



# Strategic Planning & Environment

## Overview & Scrutiny

### Agenda

**TUESDAY 12 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 Anderson (Chairman)	Councillor Matthews
Councillor Bateman	Councillor Ransley
Councillor Birnie (Vice-Chairman)	Councillor Riddick
Councillor Fisher	Councillor Silwal
Councillor S Hearn	Councillor Timmis
Councillor Hicks	Councillor C Wyatt-Lowe
Councillor Howard	

#### **Substitute Members:**

Councillors G Adshead, England, Link, McLean, Pringle, Ritchie and Tindall

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

## **AGENDA**

### **1. MINUTES**

To agree the minutes of the previous meeting.

### **2. APOLOGIES FOR ABSENCE**

To receive any apologies for absence.

### **3. DECLARATIONS OF INTEREST**

To receive any declarations of interest.

### **4. PUBLIC PARTICIPATION**

5. **CONSIDERATION OF ANY MATTER REFERRED TO THE COMMITTEE IN RELATION TO CALL-IN**
6. **AIR QUALITY ACTION PLAN REVIEW** (Pages 3 - 58)
7. **BUDGET MONITORING Q3** (Pages 59 - 66)
8. **ENVIRONMENTAL SERVICES Q3 REPORT** (Pages 67 - 75)
9. **ENVIRONMENTAL AND COMMUNITY PROTECTION Q3 PERFORMANCE REPORT** (Pages 76 - 85)
10. **PLANNING, DEVELOPMENT AND REGENERATION Q3 PERFORMANCE REPORT** (Pages 86 - 91)
11. **CSG AND WASTE ANNUAL REVIEW** (Pages 92 - 93)
12. **CAR PARKING STANDARDS SUPPLEMENTARY PLANNING DOCUMENT** (Pages 94 - 176)



**Agenda item:  
Draft revised air**

<b>Report for:</b>	<b>Strategic Planning and Environment Overview and Scrutiny Committee</b>
<b>Date of meeting:</b>	<b>12<sup>th</sup> March 2019</b>
<b>Part:</b>	<b>1</b>
If Part II, reason:	

<b>Title of report:</b>	<b>Draft revised air quality action plan for 2019 – 2024 and air quality update</b>
<b>Contact:</b>	Neil Harden, Portfolio Holder for Environmental, Sustainability and Regulatory Services  Author/Responsible Officer  Neil Polden, Lead EHO for the Environmental Community & Protection Emma Walker, Group Manager, Environmental Community & Protection
<b>Purpose of report:</b>	To provide to Members: <ul style="list-style-type: none"> <li>• an outline of the proposals for revisions to the Councils draft air quality action plan for 2019 – 2024</li> <li>• to provide a short update as regards air quality</li> <li>• to seek member approval for the draft action plan in principle</li> </ul>
<b>Recommendations</b>	For Information only.
<b>Corporate objectives:</b>	A clean, safe and enjoyable environment Building strong and vibrant communities
<b>Implications:</b>	<u>Financial</u> None.
<b>'Value for money' implications</b>	<u>Value for money</u> Development of the draft AQAP has been met within existing budget arrangements.
<b>Risk implications</b>	Risk Assessment completed for each service area as part of service planning and reviewed quarterly. Key risks are recorded on the Council's Risk Register which has been updated recently.  The council is under a duty to ensure its action plan on air quality is periodically reviewed. Although no time limits is set, Defra expect this to be every 5 years. The current AQAP was set to run over a 3 year period from 2015 – 2108, and therefore

	<p>is due for revision.</p> <p>Monitoring of air quality within the 3 AQMAs has reported an overall reduction in ambient air quality levels for the pollutant nitrogen dioxide, but still well above intervention levels in the locality of London Road and Apsley. Therefore revision of the current plan and consideration of more direct measures are justified.</p> <p>Failure to act also has the following implications:</p> <ul style="list-style-type: none"> <li>• Potential for the public health to be put at risk</li> <li>• Legal action taken against the Council</li> <li>• Reputational damage to the Council</li> <li>• Mandated actions from central government</li> </ul>
Equality Impact Assessment	Equality issues which address improvements in air quality as studies show that the lowest socio-economic groups tend to live in and be disproportionately affected by areas of air pollution (Marmot review 2010).
Health and safety Implications	None
Consultees:	The proposed mechanism for delivering the draft AQAP will be a consult as we go approach. The intention is that we develop the evidence base for each measure and to consider feasibility for implementation (where feasibility is not already a stated intention of a specific measure). We propose to consult as necessary with relevant partners and stakeholders on individual measures and return to Committee for final approval to implement.
Background papers:	Draft Air Quality Action Plan 2019 – 2014 A short presentation will also be provided to the O&S committee
Historical background <i>(please give a brief background to this report to enable it to be considered in the right context).</i>	See section 1, below.
Glossary of acronyms and any other abbreviations used in this report:	Detailed within section 1

## Section 1 – Historical Background

### 1. Background



The Council is under a duty to keep air quality in its area under review. Where it appears any of the objectives for air quality will not be met then the Council must designate the affected area as an air quality management area (AQMA).

Where the Council has declared an AQMA it must also produce an air quality action plan (AQAP) setting out measures to achieve air quality objectives. Measures put forward by the plan should be relevant, feasible and achievable. They should also be developed in consultation with relevant stakeholders and partners.

Since 2012 the Council has declared 3 AQMAs due to exceedances of the annual mean objective for nitrogen dioxide (NO<sub>2</sub>). Source apportionment has identified road transportation as the reason for the exceedances within each of the AQMAs. The AQMAs declared by the Council are:

- AQMA 1: Lawn Lane, Hemel Hempstead
- AQMA 2: London Road, Apsley
- AQMA 3: High Street, Northchurch

In pursuance of its duty to air quality the Council produced an action plan which was approved by Cabinet on 16 December 2014. The plan contained 20 air quality improvement measures proposed for implementation over a 3 year period (2015 – 2018). Progress on these measures will be covered in a short presentation to the O&S committee.

## **2. Air Quality Monitoring**

The Council continues to monitor air quality across its district. It has monitoring deployed at around 70 separate locations. This includes monitoring of air quality in the 3 AQMAs as well as other parts of the district where there is relevant exposure.

A general comparison of monitoring results from the 3 AQMAs has indicated a general overall reduction in ambient NO<sub>2</sub> levels, however at some locations ambient NO<sub>2</sub> levels have also increased. Therefore there is no justification for revoking any of the existing AQMAs.

Within the Lawn Lane and London Road AQMAs ambient levels of NO<sub>2</sub> remain noticeably above objective limits. In the Northchurch AQMA ambient levels remain marginally above objective limits. Furthermore when comparing the measured exceedances in this locality there is no change in levels from 2013 against 2017.

Monitoring undertaken across the rest of the district has not identified any exceedances of the relevant objective for NO<sub>2</sub>. Therefore the Council does not consider a need to declare any further AQMAs. The Council will however continue to review and assess local air quality as per its duty.

## **3. Further action**

Referring to the most recent monitoring results within the Dacorum AQMAs it is considered that more ambitious action is required to achieve relevant air quality objectives.

The approach set under the draft revised air quality action plan is targeted at achieving overall emissions reduction, but also includes actions which are specific to each AQMA.



# Dacorum Borough Council Draft Air Quality Action Plan

In fulfilment of Part IV of the  
Environment Act 1995  
Local Air Quality Management

2019 – 2024

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Report Reference number	DAC_AQAP_2019
Date	1 <sup>st</sup> March 2019

# 1. Executive Summary

This Air Quality Action Plan (AQAP) has been produced as part of our statutory duties required by the Local Air Quality Management framework. It outlines the actions we will take to improve air quality in Dacorum from 2019 to 2024.

This draft action plan replaces the previous action plan which ran from 2015 – 2018. This version of the AQAP contains suggested measures to address air quality in Dacorum. It incorporates a mix of measures from the previous AQAP and a number of new measures where further work is required develop these concepts in further detail as well as a consideration of their cost-effectiveness, feasibility and acceptability, as per the requirements of the action planning process.

The latest revision of the AQAP proposes a number of measures which directly address emissions from road transport sources, such as feasibility for a Clean Air Zone (CAZ) and a work place parking levy (WPL). These measures are recommended alongside retaining a number of measures from the previous AQAP. The key reasons for justifying the approach laid out in this AQAP are largely fourfold. These are:

- Despite monitoring within the Lawn Lane and London Road AQMA identifies a general overall reduction in monitored ambient nitrogen dioxide levels, when comparing 2013 with 2017 results, these levels remain well above objective limits for this pollutant (levels range from 45 – 56 microgrammes ( $\mu\text{g}\text{m}^{-3}$ )).
- The potential for fines arising from the instigation of infraction proceedings against the UK by the European Commission for a breach of nitrogen dioxide limit values under the under the EU Air Quality Directive<sup>1</sup>. The UK may be subject to fines, of which a proportion may be passed down to local authorities under the Localism Act. Until a Brexit deal has been finalised, this item remains an uncertainty.

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<sup>1</sup> Air Pollution Infraction Fines [Online]. Accessed 07/02/19  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/311450/Annex\\_B\\_Letter\\_to\\_LAs\\_on\\_NO2\\_infraction.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/311450/Annex_B_Letter_to_LAs_on_NO2_infraction.pdf)

- Repeated high court challenges against the UK government over harmful levels of air pollution, that measures at a strategic level have not gone far enough and the current policy on air pollution ruled as ‘unlawful’<sup>2</sup>.
- Growing evidence of the impacts on health due to exposure to poor air quality.

Measures that have been supported by the previous action plan include:

- Improving links with the Local Transport Plan and with Public Health – Partners from Hertfordshire County Council (HCC) Highways and Public Health Teams are regular attendees to meetings of the Herts and Beds Air Quality Network.
- Incorporation of policies specific to air quality with the latest revision of Local Transport Plan 4 (LTP4). The LTP4 also recognises the damaging effect of air quality on health and integrates the public health concerns into the plan.
- The development of a draft Growth and Transport Plan (GTP) which is a daughter document of the LTP4. The stated intention of the GTP is the promotion of modal shift to non-motorised and public transport, providing greater modal choice, and facilitating growth sustainably. The GTP has set 7 objectives of which there 2 specific to air quality.

Air pollution is associated with a number of adverse health impacts. Health evidence linked to exposure to poor air quality is recognised at a local and national level. LTP4 states<sup>3</sup>;

*‘One of the most direct impacts on health by transport is through lives lost and life limiting conditions caused by road collisions and poor air quality. There is evidence to suggest that the premature deaths (40-50,000 per year in the UK) caused by poor air quality in the UK dwarfs the number of deaths caused by road casualties (1,732 in 2015 in Great Britain), and public awareness of poor air quality, its impacts and the contribution of transport to this has grown in recent years’.*

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<sup>2</sup> Air pollution: UK government loses third court case as plans ruled 'unlawful' [Online]. Accessed 07/02/19 <https://www.theguardian.com/environment/2018/feb/21/high-court-rules-uk-air-pollution-plans-unlawful>

<sup>3</sup> Hertfordshire County Council [2018] Hertfordshire’s Local Transport Plan

The UK Government's own Clean Air Strategy<sup>4</sup> suggests the health impact is lower, but still significant, stating that exposure to man made air pollution has an impact on shortening life spans which is equivalent to 28,000 – 36,000 deaths.

Air pollution is also associated with a number of other adverse health impacts. It is recognised as a contributing factor in the onset of heart disease and cancer as well conditions caused or exacerbated by air quality (e.g. asthma, bronchitis, COPD). Additionally, air pollution particularly affects the most vulnerable in society: children and older people, and those with heart and lung conditions. There is also often a strong correlation with equalities issues, because areas with poor air quality are also often the less affluent areas<sup>5,6</sup>.

The annual health cost to society of the impacts of particulate matter alone in the UK is estimated to be around £16 billion<sup>7</sup>. Dacorum Borough Council is committed to reducing the exposure of people in Dacorum to poor air quality in order to improve health.

The Council's suggested actions is based on achieving an overall emissions reduction across the borough through supporting and accelerating the uptake of low emission vehicles, recognising that in some cases this will also benefit of areas of policy, e.g. climate change, carbon reduction, public health outcomes, transport.

In this AQAP we outline how we plan to effectively tackle air quality issues within our control. However, we recognise that there are a large number of air quality policy areas that are outside of our influence (such as national vehicle taxation policy and Euro standards), but for which we may have useful evidence, and so we will continue to work with regional and central government on policies and issues beyond Dacourm's direct influence.

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<sup>4</sup> Department for Environment, Food and Rural Affairs [2019] Clean Air Strategy 2019.

<sup>5</sup> Environmental equity, air quality, socioeconomic status and respiratory health, 2010

<sup>6</sup> Air quality and social deprivation in the UK: an environmental inequalities analysis, 2006

<sup>7</sup> Defra. Abatement cost guidance for valuing changes in air quality, May 2013

## Responsibilities and Commitment

This AQAP was prepared by the Environmental and Community Protection Department of Dacorum Borough Council with the support and agreement of the following officers and departments:

List officers/departments involved in the preparation of the AQAP

This AQAP has been approved by:

<Details of high level Council members who have approved the AQAP (This could also include support from County Councils or from Highways England where appropriate) e.g. Head of Transport Planning, Head of Public Health, with e-signature>.

This AQAP will be subject to an annual review, appraisal of progress and reporting to the relevant Council Committee (specify if relevant). Progress each year will be reported in the Annual Status Reports (ASRs) produced by Dacorum Borough Council, as part of our statutory Local Air Quality Management duties.

If you have any comments on this AQAP please send them to Neil Polden at:

Address

Telephone

Email



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## 2. Introduction

This local Air Quality Action Plan (AQAP) sets out a draft work programme for the improvement of air quality within the borough of Dacorum. It revises and replaces the previous AQAP which ran from 2015 – 2018. The work is led by Dacorum Borough Council (hereon referred to as ‘the Council’) and implemented in partnership with the Local Transport Authority (hereon referred to as “the County Council”).

Previous rounds of review and assessment undertaken by the Council have identified locations in the district as unlikely to meet the national objectives for air quality, and hence the Council have declared three Air Quality Management Areas (AQMAs). Monitoring of air quality within each of the AQMAs has identified ambient levels of nitrogen dioxide (NO<sub>2</sub>) remaining above the intervention limit values. As such the status of these AQMAs should be retained. When comparing monitoring data from 2013 with 2017, there has been an overall reduction in the measured levels. However monitoring data from the Lawn Lane and London Road AQMAs note ambient levels for NO<sub>2</sub> are still well above intervention limit values. In some cases the annual averages at locations of relevant exposure have increased.

The air quality problem in Dacorum is predominantly as a result of emissions from road vehicles, as is the case in other parts of the UK. Car ownership with the Hertfordshire and the borough of Dacorum is higher than the national average. A network analysis completed by the County Council of the Hemel area note that the majority of trips are made by private car.

The revision of this AQAP has been developed in recognition of the legal requirement on the local authority to work towards Air Quality Strategy (AQS) objectives under Part IV of the Environment Act 1995 and relevant regulations made under that part and to meet the requirements of the Local Air Quality Management (LAQM) statutory process.

This Plan is designed to be a fluid document and will form a framework for action on air quality. The measures within this draft document may be subject to ongoing amendment or revision as implementation of the AQAP progresses. Measures may also be withdrawn on the basis they are not, or are no longer feasible. A formal review of the AQAP will be set every 5 years. Any new evidence, revisions or amendments will be introduced as appropriate, e.g. supporting appendices. Progress on measures set out within this draft plan will be reported on annually within the Council's air quality Annual Status Report (ASR).

### **3. Air Quality in Dacorum**

The UK Air Quality Strategy (AQS), released in July 2007, provides the overarching strategic framework for air quality management in the UK and contains national air quality standards and objectives established by the Government to protect human health. The AQS objectives take into account EU Directives that set limit values which member states are legally required to achieve by their target dates.

The Council is meeting all of the national AQS objectives other than for the gas Nitrogen Dioxide (NO<sub>2</sub>). The Council is meeting the current objectives for Particulate Matter (PM<sub>10</sub> and PM<sub>2.5</sub>) but as this pollutant is non-threshold pollutant (damaging to health at any level), this remains a pollutant of concern. Local Authorities are expected to work towards reducing emissions and concentrations of PM<sub>2.5</sub> in their local area as practicable.

#### **3.1 Air Quality Management Areas**

The Local Air Quality Management process derives from Part IV of the Environment Act 1995. It places a legal obligation on all local authorities to regularly review and assess air quality in their areas, and to determine whether or not the air quality objectives are likely to be achieved. Where they are not, the local authority must then declare an Air Quality Management Area (AQMA) and prepare an Air Quality Action Plan (AQAP) setting out the measures it intends to put in place in pursuit of the objectives.

The Council designated three AQMAs in June 2012 as result of exceedances of the air quality objective for nitrogen dioxide (NO<sub>2</sub>) at the following locations within the Borough:

- AQMA 1: Lawn Lane, Hemel Hempstead
- AQMA 2: London Road, Apsley
- AQMA 3: High Street, Northchurch

In 2013 the boundary of AQMA 3 was amended due to exceedances predicted outside of the originally declared boundary. The extent of the AQMA boundaries is presented in Appendix 1.

The table below indicates the total number of residential properties included within each of the three AQMAs.

<b>AQMA</b>	<b>No. of residential properties in each AQMA</b>
<b>AQMA 1 Lawn Lane, Hemel Hempstead</b>	47
<b>AQMA 2 London Road, Apsley</b>	66
<b>AQMA 3 High Street, Northchurch</b>	42

**Table 1 – Total number of residential properties within an AQMA**

### **3.2 Monitoring within the AQMAs**

The Council recently submitted its latest ASR to Defra which contained monitoring results for NO<sub>2</sub> for each AQMA. This compiled the results of monitoring over 5 years, 2013 – 2017. Overall monitoring data shows a general decrease in ambient nitrogen dioxide levels for the AQMA monitoring networks.

However in the Lawn Lane and London Road AQMAs ambient average levels remain substantially above the objective limit value where exceedances are being measured. This ranged from 45 to 56 ug<sup>m</sup>-<sup>3</sup>. The objective for this pollutant is 40 ug<sup>m</sup>-<sup>3</sup>. Comparing the averages from 2013 against 2017, this also identifies that air quality have worsened at some receptors.

In the Northchurch AQMA, and locations where an exceedance is being measured a comparison of the 2013 and 2017 annual averages identifies no change. 3 out of 10

monitoring locations in this AQMA have measured exceedances, which range from 40 to 43  $\mu\text{g m}^{-3}$ .

### 3.3 Source Apportionment

Nitrogen oxides (NO<sub>x</sub>) are a group of gases that are predominantly formed during the combustion of fossil fuels. The majority of NO<sub>x</sub> emitted as a result of combustion is in the form of nitric oxide (NO). When NO reacts with other gases present in the air, it can form nitrogen dioxide (NO<sub>2</sub>), which is harmful to health.

The Air Quality Strategy 2019 states the main sources of NO<sub>x</sub> are road transport (34%), energy generation, for example power stations and refineries (22%), domestic and industrial combustion (19%) and 'other' transport such as rail and shipping (17%).

Source apportionment completed in 2013 and reported in the previous AQAP identified road traffic as the dominant source of NO<sub>x</sub> (NO + NO<sub>2</sub>) in all three of the AQMAs. This identified that ambient background concentrations were contributing the largest individual proportion to NO<sub>2</sub> concentrations, followed by emissions from cars and good vehicles on local roads. Buses were also recognised as contributors within AQMA 1 and 3.

The source apportionment study drew the following conclusions:

- Ambient background concentrations contribute the largest individual proportion to existing NO<sub>2</sub> concentrations within all three AQMAs (31.6 to 85.7 per cent);
- Cars contribute significantly to local NO<sub>2</sub> emissions within all three AQMAs (7.8 to 42 per cent);
- LGVs contribute to local NO<sub>2</sub> emissions in all three AQMAs albeit to a lesser extent than cars (3.1 to 21.4 per cent);

- HGVs also contribute to local NO<sub>2</sub> emissions in all three AQMAs albeit to a lesser extent than LGVs (1 to 10.8 per cent);
- Buses (PSVs) are estimated to make a relatively insignificant contribution to local NO<sub>2</sub> emissions (<0.1 per cent) in AQMA 2, but make greater contributions in AQMAs 1 (<9.4 per cent) and 3 (<6.2 per cent);
- Motorcycles are estimated to make a relatively insignificant contribution to local NO<sub>2</sub> emissions in any of the three AQMAs (<0.2% per cent).

Noting the recent findings by the County Council in their draft GTP<sup>8</sup> it is assumed that as the majority of journeys are made by private car that cars will continue to be one of the main contributors to local NO<sub>2</sub> emissions. However as the last source apportionment exercise was completed in 2013 this will need updating to confirm if original conclusions remain the same.

### **3.4 Scale and extent of the problem**

Based on the 2013 source apportionment analysis, ambient background concentrations contribute the largest individual proportion to existing NO<sub>2</sub> concentrations in all three AQMAs. Private cars are very relevant to local NO<sub>2</sub> emissions in all AQMAs so a reduction from them would provide a benefit across the Borough. Goods vehicles contribute to NO<sub>2</sub> emissions in all AQMAs, albeit to a lesser degree than cars. Buses make a contribution to local NO<sub>2</sub> emissions in AQMA 1 and 3. The table below indicates the degree of reduction necessary to meet the objectives.

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<sup>8</sup> Hertfordshire County Council [2018]. Hemel Hempstead Transport Pack Evidence Summary

AQMA	Location of highest measured annual mean concentration 2017	Highest measured annual mean NO <sub>2</sub> concentration (ug/m <sup>-3</sup> ) 2017	Reduction necessary ug/m <sup>-3</sup> )
AQMA 1	DC105	56	17
AQMA 2	DC98	56	17
AQMA 3	DC91	43	4

**Table 2 – Degree of reduction necessary to meet the air quality objectives for AQMAs**

### 3.5 Conclusions

The three AQMAs have a problem with local NO<sub>x</sub> emissions causing levels of NO<sub>2</sub> to be above the health-based annual mean standard of 40µg/m<sup>3</sup>. Road transport in all of the AQMAs is the dominant local source of NO<sub>x</sub> emissions. Therefore any successful action planning will require input and action from Hertfordshire County Council as ambient NO<sub>2</sub> levels are to be reduced below intervention limits.

Based on the source apportionment analysis, ambient background concentrations contribute the largest individual proportion to existing NO<sub>2</sub> concentrations, followed by emissions from cars and goods vehicles on local roads. Buses also contribute within AQMA 1 and 3. However as the source apportionment analysis was completed 5 years ago, this exercise should be repeated to confirm if the original analysis remains valid.

Based on 2017 results, these measures would need to reduce annual mean concentrations by 17 µg/m<sup>3</sup> in AQMAs 1, 2 and 4 µg/m<sup>3</sup> in AQMA 3 to achieve the air quality objective.



Although the Action Plan must primarily focus on making progress towards achieving the annual mean objective for NO<sub>2</sub>, actions and measures will seek to provide an overall emissions reduction and with it other benefits, such as:

- Health improvements
- Reduction of other transport-related pollutants (e.g. particulate matter, benzene etc.)
- Reduction in emission of greenhouse gases
- Reduced noise from traffic
- Reduced congestion
- Assist with climate change policies

## **4. Measures to improve air quality**

### **4.1 Consultation and Stakeholder Engagement**

In revising this AQAP, Dacorum will work with other local authorities, agencies, businesses and the local community to improve local air quality. The response to any stakeholder consultation and engagement will be published and made available publicly. Schedule 11 of the Environment Act 1995 requires local authorities to consult the bodies listed below:

- The Secretary of State
- The Environment Agency
- Hertfordshire County Council (HCC)
- Highways England
- All Hertfordshire local authorities, and those sharing an administrative border with Dacorum, i.e. Aylesbury, Chiltern, Central Beds, Three Rivers and St Albans
- Members and other departments of Dacorum Borough Council
- Public Health England & the Public Health Director for HCC
- Bodies representing local business and public interest

### **4.2 Steering Group**

The purpose of the steering group will be to oversee the update and implementation of an effective AQAP with an overall objective to work together with the common goal of seeking to improve the air quality in the Borough of Dacorum.

The development of a steering group is yet to be completed, but representation should be determined by individuals who can influence action plan implementation as a result of their local knowledge and area of responsibility. This should consider representatives from Dacorum Borough Council (Environmental Health and Planning

& Development Control) and Hertfordshire County Council (Transport & Highways, Planning and Public Health).

## 5. AQAP Measures

The measures detailed within this AQAP are those the Council feels are necessary in pursuit of the air quality standards within the declared AQMAs, as well striving to reduce emissions across the Borough as a whole.

The Council does not necessarily have the power to implement them all directly but it does have the potential to influence those bodies or individuals who could. Some of the measures suggested here retain measures from the previous AQAP as well proposals for new measures centred on emissions reduction.

Some measures contained within this draft AQAP have not yet been subject to consideration of cost-effectiveness, feasibility and acceptability as part of the action planning process, and so will be required. However the vision for this AQAP is that the measures specified are those which are realistic. Furthermore as some of the measures stated below, such as a clean air zone or work place parking levy, are proposed based on a feasibility assessment it seems unnecessary to have cost-effectiveness, feasibility and acceptability considered twice.

The process of action planning can also be a protracted one. Where there is overwhelming support for the principle of specific actions, but it requires the engagement of only one or two individuals then the consideration of action plan measures and their delivery may be better served by consultation at the appropriate time. This would enable a more flexible approach to development and delivery and the hence statement that this draft AQAP is seen as a framework document which will be supported by appendices for each individual action.

In total the AQAP has identified 12 measures for action and are detailed within this chapter, below.

**AQAP 1: Responsibilities and Commitment**

Measure	Title
1	Responsibilities and commitments
<b>Key Intervention</b>	
A corporate commitment to putting air quality at the heart of the decision-making process, particularly in other policy areas, such as planning decisions or including air quality in regional spatial strategies/local development frameworks	
Definition	Measure / Indicator
The AQAP should be approved at a high level, e.g. chief executive and council leader, as well as support from Head of Transport Planning and Public Health	Support / signatures contained with the commitment and responsibilities section
<b>Responsibility: Dacorum Borough Council and Hertfordshire County Council</b>	

## AQAP 2: Maintaining links with key stakeholders

Under the previous AQAP measures included the need to improve links with:

- the local transport plan
- the local planning and development framework
- public health

It is considered that the Council has met most of these stated aims and the focus should now be to maintain those links. There is good evidence contained in Hertfordshire County Council's LTP of the integration of air quality into the LTP and links to public health. In particular LTP4 contains the following statements:

*“With respect to air quality the county council has an agreed protocol with the districts on how it responds to transport-related air quality issues, and is an active member of the Hertfordshire and Bedfordshire Air Quality Network. The county council will support the district and borough councils with writing their statutory air quality actions plans and assist where appropriate when funding opportunities arise for mitigating air quality”*

*“The county council’s transport and public health teams will continue to work with district and borough council partners to understand how best to address areas that suffer from particularly high levels of emissions which put human health at risk. Detailed plans will be developed as part of the AQMA process and through the update to the county council’s Air Quality Strategic Plan. This will be informed by the content and guidance included in the Government’s new UK Air Quality Plan”.*

LTP4 also contains 2 policies which are specific to air quality. These are Policy 19 (emissions reduction) and Policy 20 (air quality).

Measure	Title
2	Maintaining links with the Local Transport Plan, the Local Planning and Development Framework, and Public Health
<b>Key Intervention</b>	
A commitment to working closely with relevant authorities responsible for highways, planned new development and public health on possible emissions reduction measures	
Definition	Measure / Indicator
Reference to air quality, in particular the three AQMAs, to continue to be referenced in future versions of transport plans and strategy	Support objectives for Air Quality in the Local and Growth Transport Plans
<b>Responsibility: Dacorum Borough Council and Hertfordshire County Council</b>	

### **AQAP 3: Influencing emission reduction from new developments**

Air quality is a material planning consideration. At a national level planning policy recognises that policies and decisions should contribute to and enhance the natural and local environment by preventing new and existing development from contributing to, being put at unacceptable risk from, or being adversely affected by, unacceptable levels of air pollution. Development should, wherever possible, help to improve local environmental conditions such as air quality, taking into account relevant information<sup>9</sup>.

Policy areas in planning and transport recognise the need for cumulative impact / cumulative effect to be taken into account, i.e. that new development is considered appropriate for its location and taking into account the likely effects (including cumulative effects) of pollution on health<sup>10</sup>.

Planning policy and decisions should sustain and contribute towards compliance with relevant limit values or national objectives for pollutants, taking into account the presence of Air Quality Management Areas and Clean Air Zones, and the cumulative impacts from individual sites in local areas. Opportunities to improve air quality or mitigate impacts should be identified, such as through traffic and travel management, and green infrastructure provision and enhancement. So far as possible these opportunities should be considered at the plan-making stage, to ensure a strategic approach and limit the need for issues to be reconsidered when determining individual applications. Planning decisions should ensure that any new development in Air Quality Management Areas and Clean Air Zones is consistent with the local air quality action plan<sup>11</sup>.

The image below is reproduced from the draft South West Herts Growth and Transport Plan (GTP) which is a daughter document of LTP4. This recognises that Hertfordshire is facing significant levels of housing and employment growth which are expected to have an impact on the county's local and strategic transport systems and

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<sup>9</sup> National Planning Policy Framework 2018 Para 170

<sup>10</sup> National Planning Policy Framework 2018 Para 180

<sup>11</sup> National Planning Policy Framework 2018 Para 181



networks in the short, medium and long term. For Dacorum this identifies the creation of close to 10,000 new homes and 5,000 new jobs.

**Figure 1** – Extract from the Growth and Transport Plan for South West Herts – District Level Growth

An assessment of the broad relationship of the urban areas of South West Herts provides an insight of the contributors to local air quality in Hemel Hempstead. This indicates that local traffic in Hemel is a mix of locally generated movement as well interactions with St Albans, Watford and Luton. A summary of this assessment is reproduced from the GTP in the figure below. The GTP identifies that South West Herts is one of the most congested and constrained parts of Hertfordshire in terms of growth and transport.

**Figure 2** – Extract from the GTP identifying the broad relationship between urban areas of SW Herts

The design of the GTP has identified the challenges facing each of the main urban areas in South West Herts. In respect of Hemel Hempstead the key symptoms are listed as:

- Highway Congestion
- Limited accessibility for non-car modes
- Pedestrian Congestion at railway stations
- Difficulty accessing railway stations

Noting the scale of district level growth for Dacorum and surrounding districts and the challenges listed above for Hemel Hempstead, where new development places reliance on the car as the primary mode of transport, in terms of air quality continued growth could be likely to conflict with local and national planning policy. That being

*‘to sustain and contribute towards compliance with relevant limit values or national objectives’.*

The presence of AQMAs is not an issue which is exclusive to Dacorum. Across the Hertfordshire authorities there are a total of 32 AQMAs<sup>12</sup>, many of which are concentrated in SW Herts. Neighbouring authorities that share a border with Dacorum, but are not part of Hertfordshire, such as Luton, Central Beds, Chiltern and Aylesbury are all recognised as having AQMAs too. Referring to the broad relationship between urban areas in SW Herts is not just development inside the administrative area of Dacorum that could impact local quality, and likewise development within the district that could impact air quality outside the district. It is stated aim of the NPPF that cumulative impact of development ought to be considered.

As a strategic spatial transport plan the GTP recognises that it should not be constrained by county or district administrative boundaries, noting that journey patterns to, from and between places are unlikely to adhere to administrative boundaries

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<sup>12</sup> Hertfordshire County Council [2018] South West Hertfordshire Growth and Transport Plan prospectus

At a regional planning level Dacorum forms part of the joint strategic plan for the South West Hertfordshire area along with Three Rivers District Council, Hertsmere Borough Council and Watford Borough Council. A key aim of the JSP is to ensure that infrastructure – such as transport, schools, health and utilities (for example, water and sewerage) – are properly co-ordinated and delivered alongside the need for new homes and jobs. All five councils make up a single housing market area, which means they have previously worked together to identify existing and future housing need.

Noting the requirements for growth in Dacorum and the wider South West Herts area, the presence of AQMAs across the various districts and the broad relationships between the different urban areas of SW Herts there are good indicators that a consideration of air quality needs to be applied in planning at both a local and regional level. Both local and regional planning policy as well as transport policy could be used to create the necessary policy hooks so that the planning system is used as a mechanism for delivery for sustainable growth and opportunities to deliver air quality benefits.

Under the scope of its current AQAP the Council requires an air quality impact assessment to be included with planning applications which have the potential to cause a negative impact on air quality, particularly in cases where an increase in transport emissions may arise, or where new residents could be exposed to poor air quality.

However the County's Health and Well-being planning guidance<sup>13</sup> indicates a need to move away from air pollution modelling being used to define the need for air quality mitigation associated with development. Except for major scale developments (requiring Environmental Impact Assessment) such modelling will 99% of the time require no air quality mitigation and even for some major scale developments will reach the same conclusion. Modelling may also fail to fully appreciate cumulative impact of development and the potential for multiple small scale sites to impact on local air quality, particularly when combined with larger neighbouring developments.

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<sup>13</sup> Hertfordshire County Council [2017]. Hertfordshire's Health and Well-being planning guidance

Referring to the work of other local authorities and their consideration of air quality and planning this has been to adopt a 'mitigation as standard'. In a number of cases the need for assessment is removed from the planning process in favour of mitigation which is in scale and kind to the development. This has the advantage of providing consistency and clarity to developers as well ensuring all development offers mitigation. Assessment of impact only becomes a requirement for larger developments, or sites that introduce new sources of exposure.

Again, considering that air quality is an issue which is not unique to Dacorum, the presence of AQMAs in neighbour authorities and likely growth across the region and the local and regional cumulative impact from this, it is recognised that planning should play a greater role in delivering improvement to air quality through new development by way of condition and/or obligations.

This could also include combining action on air quality in other policy areas at a national and local level such as carbon reduction and climate change. A consideration of carbon reduction and climate change feature in both national and local planning policy. Measures around low carbon technology can often compliment local air quality and vice versa and so there is scope for this be pursued collaboratively.

Measure	Title
3	Ensuring emission reductions from new development
<b>Key Intervention</b>	
Use of the planning system to mitigate the individual and cumulative impact of air quality from new development to sustain and contribute towards compliance with objectives for air pollutants	
Definition	Measure / Indicator
Setting of clear policy at a local, county and regional level to incorporate air quality mitigation through planned new development	Policy measures on air quality integrated into local, county and regional planning policy
Development of guidance and obligations for developers with regard to sustainable development / mitigation requirements	No. of sites with air quality mitigation measures secured against new development.
<b>Responsibility: Dacorum Borough Council (inc) Regulatory Services, Strategic Planning and Regeneration, Development Control; Hertfordshire County Council</b>	

**AQAP 4 – Relocation of bus stops and on-street parking in the Northchurch AQMA**

Under the previous AQAP specific measures to address air quality in the Northchurch AQMA identified a need to determine the significance of stationary buses and on-street parking. Observations of traffic movements through this area identified both were a cause of localised congestion and tailbacks.

Previous updates on the action plan identify that funding bids to pursue action on both issues have to date been unsuccessful. Evidence from previous AQAP updates suggests there is a strong local objection to these measures.

Nevertheless the obligation of the Council is address the reasons for poor air quality within the AQMA. Where there are few or no alternative viable options then the relocation of the bus stop and removal of on-street parking must remain, and further investigation undertaken.

Measure	Title
4	Relocation of bus stops and on-street parking in the Northchurch AQMA
<b>Key Intervention</b>	
<b>Determine the significance of stationary buses and on-street parking on congestion within the Northchurch AQMA</b>	
Definition	Measure / Indicator
Investigate the possibility of relocating the bus stops or the creation of a lay-by	Undertake a bus stop investigation and implement findings, where viable.
Investigate the removal of on-street parking	Undertake an on-street parking investigation and implement findings, where viable.
<b>Responsibility: Hertfordshire County Council and Dacorum Borough Council</b>	

## AQAP 5 – Clean Air Zone (CAZ) feasibility study

Declaration of the 3 Dacorum AQMAs were made in 2012. In that time air quality levels within those respective AQMAs have remained above intervention levels. In the Lawn Lane and London Road AQMAs, measured levels of NO<sub>2</sub> are considered to be well above the objective for this pollutant. Exceedances measured in 2017 ranged from 45 to 56 ugm<sup>-3</sup>. The objective is 40 ugm<sup>-3</sup>.

The borough of Dacorum and the town of Hemel Hempstead in particular are earmarked for substantial growth in terms of new homes and jobs. Noting that the majority of journeys around Hemel are reliant on private car journeys and there is limited access to non-car modes, unsustainable growth could frustrate action to reduce or lead to a worsening in emissions within the London Road and Apsley AQMAs.

The principle of clean air zone (CAZ) is a more recent action in the action planning toolbox that has gained traction as a result of the infraction proceedings launched against the UK by the European Commission (EC). For the UK to meet the expectations of the EC we are required to achieve full compliance with existing air quality standards by 2020 at the latest. It is understood that 5 cities across the country have been mandated to introduce a CAZ, and a further 33 local authorities required to undertake a feasibility study to see if they need to introduce measures, such as CAZ.

The upshot of EC intervention is that the UK Government has mandated a number of local authorities to introduce (or undertake a feasibility assessment) for a CAZ as part of the long term strategy to improve air quality across the country.

The principle behind CAZ is to exclude the most polluting vehicles from a specific area or roads, by targeting individual or all classes of vehicle, for example:

- HGV / LGV
- Buses and coaches
- Taxis and private hire vehicles
- Cars



There are 2 types of CAZ, non-charging and charging. In a non-charging CAZ, the focus is on improving air quality, without charging money for vehicles entering the zone. Vehicles which enter the CAZ, but do not meet the required environmental standard can be subject to fines. In a charging CAZ, drivers will be charged a fee to enter the area if their vehicle fails to meet the required environmental standards, e.g. based on a car's Euro emissions standard.

The setting of emissions standards would also allow the Council to protect itself against displacement of non-compliant vehicles from other CAZ areas. For example the procurement of new buses may be prioritised to meet the requirements other CAZ areas, meaning stagnation of existing fleets or replacing cleaner buses with non-complaint buses from other CAZ areas.

The potential for a CAZ feasibility study is supported within LTP4. It is a stated aim of Policy 20 to investigate the use of CAZ.

<b>Measure</b>	<b>Title</b>
<b>5</b>	Clean Air Zone feasibility study
<b>Key Intervention</b>	
Assess the feasibility for a Clean Air Zone to be introduced to Hemel Hempstead	
<b>Definition</b>	<b>Measure / Indicator</b>
Clean Air Zone feasibility study	Funding approval for CAZ feasibility study
Clean Air Zone implementation	Approval by cabinet where study indicates a CAZ is feasible
<b>Responsibility: Hertfordshire County Council and Dacorum Borough Council</b>	

## AQAP 6 – Workplace Parking Levy

A Workplace Parking Levy (WPL) is a charge on employers who provide workplace parking, a type of congestion charging scheme (although the charge may be passed down to employees). It may be considered in place of or in addition to a CAZ. The only local authority to introduce a WPL has been Nottingham, but is also being explored in Oxford and Cambridge.

In the case of Nottingham the cost of initial development and implementation is estimated to have been in the region of £4m, with £44m in income raised in the first five years. Any funds raised from WPL must be used to fund transport improvements. In Nottingham this supported public transport related projects such as the expansion of the city's tram system and investment in 'Locallink' bus services, including electric buses.

A WPL may be introduced under the Transport Act by the local traffic authority, in this case the County Council. WPL has not been fully investigated and whether the scope of any scheme could make use of emissions offsetting in place of charging. For example an employer would be subject to lower payments where they have put in place off-setting measures, e.g. secure cycle storage, bike loans, workplace showers, home working, EV recharging points, incentives for car sharing.

Under the previous version of the AQAP lift share / car share / EV car clubs identified under different action plan measures all appear to have been unsuccessful. One reason for their lack of uptake may have been a driver for change such as WPL. WPL may be seen as the stick which requires change, and incentivising car sharing being seen as the carrot.

Measure	Title
6	Workplace Parking Levy
<b>Key Intervention</b>	
To assess the feasibility for a WPL to be introduced to Hemel Hempstead	
Definition	Measure / Indicator
WPL feasibility study	Funding approval for WPL feasibility study
Implementation of a WPL	WPL implemented where it is identified as feasible
<b>Responsibility: Hertfordshire County Council</b>	

**AQAP 7 – Private Hire and Taxi Vehicle Emissions Policy**

Government expects local authorities to take a lead and use available powers to reduce vehicle emissions where possible, including controlling emissions from taxis. Taxis operate mainly in the urban area where air pollution is greatest and often leave their engines idling on taxi ranks where members of the public are often exposed.

Part of the licensing of private hire and taxi vehicles regime allows local authorities to set policies in relation to this function. The setting of policy may be related to age and / or emissions. The setting of emissions standards has been used in a number of local authority areas including York, Shropshire, Transport for London, Northampton and Rotherham. Subject to an assessment of feasibility a taxi emissions policy could be introduced to Dacorum.

Measure	Title
7	Private Hire and Taxi Vehicle Emissions Policy
<b>Key Intervention</b>	
Private Hire and Taxi Vehicle Emissions Policy for Dacorum	
Definition	Measure / Indicator
Emission policy for private hire and taxi vehicles introduced	Licensing Committee to agree the emissions policy
<b>Responsibility: Dacorum Borough Council</b>	

## AQAP 8 – Advanced Quality Bus Partnership (AQBP)

The Quality Partnership Scheme was introduced by the Transport 2000 Act. Under such a scheme a local transport authority agrees to invest in improved facilities at specific locations along bus routes (e.g. bus stops or bus lanes) and operators who wish to use those facilities undertake to provide services of a particular standard.

Only those operators prepared to provide services to the standards specified in the scheme were permitted to use the facilities. Whilst other operators were not generally prevented from providing local services in the area covered by the scheme, they could not use the facilities provided by the local transport authority.

The Bus Services Act 2017 created a new mechanism called an advanced quality partnership based around the existing quality partnership mechanism. Under the AQBP powers the local transport authority would be able to specify standards based on emissions requirements. This can include requirements about emission and types of fuel or power used.

The County Council currently has a bus strategy which runs from 2011 – 2031. This was revised in 2015 and forms part of the LTP4. In terms of setting emissions standard the current strategy places very little obligation on bus operators in terms of setting emissions standards. Section 20<sup>14</sup> of the strategy states:

*“The County Council will encourage bus operators to provide services that are likely to meet this objective and on its own contract services it will take into account the environmental contribution in assessing value for money. The County Council will also encourage operators to reduce their own emissions through new vehicle investment and the operation of green fuel vehicles, if other funding streams can be found. However this issue is complex as new (and heavier) vehicles often use more fuel in delivering lower emissions”.*

As a minimum the development of an AQBP could consider the setting of emissions standards from buses operating through the 3 Dacorum AQMAs. An AQBP could be developed to cover a wider area, such as built up urban areas of Dacorum and / or

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<sup>14</sup> Hertfordshire County Council [2011] Hertfordshire County Council Bus Strategy 2011 – 2031 [Revision 1 – January 2015]

bus links that interconnect the urban areas of SW Herts and have identified air quality issues, e.g. Luton, Watford and St Albans.

The development of an AQBP however will require careful consideration. Operators may have to withdraw less-profitable (but vital) services where over ambitious emissions standards are set. It would be possible to set a progressive emission standard, whereby an initial emissions benchmark is introduced which maintains the existing status quo, but as buses are replaced or a new operator is introduced they will be required to meet a higher standard.

An AQBP will require a more detailed assessment of feasibility with the local highways authority, i.e. the County Council, who would be responsible for implementation and management of any scheme.

<b>Measure</b>	<b>Title</b>
<b>8</b>	Advanced Quality Bus Partnership feasibility study
<b>Key Intervention</b>	
To assess the feasibility for an AQBP for Dacorum	
<b>Definition</b>	<b>Measure / Indicator</b>
Feasibility study for an advanced quality bus partnership	County Council to agree to undertake a feasibility study
AQBP implemented	AQBP implemented where identified as feasible
<b>Responsibility: Hertfordshire County Council</b>	

## AQAP 9 – Reducing Council emissions

Under the previous AQAP the Council outlined measures for reducing emissions from its vehicle fleet. Progress on this action details some mixed successes. Positive action has included targeting reductions in emissions from the Council's transport fleet and EV and hybrid vehicles being offered under the lease car scheme.

However some elements of this measure have proved unworkable. This includes the use of business mileage data and trends to identify options for fuel usage reduction by amending mileage rates and financial benefits in line with vehicle emissions. This information is compiled through payroll meaning that it is subject to data protection rules and therefore cannot be released.

The Council recognises that it should continue to lead by example and continue to target reductions in emissions from its transport fleet activities and through procurement.

Amendments to this measure are proposed and suggestions include:

- Differential parking fees based on emissions (e.g. free for zero and low emission vehicles)
- Replacing the mayors car with an electric vehicle
- Investigating the use of alternative vehicles as part of the Council fleet, e.g. electric car derived van or gas powered refuse vehicle
- Incentivising car sharing through commuting
- Incentivising cycling, e.g. higher rate of mileage paid for use of pool cycles
- Car leasing scheme limited to low emission options only, e.g. electric, hybrid or petrol
- Incentivising home working to reduce traffic on local roads

Further proposals also include the Council developing a low emission or green procurement policy which incentivises low emission suppliers. The purchasing power of the public sector is significant across the County, which is an opportunity to influence the providers of goods and services to ensure the vehicles used by the providers emit the lowest possible emissions.

Public sector organisations must follow strict procurement rules, but included within those rules is a duty<sup>15</sup> to consider “social value” as part of the procurement process. This means that when procuring goods and services authorities must take into account social and environmental considerations and can set criteria when awarding contracts and procuring service how these may be improved. For example this could include incorporating minimum vehicle emission standards when awarding contracts.

Standards that could be integrated into tendering and contract award evaluation should include:

- All contracting of goods and services where vehicles will be required to access the urban area should include provision for meeting the current European Emission Standard.
- Additional weight given in award criteria to tenders that can demonstrate best practice in minimising vehicle emissions and the use of low and ultra-low emission vehicles.

Measure	Title
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<sup>15</sup> The Public Services (Social Value) Act 2012



<b>9</b>	<b>Reducing Council Emissions</b>
<b>Key Intervention</b>	
Reducing emissions from Council operations	
<b>Definition</b>	<b>Measure / Indicator</b>
Continue to target reductions in emissions from the Council's transport and grey fleet	Environmental Management system performance for annual fuel usage reduction
Differential parking fees set based on vehicle emissions	Scheme developed which sets a charging fee to disincentive more polluting vehicles
Replacing the mayor's car with an electric vehicle	Car replaced with an EV
Investigate alternative vehicle types for Council operated fleets	Assessment of alternatively fuelled vehicles completed and introduced to the fleet, where feasible
Investigate an incentive scheme for car sharing on commuting to work	Incentive scheme implemented where practicable
Incentivise cycling at work	Mileage policy amended
Council car lease scheme limited to low emission vehicles only	Changes to policy agreed
Investigate incentives for home working to reduce journeys on our local roads	Incentive scheme implemented where practicable
Low emission or green procurement policy	Low emission / green procurement policy written, approved and implemented
<b>Responsibility: Dacorum Borough Council</b>	

**AQAP 10 – Emissions based parking charges**

The Council has the responsibility for a number of car parks across Dacorum as well as administering the scheme for on-street parking permits. It is feasible that the Council can investigate the introduction of differential parking charges based on vehicle emissions, which incentivises zero or low emission vehicles, e.g. electric vehicle (EV), electric hybrid, etc.

A suggested charging structure may be to introduce free parking for electric free with higher costs apportioned to the most polluting vehicles. However any scheme for on-street parking permits may need to consider a more relaxed tariff due to a lack of on-street charging infrastructure that would facilitate a shift towards pure EV or plug-in hybrid.

Measure	Title
10	Emissions based parking charges
<b>Key Intervention</b>	
Differential parking charges for council car parks and on-street parking permits based on vehicle emissions	
Definition	Measure / Indicator
Differential parking charges that incentivise low emission vehicles	Emissions based charging structure defined and implemented in all DBC managed car parks  Emissions based charging structure defined and implemented for the issue of on-street parking permits
<b>Responsibility: Dacorum Borough Council</b>	

## AQAP 11 – Electric Vehicle Charging Infrastructure Study / Strategy

As part of the government's long-term ambition on air quality the Road to Zero strategy has set targets for at least 50% of new cars to be ultra-low emission by 2030, and that it expects all new cars and vans to have significant zero-emission capability by 2040, and almost every car and van to be zero-emission by 2050.

Electric car sales are reported to have risen dramatically in recent years with new registrations of plug-in cars increased from 3,500 in 2013 to more than 195,000 by the end of January 2019<sup>16</sup>.

Unlike its combustion engine equivalent, if an EV runs out of electricity it isn't like running out of petrol or diesel. You can't get a friend and a jerry can full of fuel to help you out, if you drain your electricity reserve, you need to be recovered to your nearest supply. Range anxiety is a term used to describe the fear of running out of electricity, and a potential bar to the uptake of EV cars and vans.

The popularity of EV is growing with many manufacturers including plug in electric and hybrid cars as a standard part of their range. Many now offer range extended vehicles. The official mileage range of the Nissan Leaf is 258 miles on a combined driving cycle (city and motorway), or 168 miles at motorway speeds. When used in an everyday way it may not be capable of achieving official mileage.

However, the majority of charging of EV cars can take place at home, and most daily journeys for commuting purposes are likely to be well under official mileage ranges to avoid running out of electricity. Through planning the Council could ensure future proofing new development to include EV charging points, or laying of cabling that can allow creation of new charge points in the future.

Therefore the need for charging infrastructure should consider targeting areas where it will be needed or well used. This could include areas of housing with no off-street parking, public and private car parks, workplaces or with businesses that operate a significant proportion of their fleet locally. To ensure appropriate allocation and

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<sup>16</sup> Next Green Car [2019] Electric Car Market Statistics [online]. <https://www.nextgreencar.com/electric-cars/statistics/> Accessed 14/02/19

prioritisation of resource for EV charging infrastructure it is proposed that this be delivered by way of EV Charging Infrastructure Study / Strategy.

<b>Measure</b>	<b>Title</b>
<b>11</b>	Electric Vehicle Charging Infrastructure Study / Strategy
<b>Key Intervention</b>	
Development of a strategy for EV charging infrastructure	
<b>Definition</b>	<b>Measure / Indicator</b>
Strategy which identifies need for EV charging infrastructure and allocation of resource based on prioritisation	No. of new EV charge points introduced No. of new developments with EV charge points Evidence of usage of EV public EV charge points
<b>Responsibility: Hertfordshire County Council and Dacorum Borough Council</b>	

**AQAP 12 – Promoting sustainable travel and discouraging the use of single car journeys**

This measure is proposed as a catch all and consolidation of measures 11, 12 and 17 – 19 from the previous AQAP and are promoted under the general umbrella of sustainable travel and discouraging the use of single car journeys.

Under the previous action plan, measures 11, 12 and 17 – 19 covered actions such as promoting walking and cycling, promoting the use of public transport, promoting travel planning etc. These are considered indirect measures which offer limited guarantee of improving or providing any substantial benefit to air quality as they depend upon voluntary uptake. These measures are unlikely to achieve compliance in the shortest possible time. As modal shift also features heavily within local transport planning it is considered this is well catered for in other service areas.

The promotion of sustainable travel and discouraging the use of single occupancy car journeys can be viewed as a complimentary action that should be delivered alongside other measures that create the driver for modal shift, such as workplace parking levy or a clean air zone.

Measure	Title
12	Promoting sustainable travel and discouraging the use of single car journeys
<b>Key Intervention</b>	
Promoting sustainable travel and discouraging the use of single car journeys	
Definition	Measure / Indicator (suggestive)
Promoting the use of electric vehicle	Introduction of new EV charge points Information or links on DBC / HCC website
Promoting car share schemes	Re-introduction of car share schemes to Dacorum Increase in registered members in existing schemes, e.g. Liftshare
Promotion of Travel Planning	No of travel plans produced / refreshed annually
Promotion of walking and cycling	No. of companies supporting 'cycle to work' or 'cycle loan' schemes Encouraging secure cycle storage in new / existing development (and showers)
Encourage use of public transport	Support the Hertfordshire bus strategy Promoting available public transport discounts
<b>Responsibility: Hertfordshire County Council and Dacorum Borough Council</b>	

## 6. AQAP Summary

The measures outlined in chapter 5 are those the Council feels are necessary to improve air quality within the three AQMAs and in fulfilling its duty under local air quality management to meet the national air quality objective for the protection of human health.

A number of measures outlined in this plan require the evidence base to be provided for action through feasibility studies, with an overarching aim of defining of emissions standards on our local roads.

The proposed mechanism of delivery for the AQAP is to consult when necessary. For example a feasibility study for CAZ should require little to no consultation, other than with key stakeholders on defining the study, e.g. the County Council. However, where a CAZ is identified as feasible then wider consultation would be required to consider views of businesses and the public.

A summary of the measures put forward as part of this draft action plan are summarised in the table below.

Measure No.	Measure	EU Category	EU Classification	Lead Authority	Planning Phase	Implementation Phase	Key Performance Indicator	Target Pollution Reduction in the AQMA	Progress to Date	Estimated Completion Date	Comments
1	Responsibilities and commitments	N/A	N/A	DBC	TBC	TBC	TBC	TBC	TBC	TBC	
2	Maintaining links with the Local Transport Plan, the Local Planning and Development Framework, and Public Health	N/A	N/A	DBC & HCC	TBC	TBC	TBC	TBC	TBC	TBC	
3	Influencing emission reduction from new developments	Policy Guidance and Development Control	Air Quality Planning and Policy Guidance	DBC & HCC	TBC	TBC	TBC	TBC	TBC	TBC	
4	Relocation of bus stops and on-street parking in the Northchurch AQMA	Transport Planning and Infrastructure	Other	DBC & HCC	TBC	TBC	TBC	TBC	TBC	TBC	
5	Clean Air Zone (CAZ) feasibility study	Promoting Low Emission Transport	Low Emission Zone (LEZ) or Clean Air Zone (CAZ)	DBC & HCC	TBC	TBC	TBC	TBC	TBC	TBC	
6	Workplace Parking Levy	Promoting Low Emission Transport	Other	DBC & HCC	TBC	TBC	TBC	TBC	TBC	TBC	
7	Private Hire and Taxi Vehicle Emissions Policy	Promoting Low Emission Transport	Taxi Licensing conditions	DBC	TBC	TBC	TBC	TBC	TBC	TBC	



Measure No.	Measure	EU Category	EU Classification	Lead Authority	Planning Phase	Implementation Phase	Key Performance Indicator	Target Pollution Reduction in the AQMA	Progress to Date	Estimated Completion Date	Comments
8	Advanced Quality Bus Partnership (AQBP)	Transport Planning and Infrastructure	Bus route improvements	HCC	TBC	TBC	TBC	TBC	TBC	TBC	
9	Reducing Council emissions	Promoting Low Emission Transport	Public Vehicle Procurement – Prioritising uptake of low emission vehicles	DBC	TBC	TBC	TBC	TBC	TBC	TBC	
10	Emissions based parking charges	Traffic management	Emission based parking or permit charges	DBC	TBC	TBC	TBC	TBC	TBC	TBC	
11	Electric Vehicle Charging Infrastructure Study / Strategy	Promoting Low Emission Transport	Other	DBC	TBC	TBC	TBC	TBC	TBC	TBC	
12	Promoting sustainable travel and discouraging the use of single car journeys	Promoting Travel Alternatives	Other	DBC & HCC	TBC	TBC	TBC	TBC	TBC	TBC	

**Table 3 – Air Quality Action Plan Measures**

## 7. Appendix 1: Extent of AQMA Boundaries

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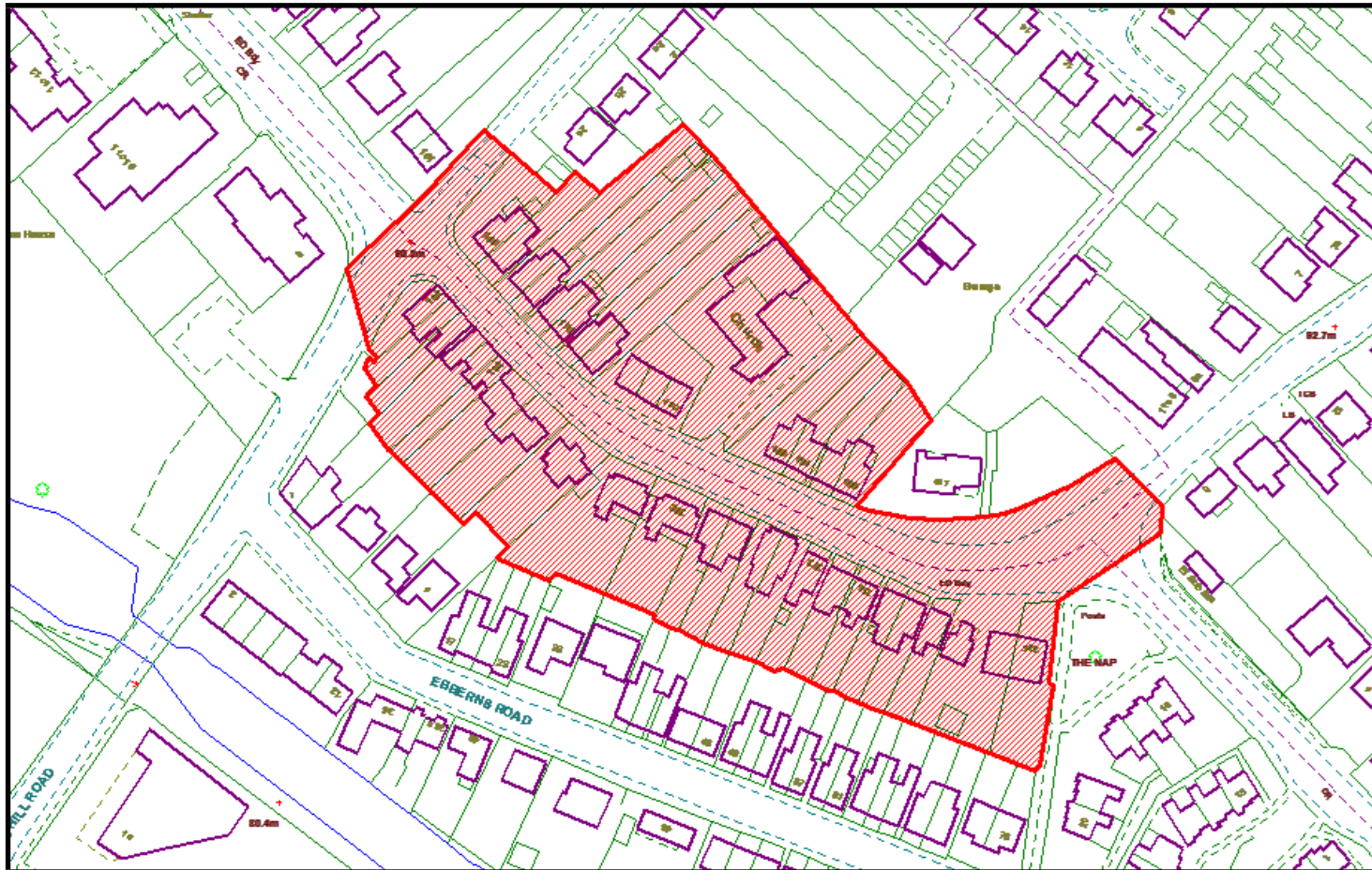


Figure 3 – AQMA 1 Lawn Lane, Hemel Hempstead



Figure 4 – AQMA 2 London Road, Apsley



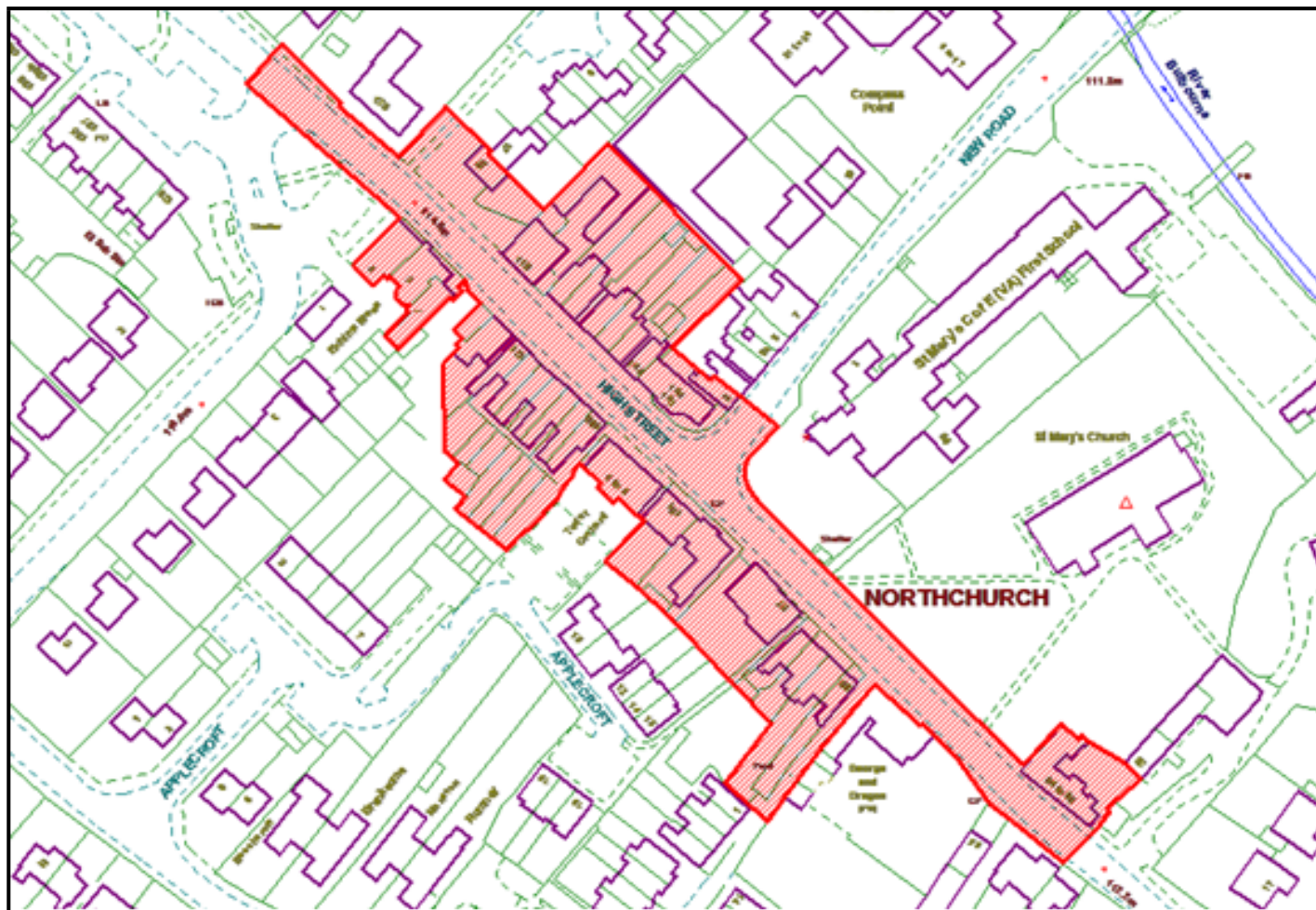


Figure 5 – AQMA 3 High Street, Northchurch

## 8. Glossary of Terms

Abbreviation	Description
AQAP	Air Quality Action Plan – A detailed description of measures, outcomes, achievement dates and implementation methods, showing how the local authority intends to achieve air quality limit values'
AQBP	Advanced Quality Bus Partnership
AQMA	Air Quality Management Area – An area where air pollutant concentrations exceed / are likely to exceed the relevant air quality objectives. AQMAs are declared for specific pollutants and objectives
AQS	Air Quality Strategy
ASR	Air quality Annual Status Report
Defra	Department for Environment, Food and Rural Affairs
EU	European Union
EV	Electric Vehicle
LAQM	Local Air Quality Management
NO <sub>2</sub>	Nitrogen Dioxide
NO <sub>x</sub>	Nitrogen Oxides
PM <sub>10</sub>	Airborne particulate matter with an aerodynamic diameter of 10µm (micrometres or microns) or less
PM <sub>2.5</sub>	Airborne particulate matter with an aerodynamic diameter of 2.5µm or less

## 9. Bibliography

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4. Department for Environment, Food and Rural Affairs [2009]. Local Air Quality Management, Practice Guidance 3. Practice Guidance to Local Authorities on Measures to Encourage the Uptake of Low Emission Vehicles. Crown Copyright.
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7. Hertfordshire County Council [2015]. Bus Strategy 2011 – 2013. Environment and Commercial Services.
8. Hertfordshire County Council [2017]. Hertfordshire's Health and Wellbeing Planning Guidance May 2017.
9. Hertfordshire County Council [2017]. Joint Strategic Needs Assessment, Air Quality and Health. Hertfordshire Public Health Evidence & Intelligence.
10. Hertfordshire County Council [2018]. Hertfordshire's Local Transport Plan 4.
11. Hertfordshire County Council [2018]. South West Hertfordshire Growth and Transport Plan Prospectus (draft).



## AGENDA ITEM: SUMMARY

<b>Report for:</b>	<b>Strategic Planning and Environment Overview and Scrutiny Committee</b>
<b>Date of meeting:</b>	
<b>PART:</b>	<b>12 March 2019</b>
<b>If Part II, reason:</b>	

<b>Title of report:</b>	<b>Budget Monitoring Quarter 3 2018/19</b>
<b>Contact:</b>	Cllr Graeme Elliot, Portfolio Holder for Finance and Resources Nigel Howcutt, Assistant Director (Finance & Resources) Fiona Jump, Group Manager, Financial Services
<b>Purpose of report:</b>	To provide details of the projected outturn for 2018/19 as at Quarter 3 for the: <ul style="list-style-type: none"> <li>• General Fund</li> <li>• Capital Programme</li> </ul>
<b>Recommendations</b>	That Committee note the forecast outturn position for 2018/19.
<b>Corporate objectives:</b>	Delivering an efficient and modern council.
<b>Implications:</b>	<u>Financial</u> This reports outlines the financial position for the Council for 2018/19 and so summarises the financial implications for service decisions expected to be made for the financial year.  <u>Value for Money</u>

	Regular budget monitoring and reporting supports the effective use of the financial resources available to the Council.
Risk Implications	This reports outlines the financial position for the Council for 2018/19 and in so doing quantifies the financial risk associated with service decisions expected to be made for the financial year.
Community Impact Assessment	The content of this report does not require a Community Impact Assessment to be undertaken.
Health And Safety Implications	There are no Health and Safety implications arising from this report.
Consultees	The position reported within this report has been reviewed and discussed with relevant Council Officers.
Glossary of acronyms and any other abbreviations used in this report:	GF – General Fund HRA – Housing Revenue Account

## 1. Introduction

1.1 The purpose of this report is to present the Council's forecast outturn for 2018/19 as at the 31<sup>st</sup> December 2018. The report covers the following budgets with associated appendices:

- General Fund - Appendix A
- Capital Programme - Appendix B

## 2. General Fund Revenue Account

2.1 The General Fund revenue account records the income and expenditure associated with all Council functions except management of the Council's own housing stock, which is accounted for within the Housing Revenue Account (HRA).

2.2 Appendix A provides an overview of the General Fund forecast outturn position. In summary, there are various areas of both under and overspend which broadly offset each other. The net overall pressure of £113k, less than 1% of the net cost of services budget, is an improvement on the quarter 2 position of £249k with a reduction of £136k in the overall pressure. The most significant pressure is attributable to recycling income, following the impact on global markets of change in Chinese government policy on the amount of recyclables it will allow into the country.

The table below outlines the service areas with a significant financial pressure:



Scrutiny Committee	Key Financial Pressure	Description
Strategic Planning & Environment	£450k	Waste recycling income
Strategic Planning & Environment	£100k	Building Control service
Housing & Community	£160k	Garages

### 2.3 Corporate Items

The actual income received from government grants and treasury investments compared to core funding budgets is projected to be exceeded by £325k. This is related to:

- Increased new burdens funding of £180k, including £72k relating to the Revenues and Benefits service, and £64k relating to the Strategic Planning service. New Homes Bonus is also £24k over the budgeted amount due to a higher volume of properties completed in 2017/18 than projected by MHCLG.
- Investment income from treasury management activities is over performing by £139k, due to higher than anticipated cash balances and a rise in the Bank of England base rate.
- A minor increase in the forecast recharge to the HRA of £6k.

2.4 The table below provides an overview by Scrutiny area of the current forecast outturn for controllable budgets within the General Fund.

	Current Budget £000	Forecast Outturn £000	Variance	
			£000	%
Finance & Resources	13,376	13,467	91	0.7%
Housing & Community	345	293	(52)	-15.1%
Strategic Planning & Environment	7,717	8,168	451	5.8%
<b>Total</b>	<b>21,438</b>	<b>21,928</b>	<b>490</b>	<b>2.3%</b>
Investment Property	(4,103)	(4,155)	(52)	1.3%
Core Funding	(17,342)	(17,667)	(325)	1.9%
<b>Contribution (to)/from General Fund Working Balance</b>	<b>(7)</b>	<b>106</b>	<b>113</b>	

2.5 The following sections provide an analysis of the projected outturn and major budget variances shown within Strategic Planning and Environment Scrutiny area.

### 3. Strategic Planning and Environment

Strategic Planning and Environment	Current Budget £000	Forecast Outturn £000	Variance	
			£000	%
Employees	9,778	9,976	198	2.0%
Premises	884	965	81	9.2%
Transport	1,201	1,361	160	13.3%
Supplies & Services	1,914	2,387	473	24.7%
Third-Parties	88	72	(16)	(18.2%)
Income	(5,918)	(6,191)	(273)	4.6%
Earmarked Reserves	(230)	(402)	(172)	74.8%
	<b>7,717</b>	<b>8,168</b>	<b>451</b>	<b>5.8%</b>

#### 3.1 Employees - £198k over budget

Pressure of £120k - Recruitment challenges within Building Control have led to vacant posts being filled by agency staff. The service are preparing a paper to outline the options for the future delivery of Building Control within the approved budgets.

There is a forecast overspend of £80k on the employees budget for the Local Development Framework budget, due to fixed term staff being employed to support the delivery of the local plan. This will be funded from the Local Development Framework reserve if the pressure cannot be met from within the Local Development Framework revenue budgets as part of the year-end process.

#### 3.2 Premises - £81k over budget

There is a one off pressure of £25k from geographical survey work required to maintain public health and safety. This is forecast to be offset by a drawdown of £25k from the Dacorum Development reserve.

There are other minor pressures against the Premises category in this area.

#### 3.3 Transport - £160k over budget

There are overspends as a result of maintaining the ageing fleet in the waste services including additional short term hire costs and repair costs. The procurement of the renewal of the waste fleet is underway and delivery is expected from midway through 2019.

#### 3.4 Supplies and Services - £473k over budget

There is a continued pressure of £450k relating to the cost of disposal of co-mingled waste due to the recent decline in the global market for recycled material. This is an ongoing pressure and a budget realignment is proposed as part of the 2019/20 budget proposals.

A one-off pressure of £30k has been incurred in the Waste Service department from independent consultancy support to deliver service improvements going

forward. This is forecast to be funded from a drawdown from the Invest to Save reserve.

A further one-off pressure of £25k has been incurred in the Strategic Planning budget for feasibility work regarding The Bury project. This is forecast to be funded from the Planning and Regeneration Project Reserve.

### **3.5 Income - £273k over-achievement of budget**

The overachievement of income overall in the Strategic Planning division is due to various under and over achieved income in the Building Control and Planning and Waste Services.

The Waste Service overall income is in line with the budgeted levels of income, with the commercial waste service underachieving its income by £150k, but £150k of additional income forecast as a result of incentive payments from Hertfordshire County Council (HCC), to reward Dacorum for improvements in the rate of recycling. This is under the Alternative Financial Model (AFM) methodology. The commercial waste service is under review and independent advice has been sought on how to improve the financial performance of the service.

Across Building Control and Land Charges a shortfall of £100k is forecast, as a result of reduced customer numbers, in the first two quarters of 2018/19. Action is being taken to improve the quality of service delivered and the marketing of the building control service. In contrast to this, the Planning service is projecting an overachievement of income of £375k as a result of large one-off fees, with a smaller proportion of the surplus due to a high volume of applications.

There are other minor net pressures against income within Strategic Planning and Environment.

## **4. Capital Programme**

### **4.1 Appendix B shows the projected capital outturn in detail by scheme.**

The table below summarises the overall capital outturn position for Strategic Planning and Environment Scrutiny area.

The current budget is the original budget approved by Cabinet in February 2018, plus approved amendments. Slippage identified at Quarter 2 2018/19 has been re-phased to 2019/20.

The 'Slippage' column refers to projects where expenditure is still expected to be incurred, but it will now be in 2019/20 rather than 2018/19, or conversely, where expenditure planned initially for 2019/20 has been incurred in 2018/19.

The 'Variance' column refers to projects which are expected to come in under or over budget and projects which are no longer required.

	<b>Current Budget</b>	<b>Slippage</b>	<b>Revised Budget</b>	<b>Forecast Outturn</b>	<b>Variance</b>	
	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>%</b>
Strategic Planning & Environment	2,791	(1,014)	1,777	1,750	(27)	-1.0%
<b>G F Total</b>	<b>2,791</b>	<b>(1,014)</b>	<b>1,777</b>	<b>1,750</b>	<b>(27)</b>	<b>-1.0%</b>

#### 4.2 General Fund Major Variances

The slippage to future years is detailed in Appendix B. This includes:

- Line 61: slippage of £200k on Gadebridge Park renovation of white bridge. The contract for this work is expected to be tendered in quarter 4 of 2018/19 with the expenditure now falling into 2019/20.
- Lines 63 and 64: slippage of £779k on Fleet Replacement Programme. There have been delays in the procurement of new vehicles and equipment for the Vehicle Repair Shop. Tenders for vehicles are being closely examined to ensure that the correct vehicles are purchased. Further layout proposals and quotations have been requested on the workshop equipment, which will push installation into the new financial year.

#### 5. Conclusions and recommendations

5.1 As at Quarter 3 2018/19, there is a forecast pressure of £113k against General Fund revenue budgets and a forecast pressure of £451k against Strategic Planning and Environment budgets.

5.2 As at Quarter 3 2018/19, against Strategic Planning and Environment capital budgets there is slippage of £1.014m and a forecast underspend of £27k.

5.3 Members are asked to note the forecast outturn position for 2018/19. The next financial monitoring report to be brought before Committee for consideration will be the provisional outturn for 2018/19.



**Dacorum Borough Council**  
*Revenue Budget Monitoring Report for December 2018 (Cost of Services Analysis By Scrutiny Committee)*

	Month			Year-to-Date			Full Year		
	Budget £000	Actuals £000	Variance £000	Budget £000	Actuals £000	Variance £000	Budget £000	Forecast Outturn £000	Variance £000
<b>Cost of Services</b>									
Finance and Resources	703	1,632	929	8,753	11,951	3,198	13,376	13,467	91
Housing and Community	262	115	(147)	1,063	749	(314)	345	293	(52)
Strategic Planning and Environment	623	470	(153)	6,325	6,601	276	7,717	8,168	451
<b>Net Cost of Services</b>	<b>1,588</b>	<b>2,217</b>	<b>629</b>	<b>16,141</b>	<b>19,301</b>	<b>3,160</b>	<b>21,438</b>	<b>21,928</b>	<b>490</b>
<b>Other Items</b>									
Investment Property	(158)	(100)	58	(4,045)	(4,042)	3	(4,103)	(4,155)	(52)
Investment Income	(13)	(49)	(36)	(119)	(315)	(196)	(158)	(297)	(139)
Interest Payments and MRP	81	0	(81)	727	287	(440)	970	970	0
Parish Precept Payments	0	0	0	778	778	0	778	778	0
Government Grants	(174)	(110)	64	(1,564)	(3,150)	(1,586)	(2,086)	(2,266)	(180)
Revenue Contribution to Capital	0	0	0	0	0	0	2,111	2,111	0
Taxation (Council Tax and Business Rates)	(1,237)	1,754	2,991	(11,132)	16,659	27,791	(14,843)	(14,843)	0
<b>Surplus / Deficit on Provision of Services</b>	<b>(1,501)</b>	<b>1,495</b>	<b>2,996</b>	<b>(15,355)</b>	<b>10,217</b>	<b>25,572</b>	<b>(17,331)</b>	<b>(17,702)</b>	<b>(371)</b>
<b>Transfers between Reserves / Funds</b>									
Net Recharge to the HRA	(343)	(25)	318	(3,086)	(775)	2,311	(4,114)	(4,120)	(6)
<b>Net Movement on General Fund Working Balance</b>	<b>(242)</b>	<b>3,687</b>	<b>3,929</b>	<b>(1,915)</b>	<b>28,743</b>	<b>30,658</b>	<b>(7)</b>	<b>106</b>	<b>113</b>

**Interpreting this report**

**Net Cost of Services**

This subtotal includes those costs which are directly attributable to specific Council services, excluding recharges and capital items.

**Other Items**

This subtotal shows corporate costs and income, including grants from central government and taxation.

**Net Movement on General Fund Working Balance**

This line shows the increase or decrease to the General Fund working balance

**CAPITAL PROGRAMME MONITORING BY SCRUTINY COMMITTEE FOR DECEMBER 2018**

Scheme	Budget Holder	Original Budget	Prior Year Slippage	Adj's, Supps, Virements	Adjustments Slippage identified at Q1 and Q2	In-Year Adjustments	Current Budget	Forecast Slippage	Revised Budget	Projected Outturn	Projected Over / (Under)
<b>General Fund</b>											
<b>Strategic Planning and Environment</b>											
<b>Commercial Assets and Property Development</b>											
54 Demolish Gadebridge Park Green-Keeper's Shed	Richard Rice	0	20,000	0	(20,000)	(20,000)	0	0	0	0	0
		<b>0</b>	<b>20,000</b>	<b>0</b>	<b>(20,000)</b>	<b>(20,000)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Environmental Services</b>											
55 Wheeled Bins & Boxes for New Properties	Craig Thorpe	20,000	0	0	0	0	20,000	0	20,000	10,000	(10,000)
56 Play Area Refurbishment Programme	Craig Thorpe	0	278,722	0	0	0	278,722	0	278,722	278,722	0
57 Waste & Recycling Service Improvements	Craig Thorpe	15,000	75,000	30,000	0	30,000	120,000	(30,000)	90,000	90,000	0
58 Commercial Waste Collection System	Craig Thorpe	0	25,000	0	0	0	25,000	0	25,000	23,000	(2,000)
59 Gadebridge Park - Splash Park	Craig Thorpe	200,000	40,192	0	0	0	240,192	0	240,192	201,724	(38,468)
60 Gadebridge Park - Infrastructure Improvements	Craig Thorpe	0	121,783	0	0	0	121,783	0	121,783	137,139	15,356
61 Gadebridge Park - Renovation of White Bridge	Craig Thorpe	250,000	0	0	0	0	250,000	(200,000)	50,000	50,000	0
62 Walled Garden Irrigation System (Gadebridge Park)	Craig Thorpe	0	0	15,000	0	15,000	15,000	0	15,000	15,350	350
63 Fleet Replacement Programme	Craig Thorpe	875,000	1,716,653	(30,000)	(1,060,000)	(1,090,000)	1,501,653	(623,820)	877,833	877,833	0
64 Fleet Services Renew Plant & Equipment	Craig Thorpe	155,000	0	0	0	0	155,000	(155,000)	0	0	0
		<b>1,515,000</b>	<b>2,257,350</b>	<b>15,000</b>	<b>(1,060,000)</b>	<b>(1,045,000)</b>	<b>2,727,350</b>	<b>(1,008,820)</b>	<b>1,718,530</b>	<b>1,683,768</b>	<b>(34,762)</b>
<b>Strategic Planning and Regeneration</b>											
65 Maylands Phase 1 Improvements	Chris Taylor	0	0	0	0	0	0	0	0	0	0
66 Swan Park/Education Centre (Durrants Lakes)	Chris Taylor	0	54,015	0	(54,015)	(54,015)	0	0	0	0	0
67 Maylands Business Centre	Chris Taylor	0	0	0	0	0	0	0	0	0	0
68 Water Gardens	Chris Taylor	0	(531,570)	550,000	0	550,000	18,430	0	18,430	26,000	7,570
69 Community Centre Access Improvements	Chris Taylor	(50,000)	125,159	0	(50,000)	(50,000)	25,159	(5,159)	20,000	20,000	0
70 Hemel Street Furniture	Chris Taylor	0	20,000	0	0	0	20,000	0	20,000	20,000	0
71 The Bury - Conversion into Museum and Gallery	Chris Taylor	(20,000)	75,000	0	(55,000)	(55,000)	0	0	0	0	0
		<b>(70,000)</b>	<b>(257,396)</b>	<b>550,000</b>	<b>(159,015)</b>	<b>390,985</b>	<b>63,589</b>	<b>(5,159)</b>	<b>58,430</b>	<b>66,000</b>	<b>7,570</b>
<b>Totals: Strategic Planning and Environment</b>		<b>1,445,000</b>	<b>2,019,954</b>	<b>565,000</b>	<b>(1,239,015)</b>	<b>(674,015)</b>	<b>2,790,939</b>	<b>(1,013,979)</b>	<b>1,776,960</b>	<b>1,749,768</b>	<b>(27,192)</b>

<b>Report for:</b>	<b>SPAE Overview &amp; Scrutiny Committee</b>
<b>Date of meeting:</b>	<b>12 March 2019</b>
<b>PART:</b>	<b>1</b>
If Part II, reason:	

<b>Title of report:</b>	<b>Quarter 3 Performance</b>
Contact:	Councillor Janice Marshall, Portfolio Holder for Environmental Services and Sustainability  Craig Thorpe, Group Manager, Environmental Services
Purpose of report:	1.To report on Quarter 3 performance
Recommendations	1.That the report be noted
Corporate objectives:	To provide a clean, safe and green environment
Implications:	<u>Financial</u>  None as a result of this report
'Value For Money Implications'	<u>Value for Money</u>  None as a result of this report.
Risk Implications	None as result of this report
Equalities Implications	N/A
Health and Safety Implications	None as a result of this report
Consultees:	Officers within Environmental Services
Background papers:	Waste Tonnages and CSG Performance – Appendix 1  Corvu Report - Sickness – Appendix 2  Corvu Report – Performance – Appendix 3
Historical background	This report has been produced to provide an update to Members on performance against key objectives and an

<i>(please give a brief background to this report to enable it to be considered in the right context).</i>	overview of progress on a number of ongoing projects
Glossary of acronyms and any other abbreviations used in this report:	CSG – Clean, Safe and Green

## **Environmental Services Overview and Scrutiny Quarter 3 – Performance Review**

### **Introduction**

- **Environmental Services consists of the following:**

#### **1.1 Refuse and Recycling – Domestic and Commercial Waste Collections.**

- Providing scheduled collections of waste and recycling materials from over 62,000 domestic properties and 800 commercial waste customers
- Collection of over 5000 “paid for” bulky collections per annum upon request
- **Waste Transfer Site – ISO 14001 compliant**
  - Storage and bulking of over 24,000 tonnes of recycling materials for onward processing
  - Separation, storage and disposal of hazardous waste including asbestos, dead animals, paints and flammables.
- **Clean, Safe and Green (CSG)**
  - Scheduled grass cutting on behalf of Herts County, Housing Landlord and on Dacorum owned land
  - Maintenance of hedges, shrub beds and some roundabouts
  - Maintenance of parks and open spaces including play equipment
  - Maintenance of sports pitches
  - Weed spraying
  - Clearance of fly tips
  - Removal of graffiti
  - Removal and disposal of road kill
  - Management of Trees on behalf of Herts County, Housing, Dacorum owned land, parks and open spaces and woodlands
  - Management of Rights of Way and Countryside access

- **Educational Awareness**



- Initiating campaigns to promote the waste hierarchy through school talks and other initiatives. Also undertakes anti littering campaigns with local residents and businesses.
- **Fleet Management (Vehicle Repair Shop)**
  - Servicing and maintenance of all the Councils fleet of vehicles to ensure legal compliance with Road Transport Law and effective running of front line services.
- **Resources**
  - Recording and producing of key performance data such tonnages, reports from public and sickness figures which are shown as part of this report.

### **Service Updates:**

- **Waste Services**
  - Undertook continuing competency exam for WAMITAB site license.
  - Undertook successful ISO14001 – 2015 external re-certification.
  - Provided Train the Trainor training for 6 staff in Manual Handling and Reverse Assist.
- **Environmental Awareness**
  - Flats Improvement Project has begun and is going well with 3/5 blocks completed so far. The roll out of Block 4 (Hemel town centre, Maylands, Old Town) will be throughout January.
  - Food Waste Trial came to an end and the analysis report was put together and has now been approved at cabinet.
  - Anti-litter signs are now up on the A41 focusing on slip-roads and lay-bys; this news was shared through a press release and social media posts
  - Ran and completed the Love Food Hate Waste challenge in November – 72 participants in total with an average of £31.65 saved over the course of the month. Also had food waste tips shared on social media throughout 2 weeks at the end of November.
  - Delivered a month long ‘Green Christmas’ campaign with tips on reducing the amount of waste. Tonnage figures show that general waste this festive period was down over 12% and food waste was down 9% compared to last year, proving that residents are ‘reducing, reusing and recycling’
  - Hosted an information stall at the Councillor Marketplace
  - Delivered a presentation on recycling to a group of Street Champions
  - Waste Collection Calendars were designed and sent out to residents, as well as featuring in the Dacorum Digest and on our website.
  - There were 752 subscriptions for the Additional Garden Waste Service in 2018. The subscription link was removed in November and reopened in January. Increased subscription price from £50 to £55.
  - The Hertfordshire Fly Tipping Group, of which we are a part of, were nominated and came runners up at the LARAC Awards for the Best Communications Campaign.

- **Clean, Safe and Green**

- Completed training for all staff covering generic topics including- Manual Handling, Reversing Assistant, HAVs, Spill Kit training, WBV and Noise Control and Awareness, Sharps, General Health and Safety.
- Completed A41 litter pick and cleared over 7 tonnes on litter over a 10 day period.
- Completed Tier Two HAVs screening forms and awaiting feedback from OH.
- Completed all staff appraisals
- Area team are working round on the winter rota focusing on cutting back, deep cleaning and leaf clearance which is now completed.

## Personnel

Environmental Services	Oct 18	Nov 18	Dec 18
Long Term Sickness (days lost)	135	203	172.5
Short Term Sickness (days lost)	69	98.5	55
<b>Total Sickness (days lost)</b>	<b>204</b>	<b>301.5</b>	<b>227.50</b>

Days lost per FTE	1.07	1.55	1.18
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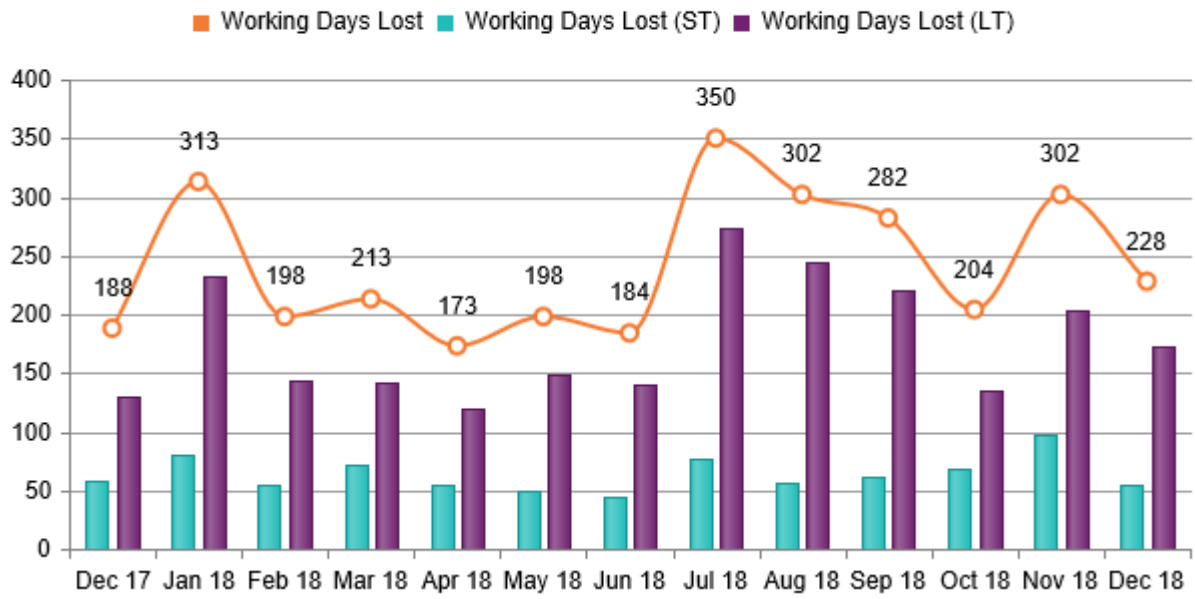
### Sickness days lost due to sickness:

Department	H Count	Oct 18	Nov 18	Dec18
Environmental Services Total	193	24	34	23
Operational Services + GM	5	23	34	22
Clean Safe & Green Management	4	12	14	6
Area Teams	83	11	14	5
Refuse & Recycling	4	15	19	14
Refuse & Recollection Crews	75	13	17	13
Depot Services	4	0	0	1
Trees & Woodlands	5	0	1	0
Vehicle Repairs	6	1	0	1
Resources	4	0	0	1
Waste Development (S)	3	0	0	0

### Return to work compliance:

Department	Oct 18	Nov 18	Dec 18	Total over 12 months	Average days to complete
Environmental Services	91.7%	95.7%	82.8%	79.4%	3.97%

### Total Working Days Lost per Month



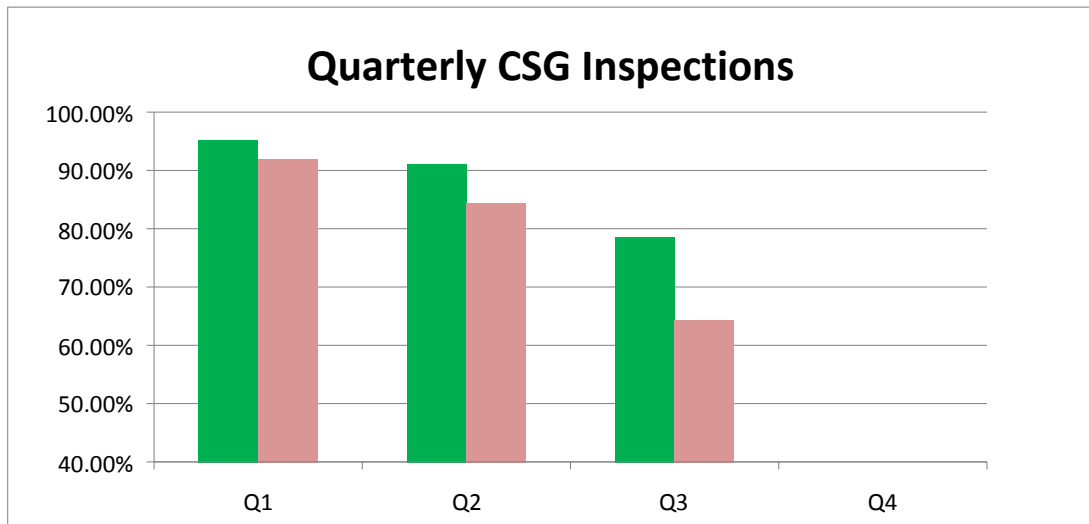
Quarterly Indicators to Update		Dec-2018				
Indicator Name	Report To	Indicator Owner	Updater & Secondary updater	Results Dec-18	Last Quarters Results Sep-18	Last Years Results Dec-17
TW04: Trees and Woodlands - Contractor Quality Performance	CMT AND OSC-FR	Craig Thorpe	Shirley Hermitage Camille McCawley	100% Info Only	25% Info Only	100% Info Only
CSG01: Percentage of dog fouling reports actioned within the set timescale of 7 days	CMT AND OSC-FR	Craig Thorpe	Shirley Hermitage New2	100% 38/38 Target: 95	100% 27/27 Target: 95	100% 29/29 Target: 95
CSG02: Percentage of fly tips collected within the set timescale of 7 days	CMT AND OSC-FR	Craig Thorpe	Shirley Hermitage New2	98.91% 271/274 Target: 95	95.34% 389/408 Target: 95	97.15% 273/281 Target: 95
CSG04a: % of litter area inspections graded A or B - Litter	CMT AND OSC-FR	Craig Thorpe	Shirley Hermitage New2	100% 120/120 Info Only	100% 120/120 Info Only	No Data Target: 120
CSG05: Graffiti Removal - Percentage removed from Dacorum Structures within 7 days	CMT AND OSC-FR	Craig Thorpe	Shirley Hermitage New2	95.12% 39/41 Target: 95	92% 23/25 Target: 95	100% 12/12 Target: 95

Justified Missed collections (Excluding Assisted Collections)	CMT AND OSC-FR	Craig Thorpe	Shirley Hermitage Vacant	733 Bins Target: 750	839 Bins Target: 750	523 Bins Target: 750
WR03: Number of justified missed assisted collections	CMT AND OSC-FR	Craig Thorpe	Shirley Hermitage Vacant	124 Collections Target: 120	133 Collections Target: 120	67 Collections Target: 120
WR06: Total tonnage of garden waste collected	CMT AND OSC-FR	Craig Thorpe	Shirley Hermitage Vacant	2080.7 Tonnes Target: 3600	2470.57 Tonnes Target: 3600	2129.65 Tonnes Target: 2550
WR07: Tonnage of food waste.	CMT AND OSC-FR	Craig Thorpe	Shirley Hermitage Vacant	1157.84 Tonnes Target: 1020	1130.02 Tonnes Target: 1020	1199.4 Tonnes Target: 1020
WR05: Dry recycling Collected	CMT AND OSC-FR	Craig Thorpe	Shirley Hermitage Vacant	3561.98, Tonnes Target: 3600	3720.6, Tonnes Target: 3600	3405.57, Tonnes Target: 3600

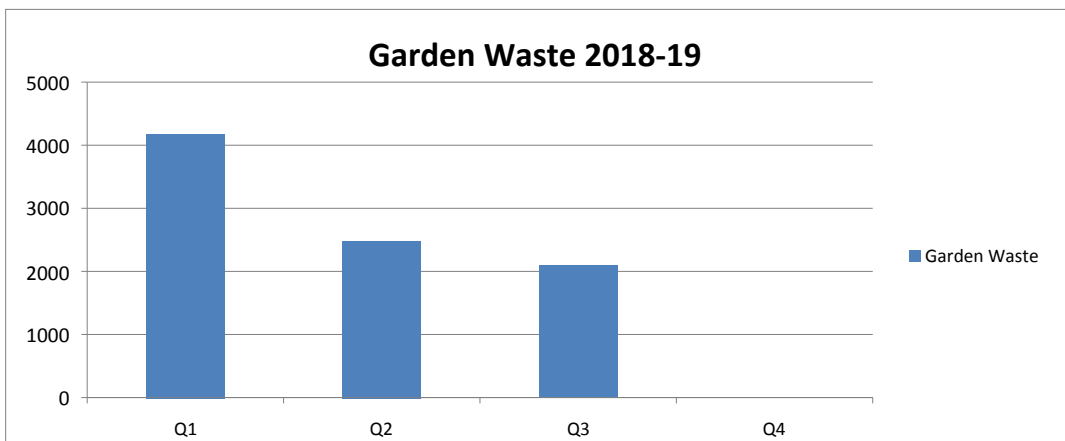
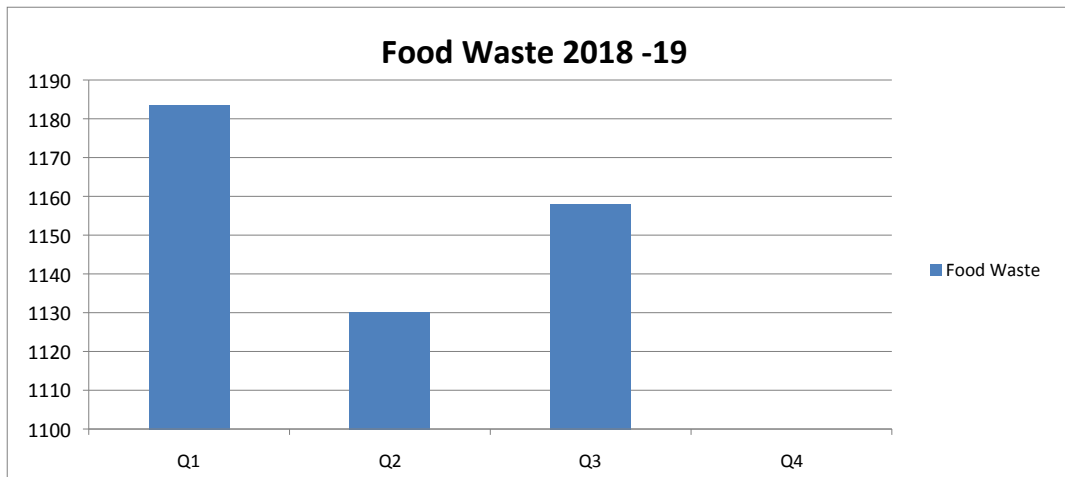
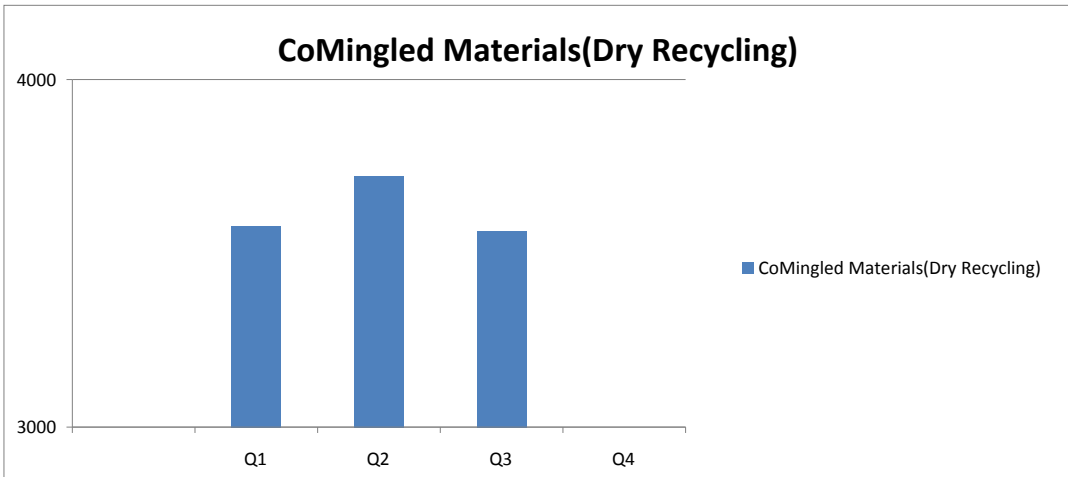
## CSG Litter & Detritus Inspections 2018/19

Litter	Detritus	120 Inspections per quarter
Grade A+B	Grade A+B	
114	110	
109	101	
94	77	

	Q1	Q2	Q3	Q4
Litter	95.00%	90.83%	78.33%	
Detritus	91.67%	84.17%	64.17%	



DBC Outgoing Weights / Rocket Data					
2018-19	CoMingled Materials(Dry Recycling)		Food Waste		Garden Waste
Q1	3575.63	Q1	1183.21	Q1	4162.4
Q2	3720.6	Q2	1130.02	Q2	2470.57
Q3	3561.98	Q3	1157.84	Q3	2080.7
Q4		Q4		Q4	



# Agenda Item 9



<b>Report for:</b>	<b>Strategic and Environment Overview and Scrutiny Committee</b>
<b>Date of meeting:</b>	<b>12<sup>th</sup> March 2019</b>
<b>Part:</b>	<b>1</b>
If Part II, reason:	

<b>Title of report:</b>	<b>Q4- Performance Report for Environmental and Community Protection</b>
<b>Contact:</b>	Neil Harden, Portfolio Holder for Community and Regulatory Services  Author/Responsible Officer  Emma Walker, Group Manager (Environmental and Community Protection) David Austin, Assistant Director (Neighbourhood Delivery)
<b>Purpose of report:</b>	To provide Members with the performance report for quarter 3 in relation to Environmental and Community Protection.
<b>Recommendations</b>	For Information only.
<b>Corporate objectives:</b>	Resources and Value For Money; Optimise Resources and Implement Best Practice.
<b>Implications:</b>	<u>Financial</u> None.
<b>'Value for money' implications</b>	<u>Value for money</u> Monitoring Performance supports the Council in achieving Value for Money for its citizens.
<b>Risk implications</b>	Risk Assessment completed for each service area as part of Service planning and reviewed quarterly. Key risks are recorded on the Council's Risk Register which has been Updated recently. The key risks relate to not achieving statutory targets and failing to protect the public/businesses from Environmental Health Risks : <ul style="list-style-type: none"> <li>• If statutory targets are not achieved the service can be Taken over and managed by the Government.</li> <li>• Potentially the public &amp; businesses put at risk</li> <li>• Legal action taken against the Council</li> <li>• Reputational damage to Council</li> </ul>
<b>Equality Impact Assessment</b>	Equality Impact Assessment completed for all enforcement Policies.



Health and safety Implications	None
Consultees:	
Background papers:	Quarterly Performance Report – Quarter 3 (attached).
Historical background <i>(please give a brief background to this report to enable it to be considered in the right context).</i>	
Glossary of acronyms and any other abbreviations used in this report:	

## 1. Background

1.1 For the purpose of this report, 'Environmental and Community Protection' includes the following services:

- Environmental Health Team (Food Safety, Health and Safety, Statutory Nuisances, Contaminated Land, Drainage, Private Water Supplies, Infectious Diseases, Air Quality Management, High Hedges)
- Operations Team (Public Health, Pest Control, Dog Warden Services)
- Corporate Health, Safety and Resilience Team (Internal Health and Safety Advice, Emergency Planning and Business Continuity).
- Anti-Social Behaviour and Environmental Enforcement Team (ASB, Fly-Tipping, Abandoned Vehicles, Graffiti).

## 2. Environmental and Community Protection - Q3 Performance Indicators

2.1 In Q3 due to Christmas being a busy time for food businesses the KPI always is lower than expected. This year it is 47.5%. However, the year to date figure (not reported on Rocket) is 78.9% so slightly ahead for expected 75% at this time of year.

2.2 63.64% of Noise cases were closed within 60 days this is slightly below the target, this is due to the fact that the winter noise complaints can be more complex due to the different types of noise rather than the noisy neighbours you tend to receive in the summer months.

2.3 85.59% of Food Premises are 4 or 5 rated in Dacorum, this shows the excellent compliance we achieve with Officers in the Food Team working with

businesses to ensure high standards. It is the minority of food businesses that are non-compliant.

2.4 87.85% of Service requests are acknowledged within 3 working days. Staff sickness affected the service in Q3, however the remaining staff managed to respond to majority of customers within 3 days.

2.5 80.48% of Fly-Tips were visited by an Enforcement Officer within 3 working days this is a huge increase on Q2. Officers have new ways of working and the database has been reconfigured to ensure this data is captured more easily.

2.6 95.48% of Development Control Consultations with Environmental and Community Protection have a formal response within 20 working days. Significant work has been put into responding to planning enquiries. The Environmental Health Team has carried out several training sessions with DM to assist both departments into smoother working relationships.

2.7 8 Fixed Penalty Notices were served for Fly-Tipping in Q3. These are offered in some cases of Fly-tipping as an alternative to prosecution.

2.8 32 accidents occurred associated with DBC work activities in Q3, which is a reduction of 12 accidents in the same period last year.

2.9 4 Accidents associated with DBC work activity were reported to the HSE in Q3 which is an increase of 2 on the same time last year.

### **3. Environmental Health Team**

3.1 There have been further staffing changes in the Environmental Health Team. Neil Polden has been appointed on a permanent basis to Lead Environmental Health Officer (Environmental Protection). This post was a result of a reorganisation in November 2017, prior to this time a similar post had been filled by temps for a year due to us being unable to recruit. Kenny Abernethy (Temporary Scientific Officer) has had his contract extended until and of April 2019. There are two officers employed on a pay per inspection basis in the Food, Health and Safety section, this has proved to save approximately £20K in temp costs although does limit the work that these officers can be expected to cover.

3.2 Enforcement Action Update,

- 3 Health and Safety Improvement Notices served.
- 4 Hygiene Improvement Notices.
- Health and Safety Prohibition Notice served.
- Interview under Caution relating to on-going Health and Safety Case, further S20 request for information notice served.

3.3 Five Community Protection Warnings and One Community Protection Notice relating to Noise complaints have been served. This is following on from a piece of work carried out by the Enforcement Group to look at extending the use of Community Protection Notices beyond the Anti-Social Behaviour Team. All teams within Environmental and Community Protection (with exception of the Corporate Health, Safety and Resilience Team) have used

these to target specific problems in community that have historically been problematic to resolve. Including, but not limited to certain types of noise complaints, fly-tipping on private land, pest infestations and dog fouling on private land. The Enforcement Group drafted a protocol and arranged training for ECP, Planning enforcement, licensing and housing teams. The training was well received by officers and Enforcement Group will be monitoring use of CPN's across the Council for consistency in approach.

3.4 15 Prevention of Damage by Pest Act Notices had been served to deal with a widespread pest infestation in the Bennetts End area spanning several properties. This approach sustained compliance to ensure the area pest populations were sufficiently reduced.

3.5 Two Trainee Environmental Health Officers started their second year at University, Mark Dewey is expected to Qualify in 2020 and Rebecca Prescott in 2023.

3.6 Several long standing cases for both Food Hygiene and Health and Safety Cases are due in court in Q4. As these cases are very complex they usually involve several visits to court, and adjournments for further information. These cases take a significant amount of resource from the Environmental Health Team. Monica Vitorino was the Lead Officer in a Food Hygiene Prosecution against Flamingos Grill in Gossoms End, Berkhamsted. The defendant (Mr. Ashfaq) was found guilty of 21 hygiene offences resulting in a fine of £15,750, with costs of £9,281 and victim surcharge of £75. The total amount payable to the court was £25,106 - this took into account Mr. Ashfaq's guilty plea, otherwise the fine would have been greater.

#### **4. Corporate, Health, Safety and Resilience Team**

4.1 Corporate, Health, Safety and Resilience Team Leader gave an update presentation to the Leadership Team on progress with the Health and Safety Work Streams Work plan. This incorporated progress on audit outcomes and new reporting structure to ensure sustained improvements.

4.2 Accident figures reported internally to the Health and Safety Committee have been looked at and re-classified to ensure more useful data, to ensure trends are identified.

4.3 Display Screen Equipment Assessments have been fully automated and sent out on a monthly basis to all employees due for an assessment. These are then reviewed by a DSE trained assessor, complex or high risk assessments are referred to the Corporate Health, Safety and Resilience Team.

4.4 Lone working devices have been retendered and a new supplier has been awarded the contract. The new Sky-guard devices will be rolled out in Q4, online training is available and face to face training will also be available to those employees, who have been instructed to use a device by the device Group Manager.

4.5 Team Leader attended a multi-agency COMAH exercise to test emergency response plans around the Buncefield Site. Feedback on the event was positive and plans worked well.

## **5. Operations Team**

- 5.1 An Animal Health and Pest Control officer Daniel Newcombe was appointed. Daniel has now completed his Pest Control Qualification and will be carrying out the full role after a period of training.
- 5.2 Public Space Protection Order relating to Dog Control has been recirculated to statutory consultees, no further comments have been received, The PSPO is due at cabinet on the 19<sup>th</sup> March 2019.
- 5.3 Public Health and Animal Welfare Lead Officer, Sarah Lewis has been working with Licensing to carry out all the inspections of all the Licensed Animal Premises in the Borough following implementation of new regulations.
- 5.4 An Improvement Notice has been served under the Animal Welfare Act in relation to a dog that had been seized for straying. The dog was in need to veterinary attention, as a result of the visit to the vets the dog was euthanised. A Community Protection Notice was served relating to a Dangerous Dog behaviour.
- 5.5 The Dog Warden Service was awarded with a Gold Stray Dog Footprint award by the RSPCA, and as we have held this for 5 years they have awarded us a Platinum one for special recognition.

## **6. Anti-Social Behaviour and Environmental Enforcement Team**


- 6.1 A premises closure extension was gained for Loxley Road in Berkhamsted until 9<sup>th</sup> Jan for Anti-Social Behaviour and Drug related activity. This is the maximum of 6 months now. The ASB and Tenancy teams are looking into further options.
- 6.2 The new Enforcement Officers (Gemma Reid and Paul Coats) attended enforcement academy training on Enviro-crime enforcement.
- 6.3 Prosecution pending for large fly tip in Bovingdon/Boxmoor, the defendant did not appear in court and a warrant has been issued for his arrest.
- 6.4 Appeal at Royal Courts of Justice for long running Anti-Social Behaviour case in Marnham Rise, at court on 12<sup>th</sup> December. The appeal was found in the Councils favour, agreeing that the correct course of action in this case was a premises closure. The defendant now has the option of appealing to the Supreme Court.
- 6.5 The Team submitted a bid to the Police and Crime Commissioners Office to part-fund an Anti-Social Behaviour Support Officers Post. The bid was supported by agencies that attend the Responsible Authorities Officers Group (RAOG). We had already had funding for a part-time fixed term post but had been unable to recruit to this post. Should the bid be successful the match funding should make the role more attractive to potential applicants. The post holder will offer support to victims of ASB and support them with the court process.




## OSC Report - Strategic Planning & Environment Department - Neighbourhood Delivery

Indicator Name	Results Dec-2018	Last Quarters Results Sep-18	Last Years Results Dec-17	RAG	Comments	Actions
Dacorum Delivers - Performance excellence						
ECP09 - Percentage of high risk (A-C) food inspections/interventions achieved within the quarter	No Data Target: 95	100% Target: 95	95.35% Target: 95	1   1   1	No Comments	No Info
Safe and Clean Environment - Maintain a clean and safe environment						
CSG01a - Number of dog fouling reports actioned within the set timescale of 7 days	38 Info Only	27 Info Only	29 Info Only		No Comments	No Info
CSG02a - Number of fly tips collected within the set timescale of 7 days	271 Info Only	389 Info Only	273 Info Only		No Comments	No Info
CSG01 - Percentage of dog fouling reports actioned within the set timescale of 7 days	100% 38 / 38 Target: 95	100% 27 / 27 Target: 95	100% 29 / 29 Target: 95	0   0   4	Updater Comments: All completed within the set timescale.	No Info
CSG02 - Percentage of fly tips collected within the set timescale of 7 days	98.91% 271 / 274 Target: 95	95.34% 389 / 408 Target: 95	97.15% 273 / 281 Target: 95	0   1   3	Updater Comments: 4 reports took over 7 days to collect = 2 x contractor for clearance, 1 x asbestos for specialist clearance & 1 no reason.	No Info
CSG04a - % of litter area inspections graded A or B - Litter	100% 120 / 120 Info Only	100% 120 / 120 Info Only			Updater Comments: Litter = 78.33% / Grade A&B Detritus = 64.17% / Grade A&B  2 x controlled sweeps carried out.	No Info

Indicator Name	Results Dec-2018	Last Quarters Results Sep-18	Last Years Results Dec-17	RAG	Comments	Actions
WR01a - Justified Missed collections (Excluding Assisted Collections)	733 Bins Target: 750	839 Bins Target: 750	523 Bins Target: 750	2   0   2	Approver Comments: Within target	No Info
WR03 - Number of justified missed assisted collections	124 Collections Target: 120	133 Collections Target: 120	67 Collections Target: 120	2   1   1	Approver Comments: Just outside of the target	No Info
ECP01 - Percentage of Noise Nuisance cases closed within 60 days	63.64% 7 / 11 Target: 0.75	90.41% 66 / 73 Target: 85		0   0   3	No Comments  Approver Comments: Majority of cases are closed within 60 days where this has not been possible this has been multi-departmental or multi-agency cases that are complex in nature.	No Info
ECP02 - Percentage of registered food premises that have a rating of 4 or 5.	85.59% 1331 / 1555 Target: 0.86	85.58% 1318 / 1540 Target: 90		0   1   2	No Comments  Approver Comments: This KPI show that the majority of food businesses are working with the Environmental Health Team to deliver high standards of Food Hygiene.	No Info
ECP03 - Percentage of ECP Service Requests responded to within target.	87.85% 745 / 848 Target: 0.95	90.65% 1251 / 1380 Target: 95		0   1   2	Updater Comments: Low Staff Numbers	No Info

Indicator Name	Results Dec-2018	Last Quarters Results Sep-18	Last Years Results Dec-17	RAG 	Comments	Actions
ECP05 - Percentage of Fly tips reported assessed by an Enforcement Officer within 3 working days	80.48% 503 / 625 Target: 0.9	41.49% 334 / 805 Target: 90		1   0   2	Updater Comments: We are looking into exceptions to this report to find out why the figure is lower than expected, though we did have staff sickness during this period  Approver Comments: This is a vast improvement on Q2, and Q4 is set to improve further still.	No Info
ECP06 - Development Control Consultations to ECP with a first formal response within 20 days.	95.48% 148 / 155 Target: 0.9	91.72% 155 / 169 Target: 90		0   0   3	No Comments	No Info
ECP07 - Number of FPN's Served	Value Info Only	Value Info Only	Value Info Only		Updater Comments: 8 FPN's served.  New templates have now been loaded so more FPN's can be issued by officers	No Info
HS01 - All reported accidents/incidents (Including those required to be reported to the HSE)	32 Info Only	33 Info Only	45 Info Only		No Comments	No Info
WR06 - Total tonnage of garden waste collected	2080.7 Tonnes Target: 3600	2470.57 Tonnes Target: 3600	2129.65 Tonnes Target: 2550	3   0   1	Approver Comments: As exoected - Reduced due to the suspension of garden waste collections	No Info
WR07 - Tonnage of food waste.	1157.84 Tonnes Target: 1020	1130.02 Tonnes Target: 1020	1199.4 Tonnes Target: 1020		Approver Comments: Achieved target	No Info
WR05 - Dry recycling Collected	3561.98, Tonnes Target: 3600	3720.6, Tonnes Target: 3600	3405.57, Tonnes Target: 3600	0   2   2	No Comments	No Info



Indicator Name	Results Dec-2018	Last Quarters Results Sep-18	Last Years Results Dec-17	RAG 	Comments	Actions
HS02 - Accidents / incidents that are notifiable to the HSE under RIDDOR ( Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) This includes occupational diseases	4 Info Only	1 Info Only	2 Info Only		No Comments	No Info

# Agenda Item 10



<b>Report for:</b>	<b>Strategic Planning and Environment Overview and Scrutiny Committee</b>
<b>Date of meeting:</b>	<b>12 March 2019</b>
<b>Part:</b>	<b>1</b>
If Part II, reason:	

<b>Title of report:</b>	<b>Planning, Development and Regeneration Quarter 3 Performance Report 2018-19</b>
<b>Contact:</b>	Cllr Graham Sutton, Portfolio Holder for Planning and Infrastructure  Author/Responsible Officer: James Doe, Assistant Director – Planning, Development and Regeneration
<b>Purpose of report:</b>	To set out the performance outturn for the service for Quarter 3 of 2018-19
<b>Recommendations</b>	That the report be noted.
<b>Corporate objectives:</b>	All Corporate Objectives are relevant with this annual review of service performance.
<b>Implications:</b>	<u>Financial</u>  None arising from decisions on this report though the financial indicators for Building Control and Local Land Charges report an under recovery of income against target levels, and an over-recovery for planning fee income.
<b>'Value for money' implications</b>	<u>Value for money</u>  None arising from this report.
<b>Risk implications</b>	Risk register currently under review.
<b>Community Impact Assessment</b>	Not applicable for this report.
<b>Health and safety Implications</b>	Not applicable for this report.

Consultees:	Mark Gaynor, Corporate Director Housing and Regeneration  Chris Taylor, Group Manager Strategic Planning and Regeneration  Sara Whelan, Group Manager Development Management and Planning
Background papers:	Performance report (appendix 1)
Glossary of acronyms and any other abbreviations used in this report:	None.

### **Executive Summary**

1. This report presents the performance outturn for the Planning, Development and Regeneration service for the third quarter of the business year 2018-19. The full performance report is at Appendix 1.
2. Of 17 indicators, eleven are running at green; three at red and three are for information only. This is an improvement on quarter 2 performance where nine of the indicators were at green.


### **Key Issues**

3. The exceptions to good performance remain in the areas of income for Building Control and Land Charges and one aspect of processing Building Control applications.
4. Building Control Income (FIN15). Consistent with the last report to the Committee, the target for fee income is unlikely to met this year. Income has improved over the year, with work being won back from approved inspectors and partnerships being formed with agents which brings in more income from the checking of plans.
5. Whereas income levels fell off in the first half of 2018/19, monthly targets are now being met. Income for the year to date at the end of Q3 is just £40k under target and is projected to finish the financial year at around this level. This has been taken into account for the overall projected end of year outturn.
6. Building Control application processing times (BC01). The current indicator is based on the service aiming to process all building control applications within two months of receipt. Historically the service has hit 100% performance. In Q2, it was down to 74% and it has now improved to just under 90%.
7. The Q2 performance report referred to the introduction of new processes in the service with the aim of providing a same day service for the processing of

applications made under the Building Regulations. This is now operational and most applications are now decided in a single day: this has been critical in winning new work and boosting income that would otherwise have been lost.

8. The service has had to deal with a backlog of some cases that had gone over time, and hence the full picture is of performance a little below the 100% in two months.
9. This performance indicator no longer reflects the new ambitions and ethos of the service and we will be bringing in new, more challenging measures for the performance of the Building Control service in 2019/20.
10. Land Charges Income (FIN17). The slowdown in the property market continues to affect income from property searches requested by solicitors and conveyancers which are dealt with by the service; as such the income received by the end of Q3 is around £56k below target. Work coming into the service dipped considerably in December to 74 search requests which may be expected due to the festive season; this rose to 134 searches in January. The proposed budget for 2019/20 will downgrade the fee income expectations.
11. In respect of other indicators performance has been strong with some improvements.
12. Processing of Planning Applications (DMP04, 05 and 06). Performance on major applications (04) was up to 87.5%, comfortably over the 60% target; Minors (05) also up at 82% and ahead of the 65% target; Other applications (06) at just under 90% again well ahead of the 80% target.
13. Planning Appeals (DMP30). Performance was up at 72% of cases dismissed on appeal, in support of the Council's decisions.

## OSC Report - Strategic Planning & Environment Department - Planning, Development and

Indicator Name	Results Dec-2018	Last Quarters Results Sep-18	Last Years Results Dec-17	RAG 	Comments	Actions
Dacorum Delivers - Efficiencies						
DMP05 - Percentage of minor applications determined within 8 weeks	82.18% 83 / 101 Target: 65	77.11% 64 / 83 Target: 65	78.9% 86 / 109 Target: 65	0   0   4	No Comments	No Info
DMP06 - Percentage of other applications determined within 8 weeks	89.57% 249 / 278 Target: 80	92.76% 269 / 290 Target: 80	89.02% 227 / 255 Target: 80	0   0   4	No Comments	No Info
FIN15 - Building Control Income ytd actual against profiled budget	£408134 Target: 447832	£259858 Target: 298555	£406390 Target: 452910	4   0   0	No Comments	No Info
FIN16 - Planning Fees ytd actual against profiled budget	£1179795 Target: 782685	£743444 Target: 521790	£698264 Target: 572040	0   0   4	No Comments	No Info
FIN17 - Search Fees ytd actual against profiled budget	£162567 Target: 218250	£115183 Target: 145500	£177051 Target: 218250	4   0   0	No Comments	No Info
Dacorum Delivers - Performance excellence						
BC01 - Percentage of Building Control Applications determined within 2 months	89.74% 70 / 78 Target: 100	73.75% 129 / 174.92 Target: 100	96.64% 144 / 149 Target: 100	2   0   2	Updater Comments: Old application determined out of time  Approver Comments: noted that old applications are being determined	No Info
DMP04 - Percentage of major applications determined within 13 weeks (YTD)	87.5% 14 / 16 Target: 60	75% 6 / 8 Target: 60		0   0   4	Updater Comments: Target met  Approver Comments: good result	No Info

Indicator Name	Results Dec-2018	Last Quarters Results Sep-18	Last Years Results Dec-17	RAG	Comments	Actions
DMP07 - Percentage of planning applications refused	7.13% 59 / 828 Target: 10	5.69% 32 / 562 Target: 10	5.67% 20 / 353 Target: 10	0   0   4	No Comments No Comments	No Info
DMP08 - Percentage of planning applications validated within 3 working days	71% 540 / 762 Target: 70	80% 590 / 733 Target: 70	41% 241 / 594 Target: 70	1   0   3	No Comments	No Info
PE01 - Percentage of priority 1 enforcement cases visited within 1 working day	100% 4 / 4 Target: 100	100% 4 / 4 Target: 100		0   0   4	No Comments Approver Comments: good result	No Info
PE02 - Percentage of priority 2 enforcement cases visited within 10 working days	95.9% 70 / 73 Info Only	94.6% 88 / 93 Info Only	83.3% 60 / 72 Target: 100	1   0   0	Updater Comments: An exceptionally busy Oct and Nov with a record number of cases. The three cases late were 1-day late.  Approver Comments: Noted that the three cases were only one day over	No Info
PE03 - Percentage of priority 3 enforcement cases visited within 15 working days	100% 67 / 67 Target: 100	100% 73 / 73 Target: 100	97.2% 69 / 71 Target: 100	0   2   2	Updater Comments: An excellent effort to achieve 100% bearing in mind very high caseload.  Approver Comments: good result	No Info
LC04 - Average time taken to process an official Local Land Charges search	6.31 Days  Target: 10	6.94 Days  Target: 10	8.28 Days  Target: 10	0   0   4	No Comments	No Info
DMP30 - Appeals dismissed	72.73% 8 / 11 Target: 70	68.75% 11 / 16 Target: 70	60% 3 / 5 Target: 70	0   1   3	Updater Comments: One appeal was withdrawn  No Comments	No Info

Indicator Name	Results Dec-2018	Last Quarters Results Sep-18	Last Years Results Dec-17	RAG	Comments	Actions
SPR20 - Level of CIL receipts	916520 Info Only	353908 Info Only	322518 Info Only		No Comments	No Info
Regeneration - Deliver a Regeneration Plan for Dacorum						
SPR05 - Number of new homes completed	56 Homes Info Only	69 Homes Info Only	96 Homes Info Only		No Comments	No Info
DMP02 - Number of planning applications received	685 Applications Info Only	664 Applications Info Only	532 Applications Info Only		No Comments No Comments	No Info

# Agenda Item 11



<b>Report for:</b>	<b>SPAE Overview &amp; Scrutiny Committee</b>
<b>Date of meeting:</b>	<b>12 March 2019</b>
<b>PART:</b>	<b>1</b>
If Part II, reason:	

<b>Title of report:</b>	<b>Annual Review</b>
Contact:	Councillor Janice Marshall, Portfolio Holder for Environmental Services and Sustainability  Craig Thorpe, Group Manager, Environmental Services
Purpose of report:	1.To present to Members key achievements over the past year
Recommendations	1.That the presentation be noted
Corporate objectives:	To provide a clean, safe and green environment
Implications:	<u>Financial</u>  None as a result of this report
'Value For Money Implications'	<u>Value for Money</u>  None as a result of this report.
Risk Implications	None as result of this report
Equalities Implications	N/A
Health and Safety Implications	None as a result of this report
Consultees:	Officers within Environmental Services
Background papers:	
Historical background <i>(please give a brief background to this report to enable it to be considered in the right context).</i>	This report has been produced to provide an update to Members on performance against key objectives and an overview of progress on a number of ongoing projects



Glossary of acronyms and any other abbreviations used in this report:	CSG – Clean, Safe and Green
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The Environmental Services has again had a busy year. A presentation will be given on the evening to inform and remind Members of the some of the key achievements.

# Agenda Item 12



Report for:	<b>Strategic Planning and Environment Overview &amp; Scrutiny Committee</b>
Date of meeting:	<b>12 March 2019</b>
Part:	<b>1</b>
If Part II, reason:	

Title of report:	<b>Parking Standards Supplementary Planning Document</b>
Contact:	Councillor Graham Sutton, Portfolio Holder for Planning and Infrastructure  Author/Responsible Officer: <ul style="list-style-type: none"> <li>• Andrew Horner/John Chapman – Strategic Planning Team</li> <li>• James Doe – Assistant Director: Planning, Development and Regeneration</li> </ul>
Purpose of report:	To consult the Committee on the Draft Parking Standards Supplementary Planning Document (SPD).
Recommendations	That Committee informs Cabinet of its views on the Draft Parking Standards Supplementary Planning Document.
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"> <li>• <i>Safe and clean environment</i>: e.g. support policies in the Local Plan that promote a safe built environment</li> <li>• <i>Dacorum delivers</i>: e.g. helps provides a clear framework upon which planning decisions can be made.</li> </ul>
Implications:	<u>Financial</u>  None directly associated with this report.
'Value for money' implications	<u>Value for money</u>  Consultants Markides were appointed through a formal procurement process where cost and value for money considerations were reflected in the scoring criteria.

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	Will be provided for the 19 March 2019 Cabinet report on the Draft SPD.
Health and safety Implications	Ensuring an appropriate level of parking provision as part of new development will support future highway safety.
Consultees:	<p>The 'Parking Standards Review' report to your 19 June 2018 meeting explained what officer and member liaison had been carried out to inform the Markides Parking Standards Review report.</p> <p>Officers have been consulted on the Draft SPD as follows:</p> <ul style="list-style-type: none"> <li>• Development Management</li> <li>• Legal</li> <li>• Dacorum's Parking team</li> <li>• Environmental Health (Air Quality)</li> <li>• Local highway authority (HCC)</li> </ul>
Background papers:	<ol style="list-style-type: none"> <li>1. Dacorum Borough Local Plan (April 2004)</li> <li>2. Parking Standards Review, Markides Associates, October 2017</li> <li>3. Draft Parking Standards Supplementary Planning Document, Markides Associates, November 2018</li> <li>4. Dacorum Area Based Policies Supplementary Planning Guidance on 'Accessibility Zones' (May 2004)</li> <li>5. Roads in Hertfordshire – a Design Guide, HCC, January 2011</li> </ol>
Glossary of acronyms and any other abbreviations used in this report:	<p>HCC: Hertfordshire County Council  SPD: Supplementary Planning Document</p>

## 1.0 COMMITTEE CONSIDERATION OF PARKING STANDARDS REVIEW DOCUMENT

1.1 A report on the Parking Standards Review document, was considered by the Committee 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 Jenny Baker from Markides will be attending the meeting to give a presentation on the Draft SPD and answer Members' questions

2.3 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"> <li>• <b>Supermarkets, offices and general industry:</b> the new standards are lower.</li> <li>• <b>Housing:</b> 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.</li> </ul>
Accessibility zones and reduced parking standards in high accessibility locations	<p><b>At present:</b> there are four accessibility zones and the parking standards are lower in the more accessible zones (zones 1-3).</p> <p><b>Draft SPD:</b> two accessibility zones are proposed covering the most accessible areas:</p> <ul style="list-style-type: none"> <li>• Accessibility Zone 1: up to 30% reduction in general parking standard.</li> <li>• Accessibility Zone 2: 10% reduction in general parking standard.</li> </ul> <p>The rest of the Borough is outside the accessibility zones.</p>
Definition of accessibility zones	<p><b>At present:</b> 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><b>Draft SPD:</b> proposes that only the most accessible areas are in the accessibility zones, as follows:</p> <ul style="list-style-type: none"> <li>• Zone 1: approximate 10 minutes walk of Hemel Hempstead town centre.</li> <li>• Zone 2: approximate 20 minutes walk of Hemel Hempstead town centre and 10 minutes walk of Berkhamsted town centre.</li> </ul> <p>The proposed zone boundaries are different from the existing boundaries.</p>
Car-free development and other reduced parking provision	<b>At present:</b> 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.

	<b>Draft SPD:</b> Car-free schemes will be considered if justified by robust evidence (including parking stress surveys), but normally only in Accessibility Zone 1.
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- 2.4 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.
- 2.5 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 your meeting of any responses received.

- 2.6 Subject to any points raised through the stakeholder consultation, the Officer view is that the Draft SPD should now be published for public consultation purposes. Your Committee is requested to inform Cabinet of its views on the Draft SPD (see recommendations).

### **3.0 NEXT STEPS**

- 3.1 If Cabinet is in agreement on 19 March 2019, the Draft SPD will then be published for public consultation purposes. At their meeting, Cabinet will consider any requests that this Committee may make to amend the Draft SPD.
- 3.2 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.

# **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':

<b>Zone</b>	<b>Extent of zone</b>	<b>Reduction in general parking standard</b>
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"> <li>• <b>Supermarkets, offices and general industry:</b> the new standards are lower.</li> <li>• <b>Allocated and unallocated residential spaces:</b> 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.</li> <li>• <b>Housing schemes with unallocated parking provision:</b> for nearly all schemes the new standards are lower than the existing standards, particularly for 3 and 4 bedroom homes.</li> <li>• <b>Housing schemes with allocated parking provision:</b> 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.</li> </ul>

		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><b>Non-residential development:</b> 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><b>Residential Development:</b></p> <ul style="list-style-type: none"> <li>• Zones 1 and 2: Normal maximum standards apply</li> <li>• Zones 3 and 4: lower standards apply</li> </ul>	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%
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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><a href="http://www.dacorum.gov.uk/home/planning-development/planning-strategic-planning/supplementary-planning-documents-(spds)">http://www.dacorum.gov.uk/home/planning-development/planning-strategic-planning/supplementary-planning-documents-(spds)</a></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										
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		<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 <sup>2</sup> gross floor area (GFA) (use class A1)	1 space per 18 m <sup>2</sup> GFA	1 space per 22 m <sup>2</sup> GFA
Food superstores/ hypermarkets exceeding 2,500 m <sup>2</sup> GFA (use class A1)	1 space per 15 m <sup>2</sup> GFA	1 space per 18 m <sup>2</sup> GFA
Offices (use class B1(a))	1 space per 30 m <sup>2</sup> GFA	1 space per 35 m <sup>2</sup> GFA
General industry (use class B2)	1 space per 50 m <sup>2</sup> GFA	1 space per 75 m <sup>2</sup> 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="1176 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		
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		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="1176 831 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.																																																															
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Dacorum Borough Council

# Parking Standards Supplementary Planning Document

**November 2018**

**Project No. 17014**

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Dacorum Borough Council

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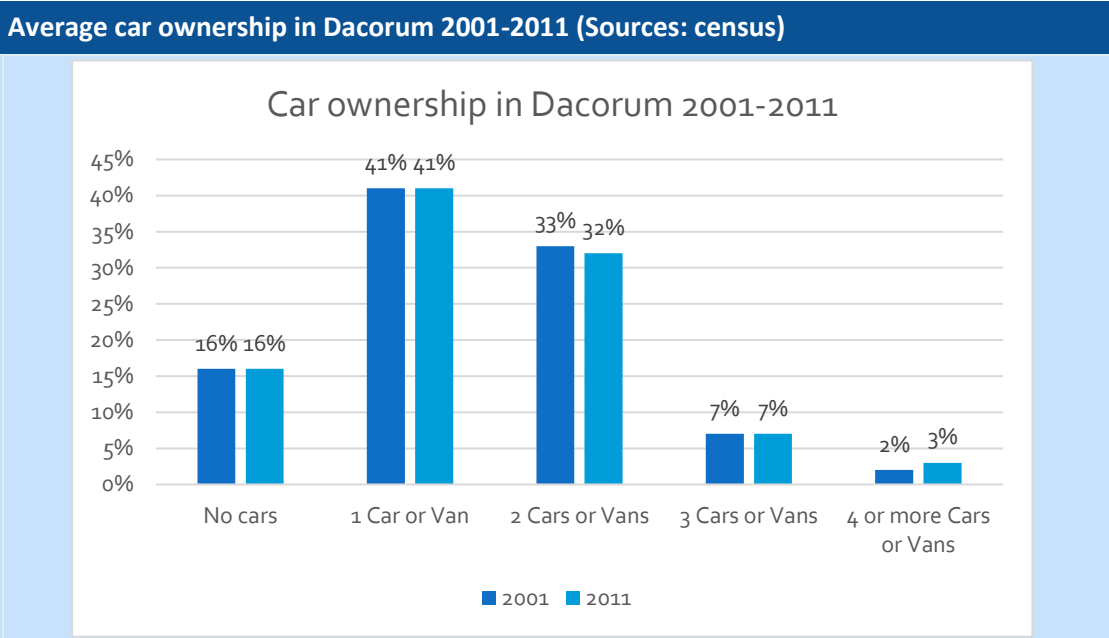
# 1. INTRODUCTION AND POLICY CONTEXT

## 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.

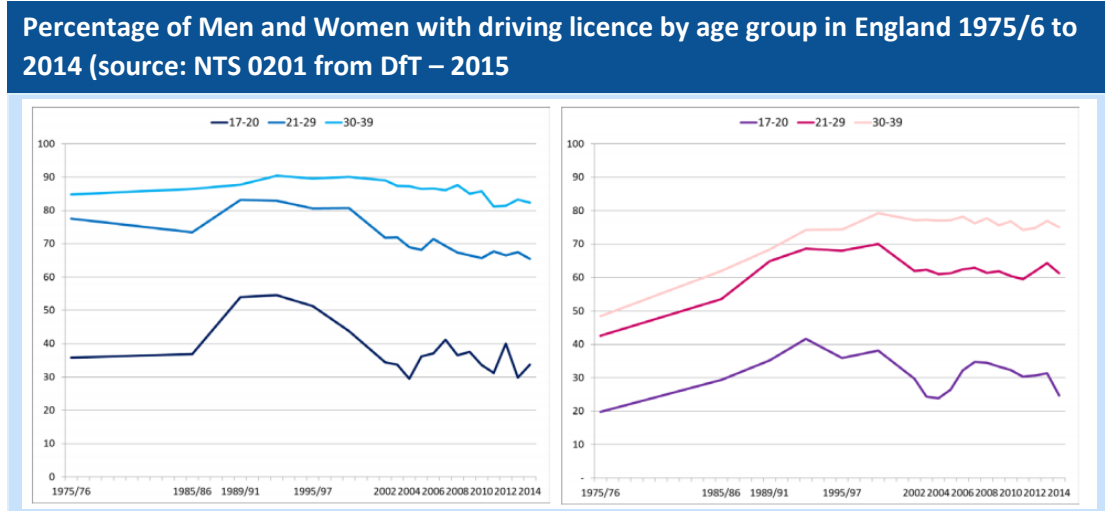
## Context

- 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 for<sup>1</sup>.



<sup>1</sup> 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 transport<sup>2</sup>. 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.

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<sup>2</sup> 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)<sup>3</sup>. 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 Plan<sup>4</sup>.

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<sup>3</sup> [http://www.dacorum.gov.uk/docs/default-source/planning-development/spar-11.11.10-maylandsparkingstrategy\\_finaldraft.pdf](http://www.dacorum.gov.uk/docs/default-source/planning-development/spar-11.11.10-maylandsparkingstrategy_finaldraft.pdf)

<sup>4</sup> <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 LEVELS<sup>5</sup>**

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 – 54<sup>6</sup>. 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.

<sup>5</sup> Source: 2001 and 2011 Census

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

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

<sup>6</sup> 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, research<sup>7</sup> 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

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<sup>7</sup> 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 study<sup>8</sup> 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,

<sup>8</sup> 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 appropriate<sup>9</sup>. 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

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<sup>9</sup> 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 **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.

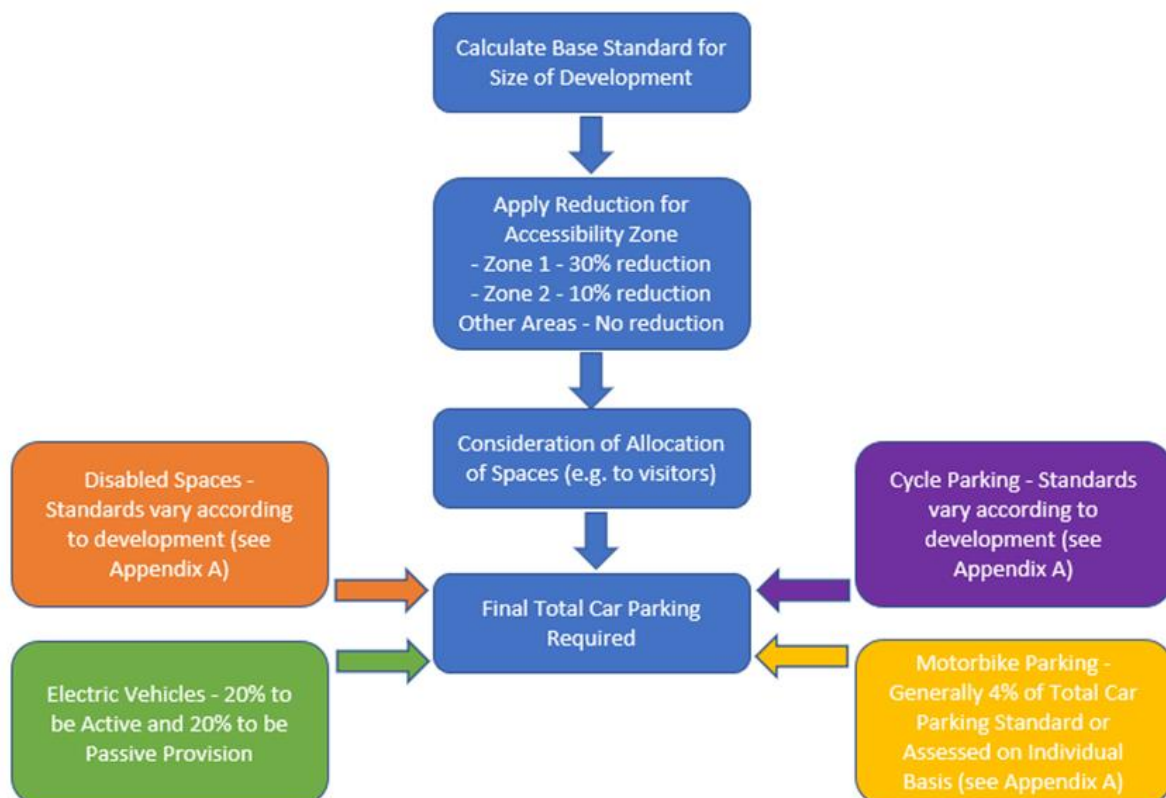
7.12 Some non-residential standards within **Appendix A** include lorry parking standards for certain land uses. The Council will normally expect proposals for new or expanded distribution centres to make provision for sufficient lorry parking.

**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*'<sup>10</sup>. 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

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<sup>10</sup> <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 Streets<sup>11</sup>. Wider parking bays for use by disabled people should be provided in accordance with the guidance given in Traffic Advisory Leaflet 5/95<sup>12</sup>. 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

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

<sup>12</sup> <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 Streets<sup>13</sup>, 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 facilities<sup>14</sup>.

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

<sup>14</sup> 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)<sup>15</sup>.
- 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)<sup>16</sup> 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*'<sup>17</sup>, 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.

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<sup>15</sup> [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)

<sup>16</sup> <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>

<sup>17</sup> <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 standard<sup>18</sup>. 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 unit<sup>19</sup>



<sup>18</sup> 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.

<sup>19</sup> Source; [www.zap-map.com](http://www.zap-map.com); Source – The Road to Zero, DfT, 2018 and [www.goultralow.com](http://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 unit<sup>20</sup>**



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) <sup>21</sup>	Power supply
C3 houses	1 per house	7kW Mode 2 with Type 2 connector	230v AC 32 Amp Single Phase dedicated supply

<sup>20</sup> Source: [www.zap-map.com](http://www.zap-map.com)

<sup>21</sup> 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](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 Guidance<sup>22</sup> and National guidance<sup>23</sup> 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](mailto: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

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

<sup>23</sup> <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.

<b>Guidance on the thresholds requiring a travel plan or travel plan statement (Source: Table 4 of Hertfordshire Travel Plan Guidance)</b>		
<b><u>Land Use</u></b>	<b><u>Travel Plan Statement</u></b>	<b><u>Travel Plan</u></b>
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 Scheme<sup>24</sup> 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.

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<sup>24</sup> <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 <sup>25</sup>	Motorbike parking <sup>26</sup>	Electric Vehicles <sup>25</sup>	Cycle parking standards <sup>26</sup>
		Accessibility Zone 1	Accessibility Zone 2	Rest of Borough (outside of accessibility zones)				
A1 Retail foodstores	(a) Small food shops up to 500 m <sup>2</sup> 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 <sup>2</sup> 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 <sup>27</sup> .	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 <sup>2</sup> GFA plus 1 L/t space per 10 maximum staff on site at any one time
	(b) Food supermarkets exceeding 500 m <sup>2</sup> GFA but not exceeding 2,500 m <sup>2</sup> GFA			1 space per 22 m <sup>2</sup> GFA <sup>29</sup>				
	(c) Food superstores/ hypermarkets exceeding 2,500 m <sup>2</sup> GFA			1 space per 18 m <sup>2</sup> 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 <sup>2</sup> GFA				1 S/t space per 350 m <sup>2</sup> 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 <sup>2</sup> GFA				
	(c) Garden centres up to 4,000 m <sup>2</sup> GFA			1 space per 25 m <sup>2</sup> GFA				

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<sup>25</sup> Part of car parking standard, not additional to it

<sup>26</sup> Additional to parking standard

<sup>27</sup> See 4.2.1.1. of BS 8300:2009 – 3mx6m

<sup>29</sup> 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 <sup>25</sup>	Motorbike parking <sup>26</sup>	Electric Vehicles <sup>25</sup>	Cycle parking standards <sup>26</sup>		
		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 <sup>2</sup> 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 <sup>28</sup>	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 <sup>2</sup> 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 <sup>2</sup> GFA (shared parking)						
A2 <sup>30</sup> 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 <sup>2</sup> 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 <sup>31</sup>	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 <sup>2</sup> 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 <sup>2</sup> 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 <sup>2</sup> GFA plus 1 L/t space per 10 maximum staff on site at any one.
	(b) Public houses/bars			1 space per 3 m <sup>2</sup> of floorspace of bar area plus 3 spaces per 4 employees						
	(c) Hot food			1 space 3 m <sup>2</sup> of floorspace of public						

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<sup>28</sup> See 4.2.1.1. of BS 8300:2009 – 3m x 6m

<sup>30</sup> Note: A2 offices should be treated as B1 offices

<sup>31</sup> See 4.2.1.1. of BS 8300:2009 – 3mx6m

Use Class	Description	Car Parking Standard			Disabled parking provision <sup>25</sup>	Motorbike parking <sup>26</sup>	Electric Vehicles <sup>25</sup>	Cycle parking standards <sup>26</sup>
		Accessibility Zone 1	Accessibility Zone 2	Rest of Borough (outside of accessibility zones)				
A3, A4 and A5 Food & drink (continued)	takeaway shops <sup>32</sup>			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 <sup>2</sup> GFA				
	(e) Roadside restaurants			1 space per 4 m <sup>2</sup> 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 <sup>2</sup> 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 <sup>2</sup> 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 <sup>2</sup> 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 <sup>2</sup> 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 <sup>2</sup> GFA Parking provision for lorries to be considered on a case by case basis.				

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<sup>32</sup> Excluding fast food drive thru restaurants

Use Class	Description	Car Parking Standard			Disabled parking provision <sup>25</sup>	Motorbike parking <sup>26</sup>	Electric Vehicles <sup>25</sup>	Cycle parking standards <sup>26</sup>
		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 <sup>2</sup> 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 <sup>2</sup> 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	20% of all spaces to be active provision, another 20% to be passive provision	1 S/t space per 500 m <sup>2</sup> GFA plus 1 L/t space per 10 f/t staff
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 <sup>2</sup> dining area plus 1 space per 5 m <sup>2</sup> dining area plus 1 space per 3 m <sup>2</sup> bar area plus 1 space per 5 m <sup>2</sup> public area in conference facility plus 1 space per 6 m <sup>2</sup> 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	20% of all spaces to be active provision, another



Use Class	Description	Car Parking Standard			Disabled parking provision <sup>25</sup>	Motorbike parking <sup>26</sup>	Electric Vehicles <sup>25</sup>	Cycle parking standards <sup>26</sup>
		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 <sup>25</sup>	Motorbike parking <sup>26</sup>	Electric Vehicles <sup>25</sup>	Cycle parking standards <sup>26</sup>
			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 Page 158 33	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%.						-

<sup>33</sup> 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 <sup>25</sup>	Motorbike parking <sup>26</sup>	Electric Vehicles <sup>25</sup>	Cycle parking standards <sup>26</sup>
			Accessibility Zone 1	Accessibility Zone 2	Rest of Borough (outside of accessibility zones)				
	Visitor parking <sup>34</sup>	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?	

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<sup>34</sup> 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 <sup>25</sup>	Motorbike parking <sup>26</sup>	Electric Vehicles <sup>25</sup>	Cycle parking standards <sup>26</sup>
		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 <sup>2</sup> 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 <sup>35</sup>	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 <sup>2</sup> GFA plus 1 L/t space per 10 staff on duty at any one time
	(b) Community/family centres			1 space per 9 m <sup>2</sup> 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 <sup>2</sup> GFA				
	(d) Places of worship			1 space per 10 m <sup>2</sup> GFA				
	(e) Surgeries & clinics			3 spaces per consulting room plus 1 space per employee other than consulting doctors/dentists/vets				1 S/t space per consulting room plus 1 L/t space per 10 staff on duty at any one time
	(f) Libraries			1 space per 30 m <sup>2</sup> GFA of freestanding development (otherwise assessed on merits)				1 S/t space per 100 m <sup>2</sup> GFA plus 1 L/t per 10 f/t staff
	(g) Miscellaneous cultural buildings			2 spaces plus 1 space per 30 m <sup>2</sup> of public floorspace				

<sup>35</sup> See 4.2.1.1. of BS 8300:2009 – 3mx6m

Use Class	Description	Car Parking Standard			Disabled parking provision <sup>25</sup>	Motorbike parking <sup>26</sup>	Electric Vehicles <sup>25</sup>	Cycle parking standards <sup>26</sup>
		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 <sup>36</sup>			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 <sup>36</sup>	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 –								

<sup>36</sup> 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 <sup>25</sup>	Motorbike parking <sup>26</sup>	Electric Vehicles <sup>25</sup>	Cycle parking standards <sup>26</sup>
		Accessibility Zone 1	Accessibility Zone 2	Rest of Borough (outside of accessibility zones)				
residential institutions (continued)	(ii) Nursery schools/ playgroups <sup>36</sup>	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 <sup>2</sup> 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 <sup>37</sup>	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	20% of all spaces to be active provision, another 20% to be passive provision

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<sup>37</sup> 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 <sup>25</sup>	Motorbike parking <sup>26</sup>	Electric Vehicles <sup>25</sup>	Cycle parking standards <sup>26</sup>
		Accessibility Zone 1	Accessibility Zone 2	Rest of Borough (outside of accessibility zones)				
(continued)					standard spaces <sup>38</sup>	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 <sup>2</sup> 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 <sup>39</sup> .	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 <sup>2</sup> 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 <sup>2</sup> GFA of rink				
	(h) Fitness centres/sports clubs			1 space per 15 m <sup>2</sup> GFA				
	(i) Ten pin bowling			2 spaces per lane <sup>40</sup>				
	(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							

<sup>38</sup> See 4.2.1.1. of BS 8300:2009 – 3mx6m

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

<sup>40</sup> TRICS data suggests reductions

Use Class	Description	Car Parking Standard			Disabled parking provision <sup>25</sup>	Motorbike parking <sup>26</sup>	Electric Vehicles <sup>25</sup>	Cycle parking standards <sup>26</sup>
		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 <sup>25</sup>	Motorbike parking <sup>26</sup>	Electric Vehicles <sup>25</sup>	Cycle parking standards <sup>26</sup>
		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 <sup>25</sup>	Motorbike parking <sup>26</sup>	Electric Vehicles <sup>25</sup>	Cycle parking standards <sup>26</sup>
		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 SPECIFICATION<sup>41</sup>

### 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.

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<sup>41</sup> 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
<b>Total</b>	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

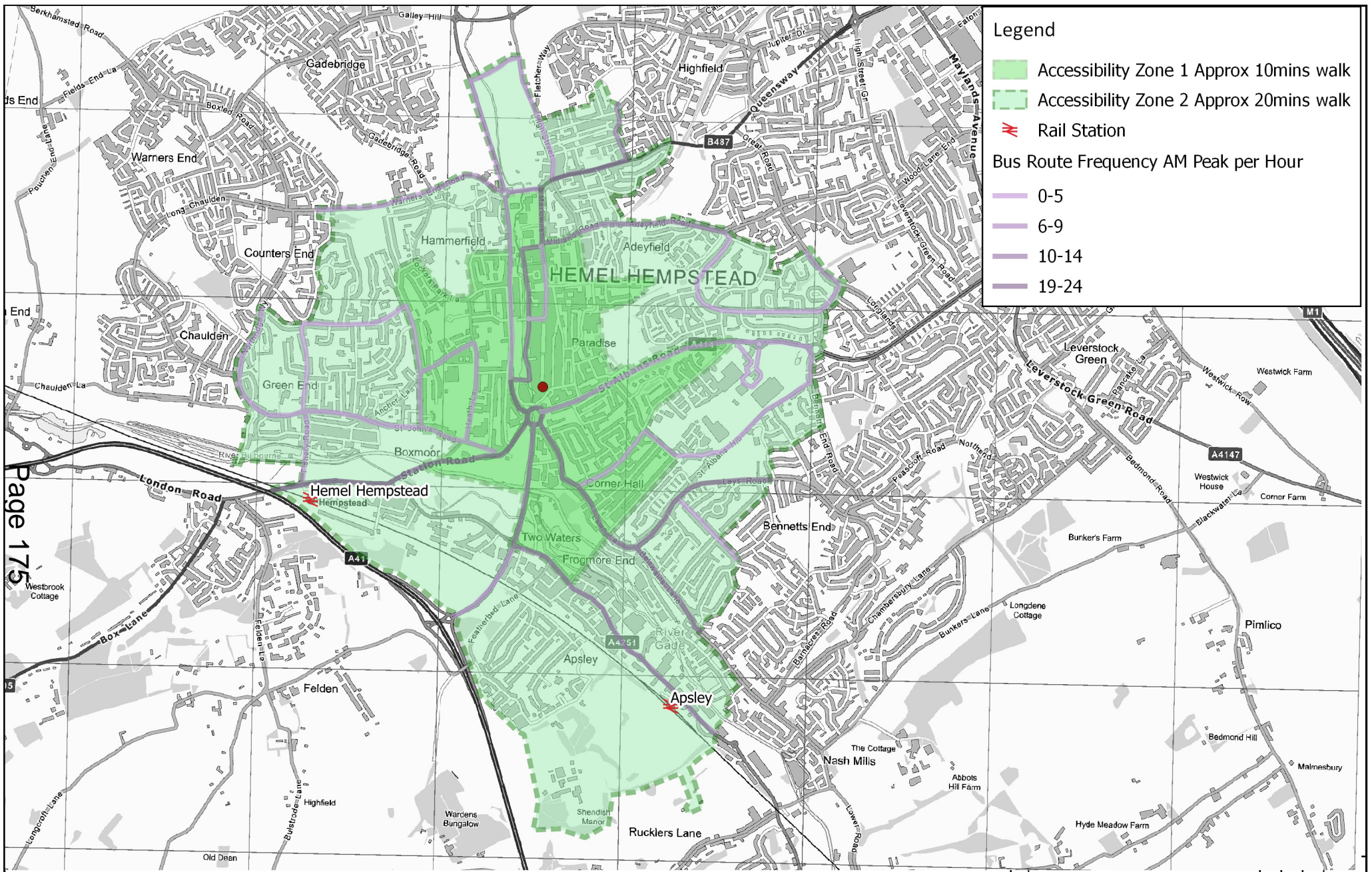
Section	Business	Residential
<b>Executive Summary</b>	A summary of the travel plan with committed statement from senior management.	A summary of the travel plan with a committed statement from Developer senior management representative.
<b>Introduction</b>	Explain the reasons for the plan, site location, history of the site and on-site activities.	Explain the reasons for the plan, site location, history of the site and on-site activities.
<b>Roles and Responsibility</b>	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.
<b>Objectives</b>	Clear objectives of what the plan is trying to achieve.	Clear objectives of what the plan is trying to achieve.
<b>Site Audit</b>	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.
<b>Action Plan</b>	A package of measures to be implemented.	A package of measures to be implemented.
<b>Targets</b>	SMART targets than can be monitored.	SMART targets than can be monitored.
<b>Budgets and Finance</b>	State the financial implications and funding streams of the plan.	State the financial implications and funding streams of the plan.
<b>Monitoring and Evaluation</b>	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.
<b>Publicity and Promotion</b>	Explain how measures will be publicised and promoted to staff and visitors.	Explain how measures will be publicised and promoted to staff and visitors.
<b>Securing and Enforcement</b>	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

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York Road,  
London  
SE1 7NX

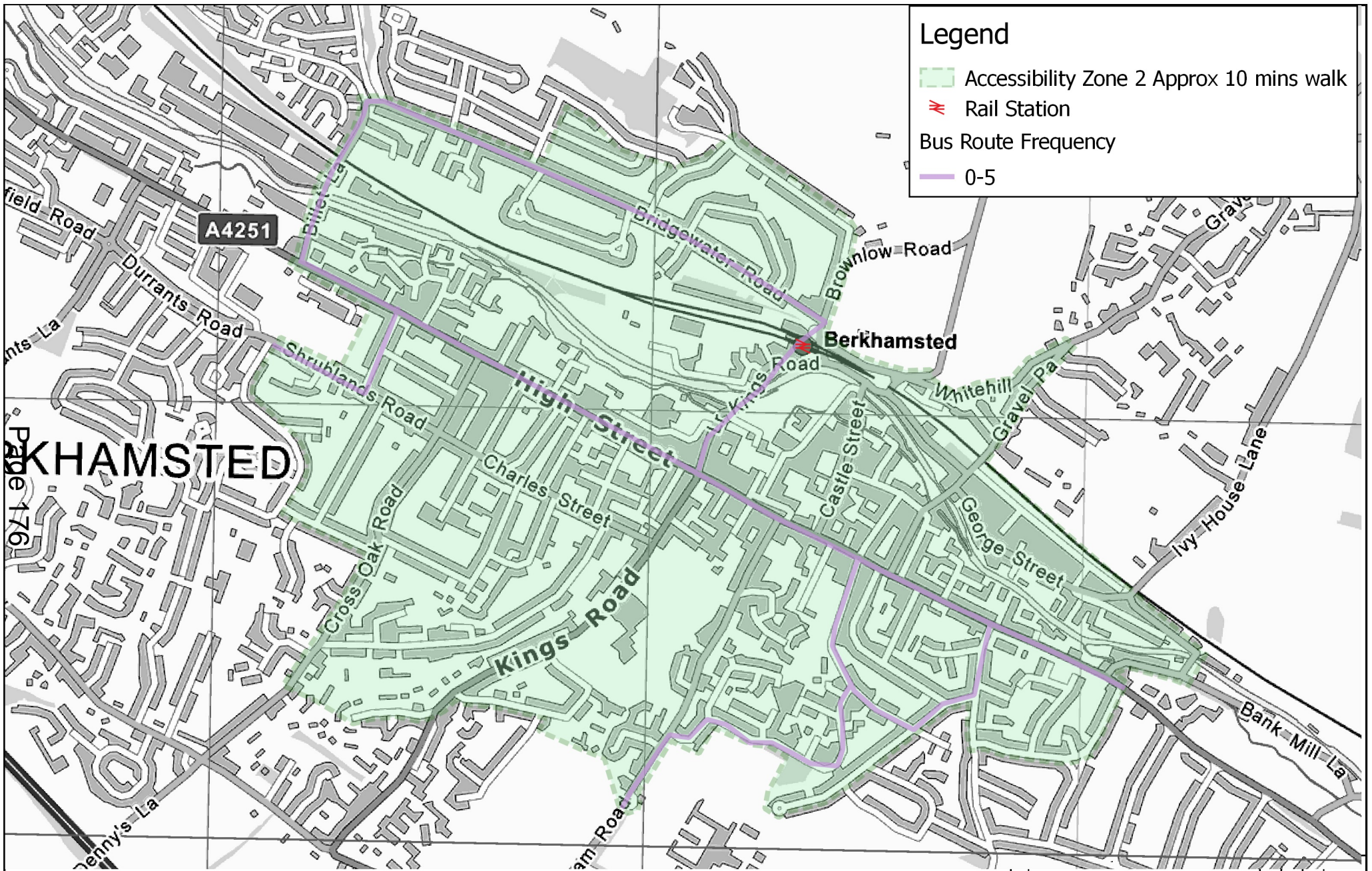
Telephone: 0207 442 2225  
E: enquiries@markidesassociates.com  
W: www.markidesassociates.com

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

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






### Legend

- Accessibility Zone 2 Approx 10 mins walk
- Rail Station
- Bus Route Frequency
- 0-5

BERKHAMSTED

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	9th Floor, The Tower Building, York Road, London SE1 7NX	<b>Job Title</b> Dacorum Parking Standards Review	<b>Client</b> Dacorum Borough Council	<b>Scale</b> 1:17000	<b>Date</b> 24/08/2017	<b>Designed</b> PF	<b>Rev</b> 01	
	Telephone: 0207 442 2225 E: enquiries@markidesassociates.com W: www.markidesassociates.com	<b>Drawing Title</b> Accessibility Zone 2 - Berkhamsted	<b>Drawn</b> PF	<b>Checked</b> AN	<b>Approved</b> AN	<b>Figure No</b> 5.2		<b>Rev</b> 01
			<b>Job No</b> 17014-00			<b>Figure No</b> 5.2		<b>Rev</b> 01
					<b>Job No</b> 17014-00	<b>Figure No</b> 5.2		<b>Rev</b> 01