% of total standard; add this	

Page 164

³⁷ TRICS data suggests 1 space per 5 seats, 1 per 4 assumed (existing standard 1:3)

Use Class	Description	Car Parking Standard			Disabled parking provision ²⁵	Motorbike parking ²⁶	Electric Vehicles ²⁵	Cycle parking standards ²⁶
		Accessibility Zone 1	Accessibility Zone 2	Rest of Borough (outside of accessibility zones)				
(continued)					standard spaces ³⁸	number for Motorbike bays		than 500 plus 1 L/t space per 10 staff on duty at any one time
D2 Assembly & leisure (continued)	(d) Swimming pools	Up to a 30% reduction on the 'Rest of Borough' standard.	Up to 10% reduction on the 'Rest of Borough' standard.	1 space per 15 m ² GFA	Determined according to the usage of the sports facility. Detailed guidance on parking provision for sports facilities can be found in the Sport England publication Accessible sports facilities ³⁹ .	Calculate 4% of total standard; add this number for Motorbike bays	20% of all spaces to be active provision, another 20% to be passive provision	1 S/t space per 25 m ² GFA plus 1 L/t space per 10 f/t staff
	(e) Tennis/badminton			4 spaces per court				
	(f) Squash courts			3 spaces per court				
	(g) Ice rinks			1 space per 12 m ² GFA of rink				
	(h) Fitness centres/sports clubs			1 space per 15 m ² GFA				
	(i) Ten pin bowling			2 spaces per lane ⁴⁰				
	(j) Indoor bowls			4 spaces per rink				
(k) Outdoor sports grounds	Up to a 30% reduction on the 'Rest of Borough' standard.	Up to 10% reduction on the 'Rest of Borough' standard.	20 spaces per pitch				1 S/t space per 10 players/ participants at busiest period	
(i) with football pitches			50 spaces per hectare					
	(ii) without football pitches							

³⁸ See 4.2.1.1. of BS 8300:2009 – 3mx6m

³⁹ Accessible Sports Facilities, 2010 guidance, Sports England - <https://www.sportengland.org/media/4508/accessible-sports-facilities-2010.pdf>

⁴⁰ TRICS data suggests reductions

Use Class	Description	Car Parking Standard			Disabled parking provision ²⁵	Motorbike parking ²⁶	Electric Vehicles ²⁵	Cycle parking standards ²⁶
		Accessibility Zone 1	Accessibility Zone 2	Rest of Borough (outside of accessibility zones)				
	(l) Golf (i) 18-hole golf course (ii) 9-hole golf course (iii) golf driving range (iv) golf courses for more than local use			100 spaces 60 spaces 1.5 spaces per tee To be decided in each case on individual merits		Assessed on individual case basis	20% of all spaces to be active provision, another 20% to be passive provision	10 L/t spaces per 18 holes 5 L/t spaces per 9 holes 5 S/t spaces per 20/30 tee driving range Pro rata to the above
Motor trade related	(a) Showroom car sales	Up to a 30% reduction on the 'Rest of Borough' standard.	Up to 10% reduction on the 'Rest of Borough' standard.	3 spaces per 4 employees plus 1 space per 10 cars displayed	1 space for each employee who is a disabled motorist, plus 6% of the total capacity for visiting disabled motorists. It is desirable that a further 4% of the total capacity should be enlarged standard spaces.	Calculate 4% of total standard; add this number for Motorbike bays	20% of all spaces to be active provision, another 20% to be passive provision	1 L/t space per 10 f/t staff
Motor trade related (continued)	(b) Vehicle storage	Up to a 30% reduction on the 'Rest of Borough' standard.	Up to 10% reduction on the 'Rest of Borough' standard.	3 spaces per 4 employees plus 2 spaces per showroom space or provision at rate of 10% annual turnover				1 L/t space per 10 f/t staff
	(c) Hire cars			3 spaces per 4 employees plus 1 space per 2 hire cars based at site				
	(d) Ancillary vehicle storage			3 spaces or 75% of total if more than 3 vehicles				

Use Class	Description	Car Parking Standard			Disabled parking provision ²⁵	Motorbike parking ²⁶	Electric Vehicles ²⁵	Cycle parking standards ²⁶
		Accessibility Zone 1	Accessibility Zone 2	Rest of Borough (outside of accessibility zones)				
	(e) Workshops			3 spaces per 4 employees plus 3 spaces per bay (for waiting & finished vehicles) in addition to repair bays				
	(f) Tyre & Exhaust			3 spaces per 4 employees plus 2 spaces per bay				
	(g) Parts stores/sales			3 spaces per 4 employees plus 3 spaces for customers				
	(h) Car wash/ petrol filling station			3 spaces per 4 employees plus 3 waiting spaces per bay or run in to row or bays (additional parking is required where a shop is provided)				1 L/t space per 10 f/t staff plus 5 S/t spaces if shop included
Passenger transport facilities	(a) Rail stations	To be decided in each case on individual merits			1 space for each employee who is a disabled motorist, plus 5% of the total capacity for visiting disabled motorists. It is desirable that a further 5% of the total capacity should	Calculate 4% of total standard; add this number for Motorbike bays	20% of all spaces to be active provision, another 20% to be passive provision	5 L/t spaces per peak period train
	(b) Bus stations							2 L/t spaces per 100 peak period passengers

Use Class	Description	Car Parking Standard			Disabled parking provision ²⁵	Motorbike parking ²⁶	Electric Vehicles ²⁵	Cycle parking standards ²⁶
		Accessibility Zone 1	Accessibility Zone 2	Rest of Borough (outside of accessibility zones)				
					be enlarged standard spaces.			

Car Parking Notes:

GFA = Gross Floor Area

Cycle Parking Notes:

Space = space to park 1 bicycle

L/t = long term

S/t = long term

f/t staff = full time staff equivalents

L/t cycle parking provision of a ratio of 1 space per 10 f/t staff is equivalent to a modal split of 10% by bicycle provision of showers and changing facilities are also important of staff cycling is to be encouraged

APPENDIX B: ACCESSIBILITY ZONE PLANS

APPENDIX C: ON-STREET PARKING SURVEY STRESS SPECIFICATION⁴¹

Undertaking a Survey

1. The following guidelines should be followed when undertaking a survey.

Residential Developments

2. The Council requires a parking survey to cover the area where residents of a proposed development may want to park. This generally covers an area of 200m (or an approximate 2-minute walk) around a site. For further detail see 'Extent of survey' below.
3. The survey should be undertaken when the highest number of residents are at home; generally late at night during the week. A snapshot survey between the hours of 00:30-05:30 should be undertaken on two separate 'neutral' weekday nights (Tuesday, Wednesday or Thursday).

Commercial Developments

4. Surveys for commercial developments should cover an area within 500m walking distance (or an approximate 5-minute walk) of a site. For further detail, see 'Extent of survey' below. Surveys should generally be done during proposed opening hours of the commercial development on an hourly beat basis.
5. Excluding the extent and time of the surveys the same principles apply as a survey for a residential development as set out above.

Survey times

6. For sites close to any of the following land uses, additional survey times may be necessary:
 - Town centre locations: surveys should be undertaken Monday-Wednesday only.
 - Regular specific evening uses close to the site (e.g. church, etc): additional surveys should be undertaken when these uses are in operation.
 - Commercial uses close to the site: morning and early evening surveys may also be required due to conflict with commuter parking. In these cases, surveys between the hours of 07:00-08:30 and 18:00-19:00 may be required, noting the amount of parking on a 15-minute basis over this time.
 - Railway stations/areas of commuter parking: additional morning and evening peak hour surveys will be required in order to assess the impact of commuter parking. These should be done between 07:00-08:00 and 17:30-18:30.
7. Surveys **should not** be undertaken:
 - in weeks that include Public Holidays and school holidays and it is advised that weeks preceding, and following holidays should also be avoided;
 - on or close to a date when a local event is taking place locally since this may impact the results of the survey.

⁴¹ Based upon the Lambeth method

8. In some cases, the hours of the survey may need to be extended or amended. Applicants should contact the Council prior to undertaking a survey if there is any doubt.

Extent of survey

9. All roads within 200 metres (or 500m for commercial uses) walking distance of the site. Note this area is **NOT** a circle with a 200m/500m radius but a 200m/500m walking distance as measured along all roads up to a point 200/500m from the site.
10. Since people are unlikely to stop half way along a road at an imaginary 200m/500m line so the survey should be extended to the next junction or shortened to the previous one or taken to a suitable location along a road.
11. The following areas should be *excluded* from surveys:
- If the site is in a Controlled Parking Zone (CPZ) any parking bays in an adjoining CPZ should be excluded.
 - If the site lies adjacent to, but not in, a CPZ then all roads in that CPZ should be excluded.
 - Areas that fall outside of the borough should be excluded.
 - Places where drivers are unlikely to want to park, for example:
 - If there is no possibility of parking somewhere within the 200m boundary
 - If drivers would not wish to park in an area, due to perceived safety issues, or difficulty in accessing the parking for example.
12. Common sense should be applied in all cases and the extent of the survey area and justification for any amendments should be included in the survey. If inadequate justification is provided for a survey area, then amendments may be required, or a recommendation made accordingly.

Required Information

13. The following information should be included in the survey results, to be submitted to the Council:
- The date and time of the survey.
 - A description of the area noting any significant land uses in the vicinity of the site that may affect parking within the survey area (e.g. churches, restaurants, bars and clubs, train stations, hospitals, large offices, town centres etc).
 - Any unusual observations, e.g. suspended parking bays, spaces out of use because of road works or presence of skips, etc.
 - A drawing (preferably scaled at 1:1,250) showing the site location and extent of the survey area. All other parking and waiting restrictions such as Double Yellow Lines and Double Red Lines, bus lay-bys, kerb build-outs, and crossovers (vehicular accesses) etc should also be shown on the plan.
 - The number of cars parked on each road within the survey area on each night should be counted and recorded in a table as shown below. It would be helpful to note the approximate location of each car on the plan (marked with an X).
 - Photographs of the parking conditions in the survey area can be provided to back-up the results. If submitted, the location of each photograph should be clearly marked.

Areas Within A Controlled Parking Zone (CPZ)

- 14. Only Resident Permit Holder Bays and Shared Bays which allow residents parking (these may be shared with Pay-and-Display parking and/or Business Permit Holders) should be counted.
- 15. Any committed development in the area that has not yet been implemented should also be taken into account by estimating the on-street demand and adding this to the survey results, describing the adjustments made.
- 16. To calculate parking capacity each length of parking bay must be measured and then converted into parking spaces by dividing the length by 5 (each vehicle is assumed to measure 5m) and rounding down to the nearest whole number. For example, a parking bay measuring 47m in length would provide 9 parking bays ($47/5=9.4=9$). The capacity of each separate parking bay must be calculated separately and then added together to give a total number of parking spaces for each road in the survey area.
- 17. The results should generally be presented in the following format (figures given as an example):

Street Name	Total Length (m) of parking spaces	No. of Resident Permit Holder parking spaces	No. of cars parked in R Resident Permit Holder PH bays	Resident Permit Holder Parking Stress (%)
A Street	350	70	70	100
B Street	250	50	40	80
C Street	150	30	10	33
Total	750	150	120	80

- 18. A separate note should be made of any areas where cars can legally park overnight. These are generally Single Yellow Lines or short-term parking or Pay-and-Display bays. The number of cars parked in these areas should be counted and presented separately.

Areas Not In A Controlled Parking Zone (CPZ)

- 19. All areas of unrestricted parking should be counted. To calculate parking capacity each length of road between obstructions (such as crossovers, kerb build-outs, yellow lines, etc) must be measured and then converted into parking spaces by dividing the length by 5 and rounding down to the nearest whole number. For example, a length of road measuring 47m in length would provide 9 parking bays ($47/5=9.4=9$). The capacity of each section of road must be calculated separately and then added together to give a total number of parking spaces for each road in the survey area.
- 20. The distance between crossovers should be measured in units of 5m. For example, if the distance between 2 crossovers or a crossover and a junction is 12m then only 10m should be counted in the survey, and any space between crossovers measuring less than 5m should be discounted from the calculation. For reasons of highway safety, the first 5m from a junction should also be omitted from the calculation.

21. A map or plan showing the measurements used in calculating parking capacity should be supplied so that this can be verified by the Council. The parking survey may not be accepted if this is not supplied.
22. The results should generally be presented in the following format (figures given as an example):

Street Name	Total Length (m) of kerb space	Length of unrestricted parking (m)	No. of parking spaces	No. of cars parked on unrestricted length of road	Unrestricted Parking Stress (%)
A Street	400	350	70	70	100
B Street	300	250	50	40	80
C Street	200	150	30	10	33
Total	900	750	150	120	80

Understanding the Results

23. The results of the parking survey will be analysed by the Council in accordance the Council's Local Plan, any Supplementary Planning Documents produced by the Council in relation to parking, and any other Transport policy guidance produced by the Council, Hertfordshire County Council or nationally.
24. The Council will also take into consideration the impact of any recently permitted schemes in determining the acceptability or not of each proposed development.
25. Note that stress levels of over 100% stress (or 100% occupancy level) are possible. This is because small cars may need less space than 5 metres to park, meaning that additional cars can be accommodated.

APPENDIX D: TRAVEL PLAN OUTLINE EXAMPLE AND CHECKLIST

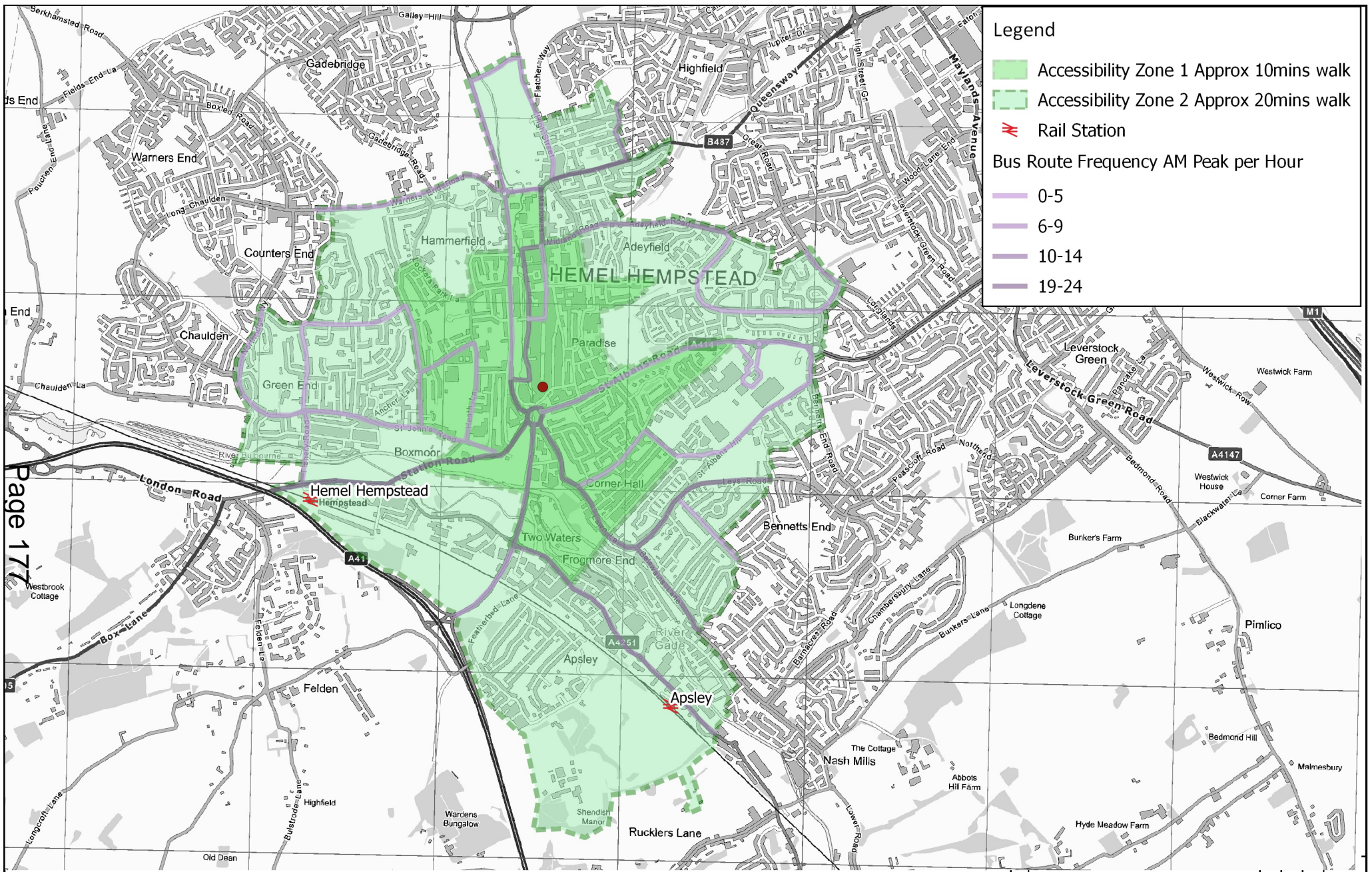
Section	Business	Residential
Executive Summary	A summary of the travel plan with committed statement from senior management.	A summary of the travel plan with a committed statement from Developer senior management representative.
Introduction	Explain the reasons for the plan, site location, history of the site and on-site activities.	Explain the reasons for the plan, site location, history of the site and on-site activities.
Roles and Responsibility	Must include details of the business director, the travel plan coordinator and information on any steering groups.	Must include details of the person(s) in charge of the travel plan and the details of the people involved in the handover of the travel plan from development to occupation.
Objectives	Clear objectives of what the plan is trying to achieve.	Clear objectives of what the plan is trying to achieve.
Site Audit	Site audit of the access for all modes of transport, staff surveys, business travel data, visitor surveys and a fleet audit.	Site audit of the access for all modes of transport and visitor survey, detailed information on the build out process including the types of units to be built.
Action Plan	A package of measures to be implemented.	A package of measures to be implemented.
Targets	SMART targets than can be monitored.	SMART targets than can be monitored.
Budgets and Finance	State the financial implications and funding streams of the plan.	State the financial implications and funding streams of the plan.
Monitoring and Evaluation	State the frequency of surveys and plan review, who is responsible for monitoring, collecting and publication of data.	State the frequency of surveys and plan review, who is responsible for monitoring, collecting and publication of data.
Publicity and Promotion	Explain how measures will be publicised and promoted to staff and visitors.	Explain how measures will be publicised and promoted to staff and visitors.
Securing and Enforcement	Details of planning obligations and conditions and any remedial actions.	Details of planning obligations and conditions and any remedial actions.

Source: Hertfordshire's Travel Plan Guidance for Business & Residential Development, 2018

APPENDIX E: CAR PARK MANAGEMENT PLAN GUIDANCE

The car park management plan should contain the following information as a starting point for discussion. The plan should clearly identify its objectives and relate to enforcement, monitoring as well as design issues.

Context	Existing land uses, existing parking, and parking charges, on-street conditions Relationship to Council's policies and strategies
Development	Type of land uses, scale, programme of development
Parking provision	Primary purpose of the car park, who and when will it be used. Overall parking provision, including for specific users e.g. lorries, disabled, electric spaces etc., shared uses etc. Details of parking allocation. Any auxiliary or special services offered. Charging and tariffs, how they're collected
Parking design	Locations and access routes (vehicle and pedestrian) Dimensions and layout Signage and information Lighting, personnel safety, user safety and security.
Management	Who will manage the car park: the owners of the associated building, a commercial company or an independent contractor? How it will be managed – control and enforcement
Monitoring and enforcement	How the plan will be monitored, enforced and reviewed



Legend

- Accessibility Zone 1 Approx 10mins walk
 - Accessibility Zone 2 Approx 20mins walk
 - Rail Station
- Bus Route Frequency AM Peak per Hour**
- 0-5
 - 6-9
 - 10-14
 - 19-24

Page 177



9th Floor, The Tower Building,
York Road,
London
SE1 7NX

Telephone: 0207 442 2225
E: enquiries@markidesassociates.com
W: www.markidesassociates.com

Job Title	Dacorum Parking Standards Review
Drawing Title	Accessibility Zones 1 & 2 Hemel Hempstead

Client	Dacorum Borough Council
--------	-------------------------

Scale	NTS	Date	Nov 18	Designed	PF
Drawn	JC	Checked	PT	Approved	PT
Job No	17014-00	Figure No	5.1	Rev	01



March 2019

1. About the Project, service change or policy development

Responsible officer	Andrew Horner and John Chapman
Name and description of project, service or policy	
<p>Parking Standards Supplementary Planning Document (SPD)</p> <p>Paragraphs 105 and 106 in the National Planning Policy Framework (NPPF) provide the following guidance on parking standards:</p> <p>“105. If setting local parking standards for residential and non-residential development, policies should take into account:</p> <ul style="list-style-type: none"> a) the accessibility of the development; b) the type, mix and use of development; c) the availability of and opportunities for public transport; d) local car ownership levels; and e) the need to ensure an adequate provision of spaces for charging plug-in and other ultra-low emission vehicles. <p>106. Maximum parking standards for residential and non-residential development should only be set where there is a clear and compelling justification that they are necessary for managing the local road network, or for optimising the density of development in city and town centres and other locations that are well served by public transport (in accordance with chapter 11 of this Framework). In town centres, local authorities should seek to improve the quality of parking so that it is convenient, safe and secure, alongside measures to promote accessibility for pedestrians and cyclists.”</p> <p>Paragraph 008 in the Government’s Planning Practice Guidance (PPG) on ‘Travel Plans, Transport Assessments and Statements’ advises that:</p> <p>“Maximum parking standards can lead to poor quality development and congested streets, local planning authorities should seek to ensure parking provision is appropriate to the needs of the development and not reduced below a level that could be considered reasonable.”</p> <p>The Council’s existing parking standards are expressed in terms of ‘maximum standards’ which should not normally be exceeded. This makes the existing standards out of date in relation to the NPPF and the PPG.</p> <p>Given the above, there is a risk that the Council will be unable to successfully defend planning appeals if planning permission is refused on the basis of the existing maximum standards.</p> <p>Therefore, the Draft SPD proposes a move away from a maximum approach to a ‘standard’ approach, with the expectation that development will meet its own needs on-site by providing parking to this standard. Other key aspects of the Draft SPD are highlighted below:</p> <ul style="list-style-type: none"> • Most of the standards in the Draft SPD are the same as the existing standards, but there are some differences where justified by evidence. • The Draft SPD proposes two accessibility zones with reduced parking standards in highly accessible locations in central Hemel Hempstead and Berkhamsted, where car ownership is lower. 	

Responsible officer	Andrew Horner and John Chapman
Name and description of project, service or policy	
<ul style="list-style-type: none"> • Car-free development may be considered in high accessibility locations. Parking provision may also be omitted or reduced depending on the type and location of the development. <p>Parking standards affect all those who live in, study in, work in, or visit Dacorum by car, van, motor bike or bicycle.</p> <p>Cabinet is being recommended on 19 March 2019 to approve the Draft SPD for public consultation purposes. The public consultation on the Draft SPD will be carried out in accordance with the Council's Statement of Community Involvement. Following the public consultation, Cabinet and Full Council will be required to agree the final SPD.</p>	

2. Identifying the community impact

What impacts will this change have on the community?			
Information which might be useful in thinking about this includes our equality profiles , available for a number of demographic groups in Dacorum, and Spotlight on Dacorum , which provides information about the Borough as a whole and signposts users to detailed statistics at ward / postcode level through neighbourhood statistics.			
	Positive	Negative	What are the positive and negative impacts? How will the positive impacts be enhanced? How will the negative impacts minimised/eliminated?
The community in general e.g. social or economic benefits or negative impacts	✓		<p>Insufficient parking can result in on-street parking stress and unsafe or obstructive parking, with high levels of frustration for residents and businesses.</p> <p>However, parking is also an important travel demand tool. Lower parking provision can, in the right circumstances (usually where there is high accessibility to other transport and facilities and a controlled parking zone) lead to lower car ownership and use.</p> <p>The SPD balances these two aspects based on the current evidence available.</p>
On DBC as an organisation e.g. on staff or operations			Any developments proposed by DBC will be assessed against the parking standards in the SPD.
The specific demographic considerations or characteristics e.g. age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation - specify where impacts are different for different considerations	✓		The standards include the provision of parking spaces for disabled people. The Draft SPD states that the parking needs of disabled motorists shall be met in full irrespective of location i.e. where the zonal procedure results in on-site parking restraint, there shall be no corresponding reduction in disabled spaces.
The environment e.g. effects on the climate, trees, amenity space, biodiversity, water, energy, waste, material use, air quality	✓		<p>The following aspects of the Draft SPD will have positive impacts on the environment, by encouraging the use of sustainable transport (cycling, walking and public transport):</p> <ul style="list-style-type: none"> • The inclusion of cycle parking standards. • The definition of accessibility zones with reduced parking standards in highly accessible locations • The possibility of car-free development in high accessibility locations and of omitting or reducing parking provision elsewhere depending on the type and location of the development. <p>The Draft SPD also encourages an improvement in air quality by including electric vehicle charging points.</p>

What impacts will this change have on the community?

Information which might be useful in thinking about this includes our [equality profiles](#) , available for a number of demographic groups in Dacorum, and [Spotlight on Dacorum](#), which provides information about the Borough as a whole and signposts users to detailed statistics at ward / postcode level through neighbourhood statistics.

	Positive	Negative	What are the positive and negative impacts? How will the positive impacts be enhanced? How will the negative impacts minimised/eliminated?
Any community issues identified for this location , if the project is based in a specific area – state if this is not applicable e.g. if there are no specific issues for this location or if the project is district-wide	✓		<p>The Draft SPD Local Plan relates to the whole Borough of Dacorum. However, it is considered particularly important to provide sufficient parking in rural areas. This is especially so in locations with poor public transport and those a substantial distance from the nearest town.</p> <p>Also, as stated above lower parking standards are proposed in the high accessibility locations, where car ownership is lower.</p>

What evidence have you used to assess the impact on the community?
 What baselines have been established and what data will be used to monitor the impact?

This Community Impact Assessment has not identified any potential for discrimination or negative impact and all opportunities to advance equality have been taken. This is an update/replacement of existing planning policy documents and the fundamental principles which we have historically applied to planning policy formulation have not changed.

What steps have you taken or plan to take to consult the whole community or specific groups affected by the service or policy development?
 E.g. on-line consultation, focus groups, consultation with representative groups?

It is proposed to carry out public consultation on the Draft SPD. This consultation will be carried out in accordance with the Council's Statement of Community Involvement.

3. Review

How will you review the impact, positive or negative once the service or policy has been implemented?		
<i>Action</i>	<i>By when</i>	<i>By who</i>
Following the public consultation on the Draft SPD, the Council will consider whether any changes are needed to the document before the SPD is approved by Cabinet and Full Council. This impact assessment will be reviewed and updated where necessary post consultation.	Summer 2019	Strategic Policy team
A review of the SPD may be required due to various factors, including the adoption of a new Local Plan or changes in travel behaviour or the parking management approach in Dacorum. The case for reviewing the SPD will be assessed once provisional decisions have been taken on the nature of the parking policies to be included in the new Dacorum Local Plan.	Summer 2019	Strategic Policy team

Name of responsible officer:

Reviewed and signed off by: (relevant Group Manager)
 Chris Taylor

Role:

Role: Group Manager (Strategic Planning and Regeneration)

Date:

Date:

Agenda Item 11



Report for:	Cabinet
Date of meeting:	19 March 2019
Part:	1
If Part II, reason:	

Title of report:	Member Development Update
Contact:	<p>Councillor David Collins, Portfolio Holder for Corporate and Contracted Services</p> <p>Author/Responsible Officer Mark Brookes, Assistant Director (Corporate and Contracted Services) Katie Mogan, Corporate and Democratic Support Lead Officer Charlie Webber, Corporate and Democratic Support Officer</p>
Purpose of report:	To update Members on plans for the Member Development Programme 2019/20 and Members Induction on 10 th and 11 th May 2019.
Recommendations	<ol style="list-style-type: none"> 1. That Cabinet approve the Member Development Programme as set out in Appendix A to the report. 2. That Cabinet recommend Council agree a new paragraph 9 to Part I of the Code of Conduct for Members to read: <p style="margin-left: 40px;">“9. Training</p> <p style="margin-left: 40px;">To enable Members to fully take part in Council business Members are encouraged to attend all training, which forms part of the Member Development Programme.</p> <p style="margin-left: 40px;">Council have adopted a requirement for a mandatory training programme for Members, which will be approved annually by Cabinet following consultation with the Member Development Steering Group and the Council’s</p>

	<p>statutory officers. Members <u>must</u> attend all mandatory training in accordance with the Council's requirement."</p> <p>3. That Cabinet agree to the list of mandatory courses as set out in paragraph 2.2 of the report.</p>
Corporate Objectives:	<p>The creation of a Member Development Programme ensures that Councillors are fully-trained and up-to-date with latest Council and legislative developments in order to deliver a modern and efficient Council.</p> <p>The role of Councillors as Community Leaders means that they will have the tools to build strong and vibrant communities.</p>
Implications: 'Value For Money Implications'	<p><u>Financial</u></p> <p>Training will be financed from the Member Development Budget.</p> <p><u>Value for Money</u></p> <p>Research has been carried out into a range of external training providers to ensure we use the most cost-effective training courses that will provide the best value for money.</p>
Risk Implications	<p>There is a risk that if Members do not attend training sessions then it will reduce the value for money of training courses for the Council.</p> <p>If Councillors do not attend training then they are at risk of not being up-to-date and providing incorrect advice to residents.</p> <p>If Councillors do not attend mandatory training (e.g. GDPR/Freedom of information, safeguarding) then they are at risk of breaking the law or opening the Council and themselves as individuals up to legal challenge.</p>
Health And Safety Implications	None arising from this report.
Monitoring Officer/S.151 Officer Comments	<p>Monitoring Officer:</p> <p>Member training and development is essential to ensure that members are given the knowledge and skills to perform their roles effectively. The training will also ensure that members are up to date with all relevant legislation and guidance, which should help minimise the risk of complaint or legal challenge.</p> <p>S.151 Officer</p> <p>No further comments to add to the report.</p>
Consultees:	CMT MDSG

	Leader of the Council, Councillor Andrew Williams Portfolio Holder for Corporate and Contracted Services, Councillor David Collins
Background papers:	None
Glossary of acronyms and any other abbreviations used in this report:	MDSG – Member Development Steering Group DMC – Development Management Committee

Background

1. Member Development Programme

- 1.1 As adopted by the Council, each councillor must adhere to role descriptions specific to their elected role, as set out in Part 2 of the Council's Constitution. Commitment to Member Development will help towards delivering the Principal accountabilities:
 - a. Adhering to the Members Code of Conduct & the Council's Constitution
 - b. Undertake case work on specific problems raised by their constituents
 - c. To act as 'Community Leaders' within their ward
 - d. Communicate in a variety of ways
 - e. Scrutinise & hold to account the Cabinet and Council as a whole
 - f. To take part on the Member Development Programme to help improve their role as an effective councillor
- 1.2 Corporate and Democratic Support work with MDSG to populate the Member Development Programme. Questionnaires are sent to all members to see if there are any areas they feel they need training on. The Council's Statutory Officers are also consulted regarding any changes to legislation and/or guidance which members should be made aware of.
- 1.3 The Member Development Programme is a mixture of officer briefings (on new policies, new legislation or refresher courses) alongside training on topics such as social media, scrutiny skills and effective ward leadership.
- 1.4 The proposed programme will support Councillors to ensure that they can be effective 'Community Leaders'. Community Leadership is at the heart of modern local government as councils work in partnership with local communities and other organisations – including the public, voluntary and community and private sectors – to develop a vision for their local area and to work collaboratively to improve services and quality of life for citizens. Councillors have a lead role in this process.
- 1.5 Accordingly, courses such as Community Leadership and Neighbourhood Engagement, Social Media, and Ethical Leadership (Code of Conduct) have all been included under the Community Leadership training to enhance councillors skills in this area.
- 1.6 The draft Member Development Programme can be found at Appendix A.

2. Member attendance

- 2.1 Attendance at Member Development sessions has often been low in the past.

Year	Number of Member Development opportunities	Average member attendance
2018/19	11	9
2017/18	15	10
2016/17	16	8

2.2 Given that training and development is essential to ensure that members are provided with the knowledge and skills required to perform their roles effectively and to ensure that members are up to date with all relevant legislation and guidance, which should help minimise the risk of complaint or legal challenge, it is therefore suggested that some training within the Member Development Programme be mandatory. It is proposed that mandatory training will be provided on important issues such as:

- Safeguarding,
- GDPR/FOI,
- Council's Constitution & Code of Conduct,
- Media training,
- Budget setting process,
- Overview of planning

In addition there will be some additional mandatory training for Committee Chairs - Chairing meetings, mandatory training will also be provided for members of Development Management Committee and Licensing Committee which must be attended before Members can take part in these committees.

2.3 Some of the mandatory training will be included as part of the Member Induction programme (see paragraph 3 onwards). To ensure all councillors have the opportunity to attend the mandatory training, these sessions will run more than once. It is proposed that Cabinet will be responsible for agreeing mandatory training on recommendations from MDSG.

2.4 In addition to this, Corporate & Democratic Support will be developing access to refresher training for some mandatory training online (via the Members Knowledge Hub) to supplement face-to-face courses.

2.5 It is proposed that, if Councillors fail to attend mandatory training;

Stage 1 Failure to attend mandatory training will be reported to the Group Leader

Stage 2 Continued failure to attend mandatory training will constitute a breach of the Code of Conduct for Members and will be considered through the standards complaints process. Sanctions available to the Standards Committee include recommending that a Group Leader remove the councillor from any committees they are a part of or remove the councillor of any portfolio duties (if applicable), publishing its findings in respect of the conduct or recommending that Council issues a formal reprimand.

3. **Member induction 2019**

3.1 The member induction days will take place on Friday 10th May and Saturday 11th May, Members may attend either of these days. When members attend one of these two days they will be issued with their ID badges and IT equipment ready for Annual Council on Wednesday 15th May.

3.2 Letters informing all candidates in the borough elections about the induction dates will be sent out after nominations have closed on Wednesday 3rd April.

- 3.3 The current plan for the day is as follows:
- | | |
|-------------|---|
| 10am – 12pm | presentations from senior officers |
| 12pm – 2pm | Marketplace and lunch |
| 2pm – 3pm | The Monitoring Officer will run the Constitution & Code of Conduct mandatory training. |
| 3pm – 4pm | After members have completed the training session, they will be issued with their ID badges and IT equipment. |
- 3.4 Presentations from senior officers will include: Sally Marshall (Chief Executive), James Deane, Corporate Director (Finance & Operations) and James Doe, Assistant Director (Planning, Development & Regeneration).
- 3.5 The marketplace will include a range of services from across the council. They will have stalls to provide information to members and explain the service they provide.
- 3.6 IT Security Policies will be sent out to all members prior to the sessions. These will need to read before the induction session as members will be asked to sign to confirm this on the day. IT and Corporate & Democratic Support will provide a basic run-through on how to use the equipment and its functions. IT drop-in sessions will be arranged after the inductions for any further queries.
- 3.7 MDSG have decided to recommend that a coach tour of the borough is not provided as part of this year's induction. Instead, a ward booklet will be made available. This will include every ward in the borough with details such as: a map, the councillors representing the ward, schools, sheltered housing schemes, libraries, the electorate, adventure playgrounds etc.
- 3.8 In addition to the booklet, members will be provided with: a committee timetable, members detail form, declaration of office (to be signed in the presence of the Chief Executive or Monitoring Officer), organisation flow chart, portfolio holder decision briefing note, expense claim forms, Corporate & Democratic Support contact details, Member Development Programme.

4. Other Initiatives to assist Member Development

- 4.1 The Corporate and Democratic Support team are currently working on the development of a 'Knowledge Hub' for Councillors; a dedicated area on the Council's intranet that Members can view from their Council device to access a range information such as policies, contact information, FAQs and online officer briefings (video/audio or slideshows).
- 4.2 The team will also be looking to develop a mentoring programme for members to share experience on ward matters and roles held within the Executive/committee structure and a framework for personal development plans for each member.

Appendix A – Draft Member Development Programme

Date	Development Event	Contact / Run by:	Which Members?
TBC *	GDPR/FOI Training	John Worts, Information Security Manager (Legal Team)	All Members to attend one GDPR session
TBC	GDPR/FOI Training	John Worts, Information Security Manager (Legal Team)	All Members to attend one GDPR session
TBC	Development Management Training	Sara Whelan, Group Manager of Development Management and Planning	DMC Members
TBC	Licensing Committee Training	Nathan March, Licensing Team Leader	Licensing Members
TBC	Chairing Skills	Ann Reeder, Frontline Consulting	Chairs and Vice Chairs
TBC	Budget Setting Process	James Deane	All Members
TBC	Senior Member Development	Local Government Association Local Government Association	TBC
TBC	Overview and Scrutiny Training	Ann Reeder, Frontline Consulting	OSC Members
TBC	Emergency Planning Awareness	Hannah George-Priston, Resilience Officer at Hertfordshire Country Council	All Members
TBC	Planning for all members/Overview of Statutory Services/Service awareness sessions	Service Group Managers	All Members

TBC	Fraud & Bribery	Elaine Hopkins	All Members
TBC	<i>Community Leadership Training</i> <ul style="list-style-type: none"> • <i>Community Leadership/Neighbourhood Engagement</i> • <i>Media skills and awareness for elected members</i> • <i>Social media for elected members</i> • <i>Ethical leadership – Code of Conduct Training for Councillors</i> 	Local Government Association David McGrath, Link Support Services Ltd. “ “ Local Government Association	All Members
	Highways Briefing/Liaison meeting		All Members
	Safeguarding		All Members

*provisional dates are prepared and will be agreed through liaison with MDSG.

Consideration will be given to providing some sessions during the day and at weekends to maximise Members attendance.

Agenda Item 13



Report for:	Cabinet
Date of meeting:	19th March 2019
Part:	Part I with Part II appendix
If Part II, reason:	The Part II appendix contains information relating to the financial or business affairs of the Council. (Local Government Act 1972, Schedule 12A, Part 1, Paragraph 3).

Title of report:	Berkhamsted Sports Centre
Contact:	Cllr David Collins, Portfolio Holder for Corporate and Contracted Services Author/Responsible Officers; <ul style="list-style-type: none"> • Mark Brookes, Assistant Director (Corporate and Contracted Services)
Purpose of report:	For Cabinet to consider opportunities and options for the refurbishment or replacement of Berkhamsted Sports Centre.
Recommendations	<ol style="list-style-type: none"> 1. That Cabinet agree for officers to carry out further feasibility work and develop a scheme proposal for consideration and public consultation based on option 1, 2 or 3: Option 1: Minor Refurbishment Option 2: Major Refurbishment Option 3: New Build 2. That Cabinet recommend Council agree a sum of £55,000 for consultancy and professional fees to

	develop a scheme proposal for further approval and public consultation.
Corporate Objectives	Clean, Safe and Enjoyable Environment – Leisure provision is central to delivering a borough that people can enjoy. Improvement of the facility will help to ensure that it continues to meet the needs of current and future residents.
Implications: Value For Money Implications'	<p><u>Financial</u></p> <p>An outline of the financial implications of each option are set out in the report and the Part II appendix and will be developed into a formal proposal once Members decide which option they wish to pursue.</p> <p><u>Operational</u></p> <p>The Sports Centre will continue to be run by Everyone Active under either option until the end of their contractual term, however, both the major refurbishment and new build option would require a reassessment of the existing contractual terms with Everyone Active.</p> <p>The aim (as far as is possible) will be to keep the existing facility open until the refurbished or new facility is ready to be opened in order to minimise disruption to existing users; however, in respect of the major refurbishment option the facility will likely need to be closed for the works period.</p> <p><u>Value for Money</u></p> <p>Either option would improve the condition of the Sports Centre for all users. The full financial impact of the preferred option will be assessed and evaluated once a decision to proceed is agreed.</p>
Risk Implications	<p>The risk implications will be fully assessed once the preferred option is agreed.</p> <p>Failure to take any action could leave the facility in a condition, which will not meet the Councils and users expectations and could lead to reduced usage of the facility.</p>
Community Impact	A Community Impact Assessment will be carried out once the preferred option is identified, but either option will be developed to ensure that it has no adverse impacts on the community with an aim to increase

	participation across all groups.
Health And Safety Implications	All options will result in additional investment in the Sports Centre, which will improve the Health and Safety of the facility.
Monitoring Officer/S.151 Officer Comments	<p>Monitoring Officer:</p> <p>There are no legal issues to highlight at this stage as the report is recommending further feasibility work be carried out. The outcome of that feasibility work on the preferred option should be reported back to Cabinet for further consideration in due course.</p> <p>S.151 Officer</p> <p>The £55k cost of the feasibility study could be funded from the Dacorum Development Reserve in 2019/20.</p> <p>I have included more detailed comments within the body of the Part 2 appendix to this report.</p>
Consultees:	<p>The following stakeholders have been consulted:</p> <ul style="list-style-type: none"> • Leader of the Council • Portfolio Holder for Corporate & Contracted Services • Portfolio Holder for Community and Regulatory Services • Everyone Active
Background papers:	<p>Strategic Review Indoor Sports and Leisure Facilities – (October 2016)</p> <p>Physical Condition Survey - Oakleaf Group – July 2017.</p> <p>Draft Feasibility Study – Knight, Kavanagh and Page Management Consultants (August 2018) with February 2019 update.</p> <p>Active Dacorum: A Physical Activity and Sport Strategy for Dacorum 2019-2024 (the Sports Strategy)</p>
Glossary of acronyms and	<p>Dacorum Borough Council (the Council)</p> <p>Everyone Active (EA)</p> <p>Berkhamsted Sports Centre (the Sports Centre)</p>

any other abbreviations used in this report:	Office for National Statistics (ONS)
--	--------------------------------------

1. Background & Context

- 1.1 The Council is committed to creating “a high quality-sporting environment, which enables people to play, enjoy and benefit from sport and physical activity, whether they are a beginner, enthusiastic amateur or an elite performer” (Sports Strategy for Dacorum 2019-2024).
- 1.2 In 2016, the Council commissioned a review of its facilities and this identified a number of areas where the Berkhamsted Sports Centre could be improved. This includes improving the design and layout, and making it a more welcoming and modern physical environment. The 2016 report also identified maintenance works required to maintain the Sports Centre to an operational standard.
- 1.3 It was also recognised that as the building continues to age (it was built in 1990), it is likely to become increasingly expensive to operate and maintain. Moreover, the review noted that the design of the facility and the environment it provides significantly impairs its ability to attract users and encourage participation in sport and recreation.
- 1.4 The Council aims to provide high quality leisure facilities, which meet the current and future needs of the borough. The deterioration of the fabric of the building and general poor state of the internal infrastructure and inefficient layout means that neither of these aspirations are currently being achieved.
- 1.5 A feasibility study was therefore instructed and a draft submitted in August 2018 by Knight, Kavanagh and Page consultants (KKP), which considered the evidence and justification to enable Members to make an informed decision regarding the refurbishment of existing or the provision of new leisure facilities in Berkhamsted. The study took into account previous evidence of need and analysis of future growth, to determine the required physical requirements and footprint of any proposed facility.
- 1.6 The study considered 4 options:
 - Option 1 - Minor Refurbishment
 - Option 2 – Major Refurbishment
 - Option 3 – New Build Facility on Berkhamsted Site
 - Option 4 – Mega Facility to combine Hemel and Berkhamsted Sites

NB Option 4 has not been considered further due to the unavailability of sites of appropriate size and preference for Hemel and Berkhamsted to retain their own facility.

2. Assessment of Need and Opportunity

- 2.1 The assessment of need carried out by KKP consultants considered local demographics, including projected population growth to 2034, existing leisure provision within Berkhamsted and the wider Dacorum area, and demand based on existing use and potential future growth for specific sports.
- 2.2 The KKP report highlighted ONS population projections indicating a rise of 24.3% in Dacorum's population (35,025) over the 25 years from 2014 to 2039 and the potential for circa 1,700 new homes in Berkhamsted and Northchurch to 2036 based on existing local plan allocations with resultant increased demand for leisure facilities.
- 2.3 The report noted that swimming, cycling, fitness and conditioning and keep-fit classes were the four most popular sports in the Dacorum area and concluded that there is existing and growing demand for a leisure facility in Berkhamsted.
- 2.4 In terms of a proposed facility mix, the assessment advised:
- There is a need to replace the swimming pool with a 6 lane 25m pool as a minimum and given the potential increase in demand for swimming lessons consider the provision of a teaching pool.
 - There is a need for a minimum of a four-court sports hall, which will ensure that the area has sufficient facilities to accommodate demand; especially from specific sports (e.g. badminton) where, clubs have dispersed to other facilities due to the poor quality of the existing sports hall.
 - There is a need to provide a larger and better quality health and fitness offer to accommodate the latent demand (assessed in 2016 as 435 additional fitness members) within the area and the future population growth. This not only relates to the provision of a larger fitness suite but also the provision of high quality group fitness studios (up to 3) which are key in attracting and retaining female participation. The development of new health and fitness provision alongside a swimming pool should attract new members and existing members of other facilities and enable the operator to develop a 'family' package of activities to ensure programmes meet the needs of a growing population.
 - There is a need and desire to focus on health and wellbeing and targeting the inactive to become active, especially the young and the older generations which will be significantly increasing in number over the next 20 years.
 - There is a need to retain the two existing small sided 3G pitches as a minimum due to existing and future demand, and further

consideration should be given to the provision of another full-size 3G pitch given the demand in the area.

3. Option 1 – Minor Refurbishment

- 3.1 A condition survey was conducted in July 2017 by consultants instructed by the Council (the Oakleaf Group) who assessed that a significant level of maintenance and replacement works was required to the centre in the next 10 years in order to maintain current standards. The projected costs of these works are set out in the Part II annex to this report.
- 3.2 The investment would address all the building condition issues, but not significantly enhance the quality of the customer experience as there would be no re-modelling of the building and little visible improvement to the quality and aesthetics of the activity areas.
- 3.3 This option also does not address the deterioration of the fabric of the building and general poor state of the internal infrastructure and inefficient layout and therefore would not provide an opportunity to maximise the use of the centre.

The key advantages and disadvantages of this option can be summarised as follows:

Advantages	Disadvantages
<ul style="list-style-type: none"> ◀ Addresses known maintenance issues ◀ Will improve the facility as works include decoration, new ceiling tiles, floorings, replacement sanitary ware, new tiling around the swimming pool and replacement of some plant and equipment. ◀ Will reduce maintenance costs of major plant for the next 10 years. ◀ Requires less capital investment compared to options 2 & 3. ◀ Works can be carried out whilst the centre remains open. 	<ul style="list-style-type: none"> ◀ Does not enhance the layout of the building. ◀ Does not provide any additional facilities, e.g. teaching pool, increased gym or new facilities. ◀ Minimal opportunity to increase participation. ◀ Does not enhance the overall lifespan of the building.

4. Option 2 – Major Refurbishment

- 4.1 The scope of works considered by the study for this option includes a complete remodelling of the facility to significantly enhance the user

experience, extend its life for another 25 years and provide an improved trading position. This is on the basis that it is clear that just repairing the facility as it is would not provide a 'fit for purpose' facility which would meet modern expectations.

4.2 The following key building adjustments have been incorporated within the proposed refurbishment option:

- Reduction in the size of the sports hall from 6 courts to 4 courts.
- Reconfiguration of the single sex changing rooms into a village change area, which serves the swimming pool and dry sports area.
- Provision of new fitness changing rooms.
- Larger fitness gym (circa 80 stations) located on the upper level opposite reception.
- Café and party room to the side of reception.
- Three studios on the lower level under the café and party rooms.

The adaptation and refurbishment of the existing centre provides a complete strip out and redesign of the internal accommodation.

4.3 The estimated cost and financial implications of this option are set out in the Part II annex.

The key advantages and disadvantages of this option can be summarised as follows:

Advantages	Disadvantages
<ul style="list-style-type: none"> ◀ Completely refurbished and remodelled facility. ◀ Addresses all backlog maintenance issues as known. ◀ Increased fitness suite (circa 80 stations) ◀ 3 studios created. ◀ Village change for pool and dry sports ◀ Separate fitness changing rooms 	<ul style="list-style-type: none"> ◀ Requires complete closure of the centre for a full year. ◀ Does not provide a teaching pool. ◀ Size of fitness suite is limited due to the existing footprint. ◀ Only provides a 25-year life of the building. ◀ Impacts on participation levels for the period of closure. ◀ Group fitness studios are designed to fit in the spaces available rather than for multi-purpose.

5. Option 3 - New Build

5.1 The proposed facility mix to be included in designs for a new leisure centre is as follows:

Facility Mix:

- 4 court sports hall and storage
- Dry sports changing
- 25m x 6 lane pool
- Teaching pool
- Poolside spectator
- Wet changing village
- Fitness suite (120 stations)
- 2 studios
- Spin studio
- Fitness changing accommodation
- Café/vending with kitchen/servery
- Admin offices
- Staff area
- Plant room
- Circulation and ancillary support facilities

5.2 There are a number of other options to increase the leisure offer such as incorporating a splash pool for toddlers and spa facility, which can be considered at the detailed design, costing and business planning stage if the new build option is selected. Consideration may also be given to changing the access to the site to Gossoms End, which could improve the accessibility and visibility of the site.

The key advantages and disadvantages of this option can be summarised as follows:

Advantages	Disadvantages
<ul style="list-style-type: none"> ◀ Replacement facility for the town. ◀ Retains service continuity and builds on the current trading position. ◀ Develops activity areas appropriate to need and future demand (e.g. teaching pool) ◀ Increased capacity of fitness suite to 120 stations. ◀ 3 studios created. ◀ Appropriately sized village change for the swimming pool ◀ Separate dry sports changing rooms. ◀ Separate fitness changing rooms ◀ Car park is level with or above the entrance to the facility. ◀ Provides a building with a 40+ year life ◀ Potential to provide some land for redevelopment 	<ul style="list-style-type: none"> ◀ Higher capital cost than the refurbishment. ◀ Potential challenge with relocating 3G pitches onto the playing field space (an allowance for relocation has been made in the projected investment figures).

6. Residential Development

- 6.1 There is an opportunity to incorporate the development of residential units on the site or release land for residential sale. Options for a residential development will be developed further if the new build option is the preferred option.

7. Summary and Recommendation

- 7.1 The current site requires investment to maintain current standards as a minimum, but also presents an opportunity to significantly improve the Sports Centre, maximise the use of the site and increase public participation in sport and leisure.
- 7.2 Cabinet members are requested to indicate which option they wish to pursue to the next stage of feasibility, which will include the development of detailed plans and a financial proposal for further consideration and public consultation.

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

Document is Restricted