



Strategic Planning & Environment

Overview & Scrutiny

Agenda

TUESDAY 28 JULY 2020 AT 6.30 PM

Microsoft Teams

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 Barrett
Councillor Beauchamp
Councillor Birnie (Chairman)
Councillor P Hearn
Councillor Hobson
Councillor McDowell
Councillor Ransley

Councillor Riddick
Councillor Rogers
Councillor Silwal (Vice-Chairman)
Councillor Stevens
Councillor Taylor
Councillor Timmis

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. FOOD SERVICE PLAN (Pages 3 - 33)

7. **PLANNING PERFORMANCE AGREEMENT SERVICE** (Pages 34 - 43)
8. **LOCAL ENFORCEMENT PLAN PROGRESS** (Pages 44 - 57)
9. **DRAFT CAR PARKING SUPPLEMENTARY PLANNING DOCUMENT** (Pages 58 - 150)
10. **ANNUAL AIR QUALITY UPDATE** (Pages 151 - 220)



**Agenda
item:**

Report for:	Strategic Planning and Environment Overview and Scrutiny Committee
Date of meeting:	16th June 2020
Part:	1
If Part II, reason:	

Title of report:	Food Service Plan 2019/20
Contact:	Julie Banks- Portfolio Holder for Community and Regulatory Services Author/Responsible Officer Emma Walker, Group Manager (Environmental and Community Protection) Paul O'Day, Team Leader, Environmental Health Rebecca Connolly. Lead Officer, Food, Health & Safety Bill Buckley, Interim Assistant Director (Neighbourhood Delivery)
Purpose of report:	To provide Members with sufficient information to approve the Food Service Plan 2020/2021
Recommendations	For Information only.
Corporate objectives:	Resources and Value For Money; Optimise Resources and Implement Best Practice.
Implications:	<u>Financial</u> None.
'Value for money' implications	<u>Value for money</u> Supports the Council in achieving Value for Money for its citizens.
Risk implications	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"> • If statutory targets are not achieved the service can be Taken over and managed by the Government. • Potentially the public & businesses put at risk • Legal action taken against the Council • Reputational damage to Council

Equality Impact Assessment	
Health and safety Implications	None
Consultees:	
Background papers:	
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:	<p>AES- Alternative Enforcement Strategy</p> <p>ECP - Environmental and Community Protection</p> <p>EHC – Export Health Certificate</p> <p>ETSF – External Temporary Storage Facilities</p> <p>FAFA – Food Alert For Action</p> <p>FTE – Full time equivalent</p> <p>FSA – Food Standards Agency</p> <p>FHRS - Food Hygiene Rating System</p> <p>LGA – Local Government Association.</p> <p>ROF - Regulating Our Future</p> <p>PA – Primary Authority</p> <p>PHE – Public Health England</p> <p>POAO - Products of Animal Origin</p>

1. Background

- 1.1. The Service Plan is dedicated to the food law enforcement functions undertaken by the Environmental Health Service, Environmental and Community Protection (ECP), Neighbourhood Delivery Directorate. The Service Plan includes details of works carried out under food safety legislation.
- 1.2. Following on from an informal intervention/ communication by the Food Standard Agency in 2019, it was recommended that the plan was presented to members after its Annual Review in March 2020.
- 1.3. The scope of the service plan covers specific areas relating to:
- Food safety and hygiene enforcement
 - Infectious disease investigations

1.4. The Food Service Plan expresses the Council's commitment to the development of the food service and the requirements set by the Food Standards Agency (FSA) who monitors and audits local authorities' activities on food law enforcement. The Service Plan helps to ensure that the national priorities and standards are addressed and delivered locally.

1.5. The FSA, in the Framework Agreement, requires that the Food Service Plan be suitably approved, whether this is by Senior Officers or by members. The format of the service plan is dictated by the Framework Agreement and must cover the following areas:

- Service aims and objectives
- Background
- Service delivery
- Resources
- Quality Assessment
- Review

2. Purpose of the Food Service Plan - Service Aims and Objectives

2.1.1 The service plan outlines the work the council will undertake to ensure they carry out their statutory obligations as the competent food authority within Dacorum. This involves intervention planning and implementation that is undertaken in line with the regulators code in a proportionate, accountable, consistent, transparent and targeted manner.

2.1.2 The Food Safety service plays a fundamental role in ensuring that the residents of Dacorum have an informed choice of where they can safely purchase food and drink. The Food Service also assist food businesses by providing advice on a range of food safety matters that can aid economic growth and prosperity.

2.1.3 The council aims to ensure that the food team is adequately resourced to deliver the food service within Dacorum despite increasing demands and difficulties recruiting permanent staff in recent years. All officers are appropriately trained and authorised to carry out a wide range of statutory functions.

2.1.4 The Food team, working together with other council departments and the public, ensure we have up to date information regarding the food businesses operating within our district. Ensuring this information is up to date enables us to focus on high risk premises and allocate our resources where they are needed most in order to protect the wider public health.

DACORUM BOROUGH COUNCIL

FOOD SERVICE PLAN

2020-2021

Computer Reference: Controlled Document FS 002g

Updated by: Rebecca Connolly

Plan Reviewed: May 2020

The contents of this service plan will need to be reviewed if the UK leave the EU without a deal after the transition period

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- Annex 1 Regulating Our Future - Links to relevant documents explaining what it is.
 - Annex 2 DBC Structure
 - Annex 3 Environmental Health Structure April 2019
 - Annex 4 Food Safety Officer Competency Matrix

The Food Service Plan objectives for 2020/2021 have been set towards the end of May 2020 during lockdown due to the Covid-19 pandemic. The role of the Council and Environmental Health may change significantly during 2020/21 particularly if we are involved in contact tracing or involved in issuing Part 2a Public Health Orders under the Health Protection Regulations 2010.

A further disruption to the work of Environmental Health may be due to how the UK withdraws from EU. This may result in Dacorum Borough Council acting as an inland border inspection point, and undertaking and/or issuing health/export certificates a function not required whilst the UK was a member of the EU.

This may require that the objectives change throughout the year.

1. Introduction

This Service Plan is dedicated to the food law enforcement functions undertaken by the Environmental Health Service, Environmental and Community Protection (ECP), Neighbourhood Delivery Directorate. The Service Plan includes details of works carried out under food safety legislation.

The scope of the service plan covers specific areas relating to:

- Food safety and hygiene enforcement
- Infectious disease investigations

The Food Service Plan expresses the Council's commitment to the development of the food service and the requirements set by the Food Standards Agency (FSA) who monitors and audits local authorities' activities on food law enforcement. The Service Plan helps to ensure that the national priorities and standards are addressed and delivered locally.

The FSA 'Framework Agreement on Official Feed and Food Controls By Local Authorities', provides service planning guidance and provides the format for this document. This is to enable the FSA to assess our delivery of the Service Plan and to enable comparison with (and benchmarking against) other local authorities.

The FSA, in the Framework Agreement, requires that the Food Service Plan be suitably approved, whether this is by Senior Officers or by members. Dacorum Borough Council service plan is approved by senior managers.

1.1 Current and Emerging issues

Public Health Agenda

The food team is looking into ways in which they can feed into the public health agenda.

The food team will assist Public Health England during the COVID 19 pandemic.

National Food Hygiene Rating Scheme (nFHRS)



The nFHRS operates in partnership with the Food Standards Agency (FSA) providing consumers with an easy to understand single scheme across the UK. After a programmed food inspection a food premises are given a rating (from zero to five) based on the findings of the inspection. The scheme is operated in strict compliance with the nFHRS Brand Standard and monitored to ensure a consistent approach amongst officers. The scope of the FHRS in England extends to establishments supplying food direct to consumers. This includes restaurants, cafes, takeaways, sandwich shops and other places where people eat food prepared outside of the home, as well as food retailers. There are some food businesses within Dacorum that fall outside of the scope of the scheme because they do not sell direct to the final consumer e.g. manufacturers who do not have a retail element and businesses that are not recognised as a food business e.g. childminders.

If the food business thinks their rating following an inspection is wrong or unfair they can appeal in writing or complete an appeal form and send it to the Food and Health and Safety Officer within 21 days of being notified of their rating.

The food business also has the “right to reply” which is different from an appeal. It gives the food business an opportunity to explain if there were unusual circumstances at the time of inspection or what steps they have taken since to rectify contraventions.

The food business also has an opportunity to request a rescore re-visit but only if the improvements to hygiene have been made following an inspection. The council have recently introduced a charge for a rescore re-visit request of £175.

1096 food premises in Dacorum are currently in the scheme.

Intervention Planning and Implementation

Whilst primary food hygiene inspections will continue to form an important part of our regulatory function, the Food Standards Agency has enabled a more holistic, targeted approach, by using a range of interventions. These include, Partial Audits, Sampling, etc.

The Regulating Our Future (ROF) Change Programme

The service plan introduces the Food Standards Agency’s aims of its ‘The Regulating our Future’ (ROF) Change Programme’ which seeks to change the regulation and inspection of food businesses by 2020 (Annex 1). The Food Standards Agency deadline regarding this has slipped due to EU exit and COVID 19. The Council await to hear the longer term plans for food regulation following EU Exit.

Health Certificates

We have had a recent increase in the number of businesses and the frequency in which the certificates are required. Businesses wishing to export their food items to destinations outside of the EU may require certification, from this department. This is not a statutory duty, however to assist our customers in running their businesses we do provide this service for a fee.

EU Exit

The current situation with the UK leaving the EU will significantly impact on this service, especially if the UK leave without a deal as the UK will become a Third Country.

Exported Products of Animal Origin (POAO) will require Export Health Certificate (EHC) and businesses will request these from the Local Authority. As mentioned above DBC intend to assist our customers in running their businesses and will operate a fee paying service.

All imports & exports will need to go through registered importers & exporters. If the UK leave the EU without a deal there is a possibility that in order to keep goods moving Port Health Officials will allow imported food consignments through to inland check points and local authority officers will have to undertake these checks.

EHO's from DBC have attended Imported Food refresher training to ensure officers are competent to undertake the inland checks and take the appropriate action if the situation arises.

DBC are also a member of the Hertfordshire EU Exit Food Resilience Group and attend meetings as and when required.

This is an unknown depending on whether the UK leaves with or without a deal once the transition period has passed

On-line Food Ordering Platforms

This year a number of the popular on-line food ordering services, including Just Eat and Deliveroo, announced that they would be introducing a minimum FHRs rating in order to be listed on their platforms. This is a positive and welcome move to raise standards in the industry.

Although a welcome move, the announcement has placed additional pressures and demands on the Service, including:

- Requests from food business operators to undertake inspections outside the planned inspection programme.
- Direct pressure on officers during an inspection to award higher food hygiene ratings.
- Increase in the number of appeals and requests for re-scores in relation to FHRs ratings.

2. Service Aims and Objectives

2.1 Aims and objectives

- Protection of public health by ensuring the safety of food (including water) used for human consumption
- Preventing the occurrence and spread of infectious disease of environmental origin
- Providing accurate and consistent advice and information to businesses and the public
- Working with food businesses to ensure legal compliance
- Dacorum Borough Council's ECP Department are committed to provide 'a balanced service' in relation to food safety. Our service is driven by the four following criteria and the Regulators Code:
 - ❖ Demand driven – complaints/requests, food alerts for action, food poisoning, etc.
 - ❖ Inspection driven – programmed food visits, sampling programmes
 - ❖ Education driven – home authority principle, primary authority principle, public awareness campaigns, FHRS, FSA initiatives etc.
 - ❖ Intelligence driven – Food Alerts For Action, port health notifications, sampling

2.2 Links to corporate objectives and plans

Delivering for Dacorum Corporate Vision

The corporate vision 2020-2025 includes key areas plus an additional internal area.

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

The Food Safety service plays a fundamental role in ensuring that the residents of Dacorum have an informed choice of where they can safely purchase food and drink. The Food Service also assist food businesses by providing advice on a range of food safety matters that can aid economic growth and prosperity.

3. Background

3.1 Local Authority profile

The Borough of Dacorum is in West Hertfordshire. It is composed of the main towns of Hemel Hempstead, Berkhamsted and Tring, plus a number of large and small villages. Dacorum in its present form was created in 1974, following a review of local government in England and Wales.

Dacorum has a population of 153,300 living in 59,938 homes. Based on current trends the population is forecast to increase by 15.96% by 2041. One of the most significant features is the growth of the population in the over 65 age group.

Dacorum has much to offer in terms of business location. Hemel Hempstead is only twenty-five miles (40km) outside central London. It sits very closely to motorways, and via the motorway network is well placed for all parts of the country and Channel Tunnel and Channel ports for surface travel to Europe.

The area has always enjoyed diversity of employment and is not dependent upon one employer or industry. This has been a big factor in fending off the worst effects of economic downturn, maintaining relatively low levels of unemployment. The labour pool covers a wide range of skills. Overall levels of deprivation are low (Dacorum is ranked 261 out of 326 English districts). Dacorum is one of the healthiest areas in the country and levels of crime are moderate by national standards and the lowest in the County.

3.2 Organisational structure

The Council currently implements a Leader with Cabinet style of decision making. (Annex 2 shows the DBC structure.) The Food Safety function sits within Neighbourhood Delivery. It operates under the direction of the Team Leader (Environmental Health) who reports to the Group Manager Environmental and Community Protection, who in turn reports to the Assistant Director for Neighbourhood Delivery. (Annex 3 shows the 2019 ECP structure.)

The Team Leader (Environmental Health) and Lead Environmental Health Officer (Food, Health & Safety) share the role of lead food officer. This role will be supported by the Group Manager, ECP. Specialist services for the food function are provided by external organisations, namely Public Health England as the food examiner and Kent Scientific Services as the public analyst, who has been nominated by Hertfordshire County Council Trading Standards Department.

Formal microbiological analysis of food samples and faecal samples is carried out by Public Health England, whilst Kent Scientific Services carry out physical and chemical analysis.

The Council's Scheme of Delegation filters down the powers to officers to undertake their functions. This is reviewed on a regular basis and Food Officers must meet the competencies set out in Annex 4.

3.3 Scope of the food service

Protection of public health by ensuring the safety of food (including water) used for human consumption by:

- Undertaking a program of hygiene inspections / interventions of food premises,
- Issuing approvals
- Responding to service requests from food business operators and others
- Undertaking a program of microbiological food sampling
- Enforcing the imported food control legislation
- Implementing an alternative enforcement strategy
- Promoting food safety
- Promoting 'Safer Food, Better Business' as a recommended food safety management system
- Responding to food alerts and product withdrawals, as appropriate
- Continue to issue ratings and stickers under the National Food Hygiene Rating Scheme (nFHRS), enabling members of the public to make an informed choice as to those businesses they choose to purchase food from, and to encourage food business operators to improve and maintain hygiene standards
- Working with businesses to ensure compliance with relevant food safety legislation.
- Take appropriate enforcement action in accordance with the council's Food Safety Enforcement Policy and Food Law Code of Practice and Guidance

Preventing the occurrence and spread of infectious disease of environmental origin by:

- Investigating and controlling cases and outbreaks of infectious disease and providing information and advice

In addition, the Service undertakes the following related areas of work:

- Carrying out health and safety inspections
- Carrying out proactive interventions in Health and Safety
- Investigating accidents
- Undertakes skin piercing premises and operator inspections on behalf of the licensing department who are responsible for registering all premises/ operators that carry out this function.

- Providing responses to Land Charge Searches and planning applications for new or altered premises
- Responding to Health and Safety consultations for licence applications and variations
- Responding to Freedom of Information requests.
- Responding to Planning Consultations with regard to contaminated land, air quality, noise, food and health and safety.
- Supporting other Teams within the department as and when required.
- Attending meetings of the Herts and Beds Food Liaison Meetings, Herts and Beds Sampling Sub- Group, Chartered Institute of Environmental Health, Public Health England Liaison Meetings, the Dacorum Safety Advisory Group, EU Exit group, and provide Environmental Health Technical Advice to the Local Resilience Forum.

3.4 Demands on the food service

Services are delivered from The Forum, Hemel Hempstead between 8.45 am and 5.15 PM on Mondays to Thursdays and between 8.45 am and 4.45 PM on Fridays. Inspections of businesses trading outside normal working hours are routinely undertaken. There is a duty emergency planning officer appointed, who can contact the Food Team outside of normal working hours should an emergency arise.

Specific Demands:

The Food Safety Service has specific demands placed upon it, as follows:

- Primary Producers 1
- Food Manufacturers and packers 29
- Importers and exporters 7
- Distributors/ Transporters 22
- Retailers 218
- Restaurants and Caterers 1005
- Within Dacorum there is an ethnic minority of 9.3 %(Office for the National Statistics, 2011 Census). The number and types of food establishments reflect this cultural diversity. Officers have been specifically trained on equalities and diversity.

- The Food Standards Agency (FSA) encourages local authorities to identify activities in imported food control. There are no airports, seaports nor external temporary storage facilities (ETSF) within Dacorum. 3 importers have been identified in the district from premises registration forms and local knowledge. It is anticipated that the level of activity identifying imported foods within food establishments will increase in line with the emphasis on imported food control nationally and the changes that will occur as a result of the UK leaving the EU.

Risk band type of food business are detailed below

	Restaurant Café Canteen	Hotel Guest House	Sm all Ret aile rs	Super & Hyper marke ts	Caring Establish -ments	Restaurant Caterers Other	Pubs & Clubs	Retail Other	Take- away	Schools Colleges	Mobile Food Unit	Manufac turers Packers
Rating												
5	189	5	99	27	92	130	90	19	45	76	40	10
4	33	5	25	2	8	11	18	3	23	8	6	3
3	12	0	7	1	1	1	11	1	12	1	2	2
2	4	0	3	0	1	0	3	0	6	0	1	1
1	3	0	7	0	0	0	2	0	5	0	0	0
0	3	0	1	0	0	0	0	0	2	0	0	0
Total	244	10	142	27	102	175	124	23	99	85	49	16

3.5 Enforcement policy

Dacorum Borough Council has a documented Environmental Health Enforcement Policy that was approved by cabinet in September 2015. The policy follows the regulators code and has regard to the Crown Prosecution guidelines.

The policy is made available whenever enforcement action is taken and whenever a member of the public requests a copy.

This has currently being reviewed and is due to be presented to the overview and scrutiny committee and cabinet if significant change is required.

4. Service Delivery

4.1 Interventions at Food Establishments

The Council is required to follow the Food Law Code of Practice (England) in risk rating premises and setting targets for the inspection program. Within the overall objective of achieving 95% of planned interventions (categories A-D) each year. Low risk premises (category E) are subject to an Alternative Enforcement Strategy and will be re-assessed not less than once in any 3 year period.

The Food Law Code of Practice defines different types of interventions that local authorities may use in the future and the circumstances in which they may be applied. A range of interventions will be introduced as part of a plan to improve compliance with food law, whilst maximising use of resources. The selection of interventions will be based on risk assessment.

Table: Food Planned Inspections 2019/2020

	Interventions Due	Interventions Outstanding	Percentage Achieved
Premise Rating - A	1	0	100%
Premise Rating - B	29	2	94%
Premise Rating - C	138	4	97%
Premise Rating - D	205	1	99.5%
Premise Rating - E	252	9	97%
Premise Rating - Unrated	26	*11	58%
Totals	651	26	96%

***The outstanding interventions for unrated premises were not completed.** Numerous attempts were made by officers to contact the business but despite stating they were open on the food premises registration form none had actually started trading when contacted. These are left on the inspection programme when businesses confirm that they intend to start trading in the future. The acts as a prompt for officers to contact them on a regular basis to confirm if they are trading or not.

In addition to the programmed interventions, new businesses and those trading occasionally in Dacorum will be inspected during the year. In 2019/2020 the council received 132 food premises registration application forms. These were predominantly new businesses, the minority were existing businesses updating their food business details.

There are a number of premises that fall outside of the inspection programme where the risk is considered to be so low as that there is effectively no risk, such as vending machines, a florist selling chocolate. We also keep a record of premises where the application of FSA Guidance on the application of EU food hygiene law to community and charity food provision 3A para 2 & 3 is applicable. These types of premises are recorded as businesses that fall outside of the food planned inspection programme. We do not carry out any interventions within these businesses unless we receive a complaint.

Dacorum Borough Council Environmental Health team have continued to face a number of challenges in 2019/2020 including a number of failed attempts to recruit permanent staff. The COVID 19 pandemic also resulted in planned inspections being suspended from the 18th March 2020.

The suspension of planned inspections following government guidance has resulted in us not being able to complete all of the planned routine inspections for 2019/2020 however the number outstanding is significantly lower than in 2018/2019 and we have met the internal KPI for the year. The Team have also notably reduced the backlog of outstanding low risk E rated premises.

During 2019/2020 the Council have used the resources available to focus on our high to medium risk premises (A-D) and ensure these have been inspected at the appropriate interval.

'A' rated premises are high risk premises that are inspected every 6 months. In 2019/2020 the council saw an increase in 'A' rated premises. This was due to a small number of non-compliant businesses failing to comply with food hygiene legislation. These breaches were identified during

routine inspections. This resulted in enforcement action being taken, including the service of notices and in one premises a voluntary closure.

DBC have been operating a reactive service in order to protect public health and responding to complaints as and when they arise. This has resulted in a number of notices being served, voluntary closures, PACE interviews and prosecution case file preparation.

DBC successfully prosecuted a FBO for a variety of food hygiene offences in 2018/2019. The details of this case were published in the June 2020 edition of EHN.

Table: Enforcement Action Taken 2019/2020

Voluntary closure	1
Seizure, detention & surrender of food	0
Improvement notices	22
Written warnings	221
Simple Cautions	1
Prosecutions concluded	1

DBC have been prioritising high risk new businesses e.g. caterers for inspection rather than low risk businesses e.g. home caterers – cake makers.

Compliance revisits are undertaken where enforcement action would be warranted if compliance is not achieved in line with the Food Law Code of Practice (England) and the nFHRS. If further non-compliance is identified formal action following DBC's EH enforcement policy is taken.

The emphasis of the service is to protect public health by enabling businesses to understand their legal obligations and measures which they must take to ensure food safety, rather than the blind pursuit of inspection targets. Advice and assistance are provided, particularly during programmed inspections / interventions, and training opportunities offered, to help businesses to control food safety hazards.

We have adopted a risk based approach in line with the Food Law Code of Practice (England) when making decisions to focus our limited resources when delivering the food service.

4.2 Food complaints

The purpose of investigating complaints regarding food sold within the borough, (whether the food originated within the UK or elsewhere) is to:

- Provide a service to the public
- Resolve problems which pose a risk to public health

- Provide information to the food industry in order to raise and maintain standards
- Offer advice and guidance, where appropriate, in food hygiene matters to food businesses and consumers
- Carry out appropriate enforcement action, where required
- Prevent future complaints
- Identify whether there is a wider national issue

It is difficult to predict the level of complaints for 2020/2021, although there has been a downward trend in recent years.

Overall, more customers seem to be contacting food companies directly regarding complaints about food, as a means of being compensated for their inconvenience.

The Council's procedure on food complaints is to investigate where there is a genuine public health implication or where an offence may have been committed and the complainant is willing to give evidence in court. Customers are referred back to the retailer if compensation only is being sought. The Council has procedures for dealing with food complaints. Anonymous complaints are not usually investigated but the complaint is entered on the premises database and considered on the next scheduled inspection.

Other complaints relating to hygiene at premises are risk rated by the receiving officer and an investigation visit may be made if deemed necessary.

(Many requests for general advice and information are also received from the public, local organisations, businesses and new food operations, see 4.4 below.)

Food Safety requests received

	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020
Food Hygiene Complaint	13	24	20	3	10	10
Hygiene of premises complaint	103	87	106	124	81	60

Health and Safety requests received 2019/2020

Type	Number
Skin Piercing Operator Assessments	9
LOLER Lift Defect Reports	12
Asbestos Notification	1
General HASWA requests	38
Total	60

4.3 Home Authority and Primary Authority Principles

Dacorum Borough Council recognises the importance of constructive partnerships with food businesses that can deliver reliable advice and coordinated and consistent enforcement.

The Council's policy is to support:

- The Local Government Association (LGA) Home Authority Principle
- The Office of Product Safety and Standards, Primary Authority Principle

All food officers follow the Primary Authority (PA) principle.

Before undertaking a planned routine food hygiene inspections members of the Food Team will check the online Primary Authority Register to see if the business has a primary authority partnership.

The officer will check if there is a specific inspection plan or assured guidance that they must take note of. The officers will feedback as required to both the PA and the business.

If enforcement action is warranted the officer will ensure they notify the PA before taking action within the designated time period or retrospectively if the event of an imminent risk to health.

4.4 Advice to business

The advisory and training elements of the service are viewed as key to the Service's effectiveness (see section 3).

The main objectives are to:

- provide advice and information to food business operators and food handlers
- recommend practical, good food hygiene practices, in accordance with any Industry Guides or codes of practice where appropriate
- promote continuous improvements in food hygiene standards

Most contact with businesses arise during inspections, where the opportunity is taken to provide advice and information and to promote training opportunities. Small and medium size enterprises (and the voluntary sector when information is requested) are targeted, as expert advice is often not readily available to them. Close liaison is maintained with Council service providers, such as Adventure Playgrounds.

The council have recently introduced a fee for Food Hygiene advisory visit request (preopening/ new businesses/ pre inspection) with a report of £75 per hour.

The Food Safety page of the Council's website is reviewed annually. This is currently being updated.

The council continues to promote Safer Food Better Business to businesses that require support in producing a documented food safety management system. New premises are also identified at the

planning stage, and when the applicant may be targeted with food safety information. The council have recently introduced a 3 Hours Safer Food Better Business Coaching session for a fee of £120 (plus 50% fee per additional person from the same business).

An Environmental Health Officer or Technical Officer regularly attends Dacorum Safety Advisory Group meetings, where the organisers of events due to be held in Dacorum are invited to attend to obtain relevant food safety guidance.

314 general food requests were received in 2019/2020, many from existing businesses or from people considering setting up new businesses. (The press, local publications and planning application lists are also used as methods to contact new and potential businesses.)

600 Total Food Service requests (Including General Food Safety Requests, Hygiene of Premises Complaints, Food Alerts, Food Hygiene Rating System Requests, Health Certificate Requests) were received in 2019/2020 compared to 546 in 2018/2019

4.5 Food sampling

The Council's policy is to undertake sampling where required by statute and where appropriate, to participate in sampling programme organised by the Public Health England and the Herts and Beds Food Liaison Group. Samples are also collected in outbreak situations or where there is an allegation of food poisoning. Follow up action is taken as a result of unsatisfactory results.

Food samples taken

Year	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-2020
Total Samples	29	116	38	24	6	0	0

The level of sampling has decreased in recent years mainly due to the limited staffing resources which has seen the council provide a reactive food safety service in order to protect public health, however, we will continue to use sampling as an intervention and participate in LGA, PHE and Herts and Beds Food Liaison Group programmes. Opportunities to sample imported foods will be taken as a general part of a food hygiene inspection.

The Herts and Beds Food Liaison Group, is represented by the Team Leader (Environmental Health) or the Lead Officer (Food, Health and Safety) or an allocated deputy from Dacorum Borough Council.

There is also a sampling sub group that has a representative from Dacorum Borough Council.

All local authorities have a budgetary provision with Public Health England for sampling.

2019/2020

The sampling we planned to carry out was due to start in September 2019. This was because the council identified a development need for training in this area in the Food Teams personal development appraisals in April 2019. The first practical PHE training season that officers were able

to attend was July 2019. This implementation of the councils sampling programme was delayed further due to a qualified field officer leaving the council.

In quarter four the council were intending to utilise the student EHO's to assist authorised officers with sampling and participating in both PHE National studies (samples will be sent official lab), this was planned for the last two weeks in March but this did not take place due to COVID 19.

All through 2019/2020 we have prioritised our resources based on risk, dealing with complaints and focusing on our A-D rated premises but realise we have fallen short when it comes to this particular service plan objective. This is an area that will receive more focus in 2020/2021.

We have, however, always ensured that we are able to undertake formal sampling as part of an outbreak/ complaint investigation.

4.6 Control and investigation of food related infectious disease

The service will investigate food related infectious disease notifications in accordance with procedures agreed with Public Health England. Investigations of outbreaks will be undertaken in accordance with the Joint Plan for the Control of Communicable Diseases in Hertfordshire. When viral outbreaks are identified general guidance is offered to control the spread of the disease.

Notifications of persons in high-risk groups such as food handlers, those working in health care, children under 5 years and older children and adults who may find it difficult to implement good standards of personal hygiene, will be actioned as quickly as possible, together with more serious infections such as E.coli O157:H7, Typhoid, Botulism and cryptosporidium.

Reported infectious diseases

Year 2019/2020

Salmonella	23
Campylobacter	75
Cryptosporidium	14
ID/FP Enquiries	5

The resource implications of such incidents in the forthcoming year are difficult to predict.

4.7 Food safety incidents

The Food Law Code of Practice (England) details steps that must be taken when a Food Alert is issued or a food safety incident occurs within the borough.

Procedures are in place to ensure that the Council complies with the Code of Practice. These include:

- Ensuring all members of the food team are members of the FSA Smarter Communications platform and receive the Food Alerts by email.
- That the secure ECP mailbox is monitored daily for any FAFA received which is then forwarded to the duty officer to action.
- Maintaining emergency planning arrangements to respond to out-of-hours emergencies.

- Determining action to be taken in response to a food alert
- Notification of the relevant Central Government department when required if an incident occurs within Dacorum
- Invoking the Joint Outbreak Control Plan where an incident involves communicable disease

Date	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20
No of Food Alerts For Action	0	2	3	1	2	3

In June 2010 the Food Alert system was changed. This resulted in a decline in the numbers as the Food Alerts For Information became Product Recall Notices instead and do not need to be recorded for audit by the FSA. The Food Alerts for Action continue to be recorded in the same way.

4.8 Liaison with other organisations

The Council has made various arrangements to ensure that enforcement action taken within the Borough is consistent with that of neighbouring local authorities.

It is an active participant in:

- The Herts and Beds, Food Liaison Group (and Sampling Working Group)
- Inter-Authority Audits organised by the Food Liaison Group
- The Dacorum Safety Advisory Group

Liaison with other bodies includes:

- FSA
- Office of Product Safety and Standards
- LGA
- Hertfordshire County Council Trading Standards
- Chartered Institute of Environmental Health
- Commission for Social Care Inspection
- Ofsted (child care and nurseries)
- Public Health England
- Community Action Dacorum
- Affinity and Thames Water Companies
- Hertfordshire Interpreting and Translation Service

Arrangements are in place for liaison with Planning and Building Control where Environmental Health input is required. Partner and cross departmental working also takes place with other Council services e.g. Licensing, Legal and Corporate services, Housing, Land Charges, Environmental Services, Resident Services, Strategic Housing, Tenants and Leaseholders.

4.9 Food safety promotion

Officers keep up to date with all of the FSA Food Safety Campaigns and make sure that they are promoted/ advertised on the Councils Social Media Platforms by working closely with the council's communications team.

5. Resources

5.1 Financial allocation

Financial provision has been made for 4 full time equivalent (FTE) posts (excluding the Group Manager ECP and Team Leader (Environmental Health), within the Food, Health and Safety Team.

Officers also undertake specific duties not directly related to the activities considered in this plan (see 3.3 above) and contribute to the work of the department as a whole.

Approximately 5% of the Group Manager ECP work time is directly attributed to food safety work. Team Leader, Environmental Health spends approximately 30% of their time on Food Safety Work.

The Department has a fixed budget of £5,000 for legal action costs.

5.2 Staffing allocation

Approximately 4 FTE work will work on food safety and infectious disease matters by the end of 2021 as well as undertake work mentioned in 3.3 above. Currently 2 posts are vacant.

The service comprises of:

Post	Authorisations
Group Manager ECP Emma Walker	Inspections Hygiene improvement Notices Emergency Prohibition Notices Remedial Action Notices Food Seizure/ Detention
Team Leader (Environmental Health) Paul O'Day	Hygiene improvement Notices Emergency Prohibition Notices Remedial Action Notices Inspections Food Seizure/ Detention
Lead Officer Food, Health and Safety Rebecca Connolly	Hygiene improvement Notices Emergency Prohibition Notices Remedial Action Notices Inspections Food Seizure/ Detention
Environmental Health Officer (Vacant)	Hygiene improvement Notices Inspections Food Seizure/ Detention Emergency Prohibition Notices Remedial Action Notices

Environmental Health Officer Vacant	Hygiene improvement Notices Emergency Prohibition Notices Remedial Action Notices Inspections Food Seizure/ Detention
Environmental Health Officer Mark Dewey	Information Gathering (Regulatory Support Officer) while training. Dissertation due to be submitted May 2020 – Results for MSC June 2020 Portfolio of Professional Practice submitted March 2020 –Results expected in Q4. .

Activity	Projected Resource Required to Deliver the Service
Inspections	1.23
Approved Establishments	0.02
Sampling	stc*
Revisits	stc*
Investigations	0.25
Formal Action	0.2
Training	stc*
Liaison	0.04
Business Advice/ Liaison	0.2
Management	0.4
Total	stc*

stc* / subject to change due to significant changes in scale of service delivery

5.3 Staff development

Training needs and competence are assessed on appointment and then at annual personal development appraisals. Team Leaders are responsible for carrying out appraisals and assessing competence.

Training needs identified during the appraisals are then prioritised and planned to ensure that officers have the relevant competencies for their authorisations as specified in the Food Law Code of Practice (2017) Chapter 4. The document outlining these can be found in Annex 4. Training could be provided in-house or externally. The Herts and Beds Heads of Service Food Group arrange courses throughout the year in accordance with generally identified needs. This usually enables more cost-effective training provision. Typical external providers include the FSA and ABC Food Law Ltd.

Officers are expected to lead learning circles for their colleagues following training courses, to ensure that relevant information is cascaded.

Individual training records are maintained for each officer and kept on file.

Members of the Chartered Institute of Environmental Health may attend relevant branch meetings.

In addition to staff appraisals, the Team Leader (Environmental Health) reviews a proportion of all case sheets and inspection records and aims to accompany officers on visits on an annual basis for quality monitoring purposes. A report pro-forma is completed for each accompanied visit, the contents of which are fed back at a debrief meeting. The paperwork for a food inspection that receives a food hygiene rating of less than 3 is passed to another officer for peer review auditing. This ensures consistency between officers.

Food Service meetings are held approximately every six weeks (more often if required).

6. Quality Assessment

Quarterly performance reviews are based on the Intervention Strategy. The Group Manager (ECP) will then report to overview and scrutiny committee, on a quarterly basis.

The Food Safety Service has developed a series of policies and procedures to ensure the delivery of quality services. These are revised routinely to ensure compliance with current legislation, codes of practice and other guidance. Customer feedback may also lead to procedures being revised. All documents are held centrally as computerised 'controlled documents'; they are available in read only format and are available for all officers.

7. Review against Service Plan

7.1 Review against Service Plan

Key performance indicators are reported on a quarterly basis during the quarterly review. These reviews will identify where the Council is at variance with the Service Plan and, where appropriate the reasons for variance.

7.2 Identification of any variation from the service plan

The Food Team achieved 98% of categories A-D food safety inspections that were planned in the 2019-20 inspection programme.

In 2019/2020 2.3 of the 3.8 posts were occupied, with support from agency staff and so we focused on the A-D premises applying a risk based approach.

Officers within the Environmental Health Team were involved in two Health and Safety accident investigations and preparing for potential for further action, taking up a significant amount of officer time. These are cases are currently ongoing.

Officers obtained a guilty plea for a health & safety prosecution of a major food retailer, a case that had taken nearly 4 years to conclude. The council were successfully awarded all of the legal costs accrued during this case, in excess of £400k. The business was fined £733k

Businesses had been requesting Health Certificates for their food items for export. The number of requests for health certificates increased in 2019/2020

7.3 Areas of improvement

- Staff development

Staff development is paramount; we have and continue to invest heavily in staff development. This includes supporting the council's student Environmental Health Officer's to achieve EHORB registration or chartered status depending on what route they have decided to take that is achievable and not constrained by CIEH timescales. There are currently three officers undertaking training to become qualified Environmental Health Officers in the Environmental Health Team. Predicted completion dates are Aug 2020, June 2022, and August 2025.

- Failure to recruit and retain permanent staff.

This is an area that has proved problematic for the council in recent years. This has resulted in reliance on external contractors to assist the council in delivering the food service plan, in particular the food planned interventions. The quality of the contractors used can vary despite checking competencies and undertaking audit inspections at the beginning of the contract period. The council have also been through the recruiting process for contractors, appointed individuals who have then chosen not take up the position or have had to end the contract early due to various reasons.

However it has been a necessary way of ensuring that food businesses are regularly inspected. The council have retained high risk premises for inspection in house (A-B's) and allocated the broadly compliant and compliant businesses (C-D's) to the contractors.

In order to combat the failure to recruit permanent staff but ensure that the inspections undertaken by external staff where done to a high standard, the Team Leader (Environmental Health) devised a Paid Per Inspection protocol. This offered fair rates of pay per inspection (PPI) and attracted a significant amount of applicants when the advert was placed in trade publications. The response was so significant that the council were able to select very competent Environmental Health contractors after the recruitment process. The PPI officers have been fundamental in helping the council achieve the 98% of A-D rated premises inspections in conjunction with permanent staff. The inspections are peer reviewed by permanent staff and the level of consistency has remained high. The PPI protocol was implemented in December 2018 and the council will continue to use this method while trying to recruit permanent members of staff.

The cost of operating the PPI protocol has saved the council money as the PPI officers have been employed direct instead of through recruitment agencies (N.B all procurement procedures have been followed and adhered to).

There have been a number of restructures since 2016 including the creation of lead officers, the introduction of trainee EHO's and job evaluations to try and aid recruitment to the Food Service.

The council have advertised 3 vacancies during 2019-2020 to try and recruit to the Food Service.

- Alternative Enforcement Strategy (AES)

This is an area that had fallen behind in 2018/2019. In order to address this, the councils Student EHO (post created to deal with lower risk issues to reduce pressure on fully qualified EHO's) has taken ownership of the Alternative Enforcement Strategy while being over seen by the Lead Food

Officer. This has aided the student EHO's development by helping them understand what is considered to be a low risk food business, it has helped them to identify what good pre-requisites are, how to recognise if the scale of the operation has changed and to question if the AES is still appropriate for the level of risk the food business presents to the consumer. All category E interventions are checked by an authorised food officer before the student updates the premises record. This has enabled the Food Team to successfully reduce the back log of outstanding interventions. At the beginning of 2019/2020 there were 252 outstanding E rated premises. By the end of March 2020 the number outstanding had been reduced to 9. This is in part due to COVID 19 and also the fact that following up AES can be labour intensive. The type of food businesses that fall into this risk rating band are premises like pharmacies, child minders, clothes shops that sell a small amount of food e.g. sweets at the counter. When we send them the food safety questionnaire they often discard it as they do not see themselves as a "Food Business" and so we have to chase the business and in some cases pay a visit to the premises.

The council appreciate that the longer the E rated premises are left unchecked there is a chance that the risk associated with the businesses may increase, however we will continue to take a risk based approach and prioritise A – D rated premises.

- Sampling Programme

This is an area that requires attention, as mentioned above.

Annex 1. Food Standards Agency - Regulating Our Future

https://www.food.gov.uk/sites/default/files/media/document/rof-paper-july2017_0.pdf

<https://www.food.gov.uk/sites/default/files/media/document/changing-food-regulation-what-weve-done-where-we-go-next.pdf>

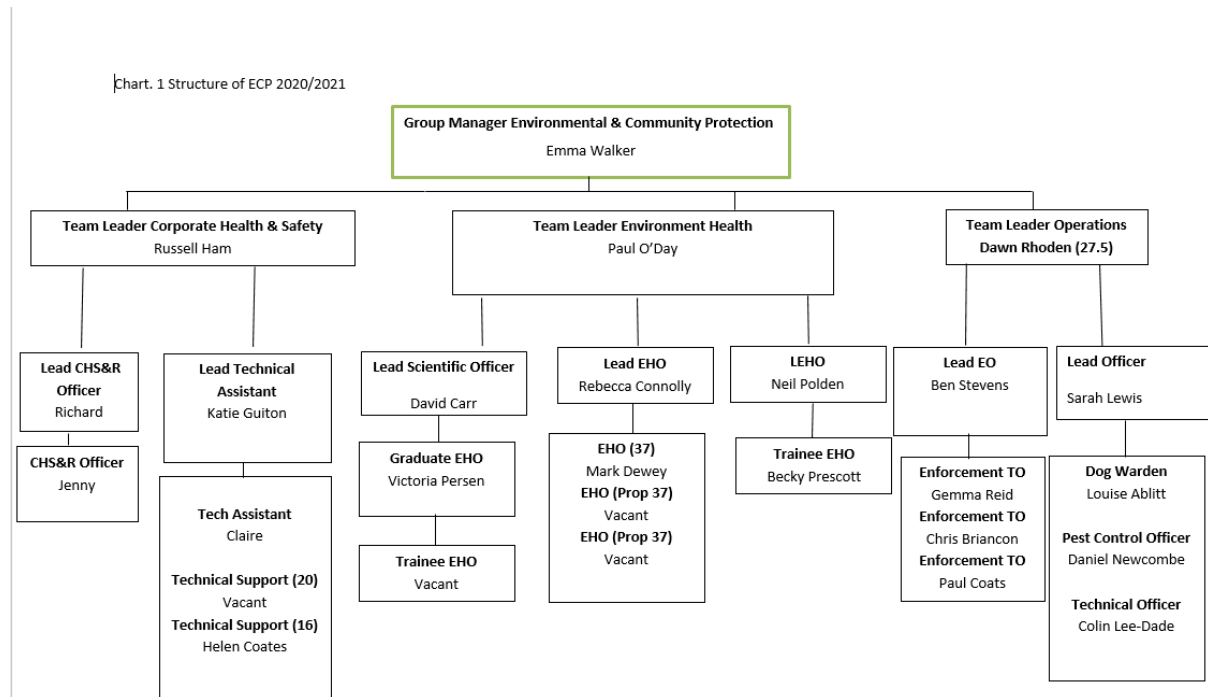
<https://www.food.gov.uk/13th-regulating-our-future-newsletter>

Annex 2 – DBC Structure Chart

<http://www.dacorum.gov.uk/docs/default-source/council-democracy/organisation-chart-2018.pdf?sfvrsn=12>



Annex 3. ECP Structure Chart April 2020



Annex 4. FLCOP (England) Competency Matrix.

Qualifications	
	Higher Certificate in Food Control (EHRB/SFSORB)
	Certificate of Registration as an Environmental Health Officer (EHRB)
	Diploma in Environmental Health (or historical equivalent) (EHRB/SFSORB)
	Ordinary Certificate in Food Premises Inspection (EHRB/IFST/SFSORB) *Restrictions Apply*
	Higher Certificate in Food Premises Inspection (EHRB/IFST/SFSORB) *Restrictions Apply*

Cluster No. 1 - Local and Specialist Knowledge (Lead Food Officers Only)	
1.1	Knowledge and understanding of the area for which he/she is acting as the Lead Food Officer – this may include more than one Competent Authority area.
1.2	Knowledge and understanding of the hazards that can occur in premises within the authority's area and risk management techniques.
1.3	Knowledge and understanding of when specialist auditing and quality assurance skills are needed to deliver official controls.

Cluster No. 2 - Legislation and Centrally Issued Guidance (Lead Food Officers Only)	
2.1	Understands relevant EU and National food hygiene or standards legislation and can advise on their application.
2.2	Understands, interprets and applies the Framework Agreement on Food Law Enforcement with Local Authorities, the Food Law Code of Practice and associated Practice Guidance appropriately.
2.3	Understands and can advise on the application of the full range of enforcement sanctions available and proportionate application of food law.

Cluster No. 3 - Planning of an Official Control Programme (Lead Food Officers Only)	
3.1	Can appropriately apply national and local priorities to the profile of food business establishments and points of entry in the authorities' area when planning a programme of official food controls.
3.2	Can identify skill or knowledge gaps in officers delivering official food controls.
3.3	Understands the process of raising and managing food incidents as set out in the Code of Practice, including responses to infectious disease outbreak(s).
3.4	Understands how local contingency arrangements apply to the management of serious food related incidents e.g. infectious disease outbreak.
3.5	Understands the role of Home Authorities and Primary Authority Partnerships in co-ordinating the delivery of official controls and ensures it is applied by the authority.
3.6	Understands how to comply with local and national data gathering and reporting requirements.
3.7	Co-ordinates consistent delivery of official controls within the authority and between other Competent Authorities.

Cluster No. 4 - Inspection of Food Establishments (Authorised Officer)

4.1	Comprehensive understanding and knowledge of HACCP-based procedures. Has the ability to apply that knowledge taking account of flexibility principles contained within Article 5 of 852/2004.
4.2	Can determine and identify hazards and risks that occur in establishments and products. Understands the principles of risk assessment related to food types; processing methods and products.
4.3	Understands relevant Food Hygiene legislation and can advise on their application. Understands how to assess compliance with the requirements of food hygiene legislation with further reference to the Food Law Code of Practice and Practice Guidance
4.4	Able to determine the appropriate course of action to remedy non-compliance, including when it is appropriate to escalate enforcement action.
4.5	Can make a Food Hygiene/Standards Intervention Rating assessment of risk using section 5.6 of the Food Law Code of Practice.
4.6	Understanding of the common food types and understanding of hazards associated with their use.

Cluster No. 5 - Use of Enforcement Sanctions (Authorised Officer)

5.1	Can clearly differentiate between legal requirements and recommendations of good practice by avoiding gold plating and 'regulatory creep'. Can provide advice and enforce based on levels of compliance with regard to consistency and proportionality based on the hierarchy of risk.
5.2	Understands levels of authorisation, enforcement policies and procedures for appeal.
5.3	Understands the legal framework with regard to the use of enforcement powers including the role of Primary Authorities and Home Authorities
5.4	Can demonstrate an understanding of how to serve Notices; gather evidence; prepare cases for prosecution and apply knowledge to comply with the requirements of PACE and RIPA, where appropriate.

Cluster No. 6 - Sampling (Authorised Officer)

6.1	Understands formal/informal sampling methodologies and the role of the Public Analyst and Food Examiner.
6.2	Is aware of national and local sampling priorities. Can use UKFSS and searchable database, where appropriate.

6.3	Can interpret sampling results and make a judgement on appropriate action based on risk.
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Cluster No. 7 - Import and Export Controls (Authorised Officer)

7.1	Understands the legal framework with regard to Imported / Exported food and how to assess compliance.
7.2	Can determine the most appropriate course of action and the range of enforcement sanctions available.
7.3	Can identify food types and comment on fitness at Border Inspection Posts (also see Chapter 4.6).
7.4	Can demonstrate an understanding of controls at points of entry include carrying out systematic documentary checks, random identity checks and sampling for analysis or microbiological examination, as appropriate.

Cluster No. 8 - Reactive Investigations (Authorised Officer)

8.1	Understands how to conduct an investigation and gather evidence in accordance with PACE and RIPA, where appropriate. Is then able to analyse information and determine an appropriate course of action.
8.2	Can identify when it is appropriate to engage with other agencies and stakeholders in particular when investigating food incidents and or infectious disease outbreaks.

Cluster No. 9 - Information Gathering (Regulatory Support Officer)

9.1	Understanding of Informal Sampling methodologies and is able to gather samples according to PHE/FSA protocol.
9.2	Can demonstrate an understanding of how to identify food hazards and gather accurate information. Can identify when appropriately authorised officers need to intervene.
9.3	Can demonstrate the communication skills needed to engage with stakeholders and signpost to sources of information and guidance.
9.4	Is able to locate current sources of guidance for food hygiene and standards.

CPD - Core Food Matters

	Food enforcement training
	Food hygiene inspection training
	Food microbiology
	HACCP / hazard analysis
	ID investigation
	Sampling techniques
	Vacuum packing
	E.coli / cross contamination
	Food allergens
	Inland imported food
	Sous-vide
	Prohibition procedures
	FHRS/Annex 5 consistency training
	Detention and seizure
	Improvement notices
	Approved premises - dairy
	Approved premises - meat processing
Total CPD - Core Food Matters	
0:00	

CPD - Other Professional Matters

	Court skills
	PACE & RIPA
	Lead assessor
	Investigation skills
	Advanced Investigative Interviewing

Agenda Item 7



Report for:	Strategic Planning and Environment Overview and Scrutiny Committee
Date of meeting:	28th July 2020
Part:	1
If Part II, reason:	

Title of report:	Planning Performance Agreements
Contact:	<p>Cllr Graham Sutton, Portfolio Holder for Planning and Infrastructure</p> <p>Responsible Officer:</p> <p>James Doe, Assistant Director, Planning, Development & Regeneration</p> <p>Author:</p> <p>Sara Whelan – Group Manager, Development management and Planning</p>
Purpose of report:	To provide an update on Planning Performance Agreements
Corporate objectives:	The process and approach to delivering Planning Performance Agreements will help to deliver our strategically important and other major development sites. These will deliver a wide-ranging set of benefits and relate to all corporate objectives.
Consultees:	Mark Gaynor, Corporate Director (Housing & Regeneration)
Background papers and useful links:	<p>Dacorum Borough Council Planning Applications</p> <p>Dacorum Borough Council Pre-Application Advice Service</p> <p>Dacorum Community Review Panel</p> <p>Design South East Panel</p> <p>Building Futures Design Review Panel</p> <p>Dacorum Statement of Community Involvement</p> <p>Government Guidance on PPAs</p> <p>Royal Institute of British Architects - stages of work</p>
Glossary of acronyms and any other abbreviations	<p>PPA – Planning Performance Agreement</p> <p>DPD – Development Plan Document</p>

used in this report:	<p>RIBA – Royal Institute of British Architects</p> <p>SCI – Statement of Community Involvement</p>
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Introduction

1. A Planning Performance Agreements (PPA) is a project management tool which local planning authorities and applicants can use to agree timescales, actions and resources for handling particular applications. It should cover the pre-application and application stages but may also extend through to the post-application stage. PPAs can be particularly useful in setting out an efficient and transparent process for determining large and/or complex planning applications. They encourage joint working between the applicant and local planning authority, and can also help to bring together other parties such as statutory consultees.
2. The aim is to deliver better quality developments by integrating the design process into the pre-application process. By working together from the outset of the development process (see appendix A) the local planning authorities and applicants are more likely to align their briefs at an early stage, work collaboratively on addressing issues and be focused on producing a quality development.
3. A PPA is different to our pre application advice service. We offer a pre-application advice service to all applicants wanting to discuss all forms of proposals from house extensions through to major developments of over 75 residential units or where the floor space to be built is more than 7,500m². We encourage applicants to use this service prior to submitting an application to reduce the likelihood of it being invalid, saving time and money and to enable speedier decisions to be made. However, the pre-application service is best suited to smaller and simpler proposals. A PPA is best suited to major and complex developments.
4. A PPA is agreed between the applicant and the local planning authority prior to the application being submitted, and can be a useful focus of pre-application discussions about the issues that will need to be addressed. Applicants pay DBC a fee for the PPA process. In 2019/20, £246,000 was received by DBC in PPA and pre-application advice income.

Benefits of a PPA

- Early identification of any “show-stopping” issues
 - Agreeing key issues which need consideration prior to submission of application
 - Realistic timescales, and agreement to a longer determination period if appropriate/required
 - Avoiding incomplete applications
 - Higher level of certainty
 - Cost savings
 - Collaborative working and greater communication
 - Project management with dedicated Council resources to provide consistency
 - Bespoke advice from the key consultees
 - Advising applicants on the most appropriate community / design review panels to engage with; and
5. The Council makes a commitment to all applicants entering into a PPA that it will work in an open and transparent manner towards identified and agreed outcomes for the project. We expect a commitment from applicants to fully engage with the PPA process and work in a project team with us to resolve issues and make decisions that result in proposals for high quality schemes rather than a speedy process where issues are not addressed and can lead to poor quality.

How does a planning performance agreement relate to the statutory time limits for determining a planning application?

6. The existence of a PPA means that the statutory time limits for determining the application no longer apply (to the extent that the agreement specifies a longer period for the decision, in which case the agreement will count in the same way as an agreed extension of time). If the Council fails to determine the application by the agreed date, then the applicant may appeal. Likewise, if an applicant does not abide by the agreement, the Council may not be able to follow the agreed process. However, in many cases there will be good reasons to try and address what has happened and renegotiate the planning performance agreement, as the reason for a problem may not be any one party's fault and may have arisen from unexpected issues. It is important that the agreement is sufficiently flexible to cope with potential changes in circumstances.

Local Plan promoted sites

7. In some large scale major development cases, it may be appropriate to use a PPA where a site has been put forward by a promoter for consideration in the Council's emerging Local Plan or other Development Plan Document (DPD), but not yet allocated in an adopted document. This can be helpful in providing further information on sites as the Local Plan or DPD moves through its statutory process and demonstrate deliverability of the development.
8. The Council has already published a number of evidence studies required to underpin the new Local Plan, but in some cases promoters may wish to provide further technical assessments for consideration by the Council. Using the PPA process allows the Council to allocate more resources to reviewing additional material at this all-important stage of the Local Plan process. We know from experience that developers generally welcome and benefit from such a service and has the potential to reduce the need for pre-application meetings and costs associated with technical matters and masterplanning being considered at an earlier stage with the Council.
9. However, any request by a promoter to the Council to enter into a PPA is entirely a matter for each promoter. The Council offers this service on a 'without prejudice' basis. ***Please note that signing a PPA between promoter and the Council should not be considered as the Council's acceptance that the site will be accepted through the plan making process.***
10. There are currently no PPAs for any sites being promoted by developers and landowners in respect of the emerging Local Plan. The Council's intention is to publish this for public consultation in November 2020, and the use of PPAs for proposed sites that will feature in the draft Local Plan may be appropriate, subject to the caveats above, at that stage.

Community Engagement

11. PPAs provide an ideal opportunity for identifying the preferred approach to community engagement, including the identification of the communities to involve, the process of engagement and the best approach to incorporating their views.
12. As set out in Dacorum's Statement of Community Involvement (SCI), the Council is committed to listening to the views of local residents and businesses to inform our decisions. The type of consultation that is

appropriate before applications are made will vary depending upon the scheme but could include public exhibitions and meetings, surveys of opinion and consultation with other key local groups, including Parish and Town Councils. The Council will expect the developer to carry out the consultation but can provide advice on the most appropriate methods for doing so and the groups they may wish to consult.

13. The Council advocates the use of our Community Review Panel for major or controversial schemes. The panel plays an independent, advisory role, which helps to ensure that new developments are of the highest possible design quality, and meet the needs of people living, working and studying in the area, now and in the future. The panel meets once a month to discuss development proposals and give its views, each session costs £3500 + VAT.

Councillor involvement

14. If appropriate the Council will support applicants throughout the PPA process to engage with relevant Councillors. Councillors involved in early discussions have an invaluable opportunity to understand issues of viability and to explore potential contributions to local infrastructure and affordable housing. Members are able to provide a clear steer on what is likely to be acceptable to the community and can allow problems and opportunities to be identified and addressed as the proposals for the development are put together. The issues raised can be explored and alternatives assessed.
15. While the outcome of the planning application is not pre-determined by this process, the issues are better understood and the likelihood of deferrals and delays much reduced. Where appropriate, a briefing will be held and all councillors, including those on Development Management Committee will be supported by officers to be sure they adhere to the Code of Conduct for Members.

Design Review Panel

16. Design review is an independent assessment of development proposals by a panel of multidisciplinary professionals and experts, which can inform and improve design quality in new development. The Council advocates the use of independent Design Review Panels on complex, large scale or highly constrained schemes where it is considered this would be useful.

Developing the Council's approach to PPAs

17. Currently, PPAs are negotiated and agreed on a bespoke basis having regard to the complexity of the proposal in question, the issues it is likely to raise and the resources required to deal with it.
18. Work is currently underway to create a PPA protocol providing details of the service and publicising this to promote this approach. This will help to allocate sufficient resources to large and strategically important sites.

Appendix A

Planning Officers Society advice on design approach throughout PPA

The Council is supportive of the Planning Officers Society (POS) approach to works stages throughout a PPA and linking these to the Royal Institute British Architects (RIBA) work plan. More information can be found [here](#) and the key advice has been included below for transparency.

Architects generally follow the stages in the RIBA Plan of Work¹ in developing a major scheme from inception through to delivery. This eight stage process produced by the Royal Institute of British Architects is an internationally recognised methodology for designing and constructing buildings and other such development.

As mentioned above the Council advocates that a PPA should be designed to track the RIBA stages and ensure the right input is provided at each stage of the process. The RIBA stages go from 0 to 7 but it is only the first four stages (0 to 3) that are relevant to the PPA process. These stages are:

RIBA WORK STAGES	CORE OBJECTIVES
Stage 0 Strategic Definition	Identify client's Business Case and Strategic Brief and other core project requirements
Stage 1 Preparing the Brief	Develop Project Objectives, including Quality Objectives and Project Outcomes, Sustainability Aspirations, Project Budget, other parameters or constraints and develop Initial Project Brief. Undertake Feasibility Studies and review of Site Information.
Stage 2 Concept Design	Prepare Concept Design, including outline proposals for structural design, building services systems, outline specifications and preliminary Cost Information along with relevant Project Strategies in accordance with Design Programme. Agree alterations to brief and issue Final Project Brief.

¹ <https://www.architecture.com/knowledge-and-resources/resources-landing-page/riba-plan-of-work#>

RIBA WORK STAGES	CORE OBJECTIVES
Stage 3 Developed Design	Prepare Developed Design, including coordinated and updated proposals for structural design, building services systems, outline specifications, Cost Information and Project Strategies in accordance with Design Programme.

RIBA Stage 0 is when the applicant’s brief is being formed. The Council also has a brief: our Corporate Plan, Growth and Infrastructure Strategy, development plans and associated guidance (more information can be found [here](#)). Articulating and aligning these two briefs early in the process maximises the chances of a mutually acceptable development being designed and delivered.

Bringing the two together in the PPA Process

The PPA process is usually structured in five key stages. These are summarised in the table below. However, flexibility is key, and the process should be tailored to meet the needs of each development proposal.

The relationship of the RIBA stages to the pre-app process are as follows:

PRE-APP STAGES	RIBA WORK STAGES
Initiation: Strategic input	Scheme moves from Stage 0 Strategic Definition to Stage 1 Preparing the Brief
Urban Design: Defining the place	Scheme moves from Stage1 Preparing the Brief to Stage 2 Concept Design
Community engagement	Finalise Stage 2 Concept Design
Application preparation: Addressing the issues	Scheme moves from Stage 2 Concept Design to Stage 3 Developed Design
Closedown: Finalising the application	Finalise Stage 3 Developed Design

Stage 1 Initiation: strategic input

What we expect from the developer	What happens	What is the expected outcome
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What we expect from the developer	What happens	What is the expected outcome
OS map of the site Description of development	Meeting with more senior officers (on large schemes Corporate & Political Leadership) to look at strategic issues Consider and agree strategic issues and the process needed to address them	Planning Statement/masterplan Project Plan Draft community engagement strategy EIA Screening Opinion Ward member input

Stage 2 Urban design: defining the place

What we expect from the developer	What happens	What is the expected outcome
Draft Design & Access Statement including an urban design analysis Draft concept scheme, potentially including options	Establish urban design principles in one or more design workshops. Understand the site, it's surroundings and the nature of the development and how it can be accommodated Discuss consultation methodology & identify relevant consultees	Design & Access Statement Concept scheme, potentially including options EIA Scoping Opinion (if required) Confirmation of required technical studies Consultation Strategy Design Review Panel Presentation to Committee

Stage 3 Community engagement

What we expect from the developer	What happens	What is the expected outcome
Illustrative material of proposed scheme, potentially including options	Meaningful engagement with the community affected An explicit feedback session	Draft statement of community involvement Amendments to concept scheme

Stage 4 Application preparation: addressing the issues

What we expect from the developer	What happens	What is the expected outcome
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What we expect from the developer	What happens	What is the expected outcome
<p>Draft planning application</p> <p>Draft EIA (if required) and other supporting documents</p> <p>Draft heads of terms of S106 legal agreement</p>	<p>Consider and address the comments raised by the local community</p> <p>One or more workshops to understand the details of the development, its impacts on immediate neighbours and the surrounding area</p>	<p>Completed planning application</p> <p>EIA (if required)</p> <p>Agreed S106 heads of terms</p> <p>Ward member input</p> <p>Design Review Panel</p> <p>Presentation to Committee</p>

Stage 5 Closedown: finalising the application

What we expect from the developer	What happens	What is the expected outcome
<p>Final amendments to planning application</p> <p>Final EIA and other supporting documents</p> <p>Final amendments to heads of terms of S106 legal agreement</p>	<p>Address any final comments from members</p> <p>Finalise the application & S106 legal agreement</p>	<p>A valid planning application ready for submission</p> <p>A well-designed scheme that benefits from a fronted loaded process</p> <p>Review of process</p>

Agenda Item 8



Report for:	Strategic Planning and Environment Overview and Scrutiny Committee
Date of meeting:	28th July 2020
Part:	1
If Part II, reason:	

Title of report:	Planning Enforcement – Summary of current position, trends and issues.
Contact:	<p>Cllr Graham Sutton, Portfolio Holder for Planning and Infrastructure</p> <p>Responsible Officer:</p> <p>James Doe, Assistant Director, Planning, Development & Regeneration</p> <p>Author:</p> <p>Philip Stanley, Team Leader, Specialist Services (Planning)</p>
Purpose of report:	To provide an update on the planning enforcement service, summarising its trends, current position and issues.
Corporate objectives:	An effective planning enforcement service is vitally important in maintaining public confidence in the planning system by assisting in the delivery of the development that has been granted and in taking action against harmful development, which has not been approved.
Consultees:	Mark Gaynor, Corporate Director (Housing & Regeneration)
Background papers:	<p>Local Enforcement Plan (2019)</p> <p>Planning Enforcement Quarterly Report – July 2020.</p>
Glossary of acronyms and any other abbreviations commonly used in Planning	<p>BCN Breach of Condition Notice</p> <p>EN Enforcement Notice</p>

Enforcement:	<p>GPDO General Permitted Development Order</p> <p>LBEN Listed Building Enforcement Notice</p> <p>LEP Local Enforcement Plan</p> <p>LPA Local Planning Authority (e.g. Dacorum Borough Council)</p> <p>NPPF National Planning Policy Framework</p> <p>PCN Planning Contravention Notice</p> <p>PEO Planning Enforcement Order</p> <p>PINS The Planning Inspectorate (the body that deals with planning appeals)</p> <p>PPG Planning Practice Guidance (sometimes referred to as the NPPG)</p> <p>TCPA Town and Country Planning Act 1990</p> <p>TPO Tree Preservation Order</p> <p>TSN Temporary Stop Notice</p>
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Introduction

1. This report is intended to provide information about DBC's Planning Enforcement Service. It will discuss the recent trends affecting the service, the situation as it currently stands, and the issues it currently faces.

2. This report is not intended to discuss the future strategic direction of Planning Enforcement in terms of its resources, priorities and abilities to overcome challenges. Further work (as outlined later in this report) is required to complete a review of the Planning Enforcement service. This review would then feed into a further report to discuss the future direction of Planning Enforcement.

Recent trends in Planning Enforcement

3. The number of planning enforcement cases has been increasing in recent years. This has increased from an average of 504 cases per year between 2010 and 2016 to an average of 550 cases per year in the last three years. This represents an approximate 10% increase in case workload since 2017. The following table provides a list of enforcement cases received per year since 2010 (*2020 as of 16 July 2020):

YEAR	No. CASES RECEIVED
2010	503
2011	538
2012	485
2013	473
2014	514
2015	508
2016	510
2017	538
2018	581
2019	531
2020*	237
TOTAL	5,418

4. Conversely, the number of planning enforcement cases being closed per year since 2010 is much less consistent, ranging from a high of 675 in 2010 to a low of 380 in 2015. This will be as a consequence of the complexity of cases being received, the amount of resources dedicated to dealing with complex cases requiring formal action versus focusing on closing simpler cases, and the overall resources available to the Planning Enforcement service at that particular time. (These matters are discussed further later in this report). It is the case, however, that the number of cases being closed in the years 2010-2012 has not been reached since. The following table provides a list of enforcement cases closed per year since 2010 (*2020 as of 16 July 2020):

YEAR	No. CASES CLOSED
2010	675
2011	576
2012	578
2013	468
2014	481
2015	380
2016	519
2017	499
2018	541
2019	483
2020*	210
TOTAL	5,570

5. When seen as an overall picture since 2010 the number of live cases has decreased by 152 cases. However, this disguises the more recent trend of an

increase in the amount of live enforcement cases, i.e. the cases currently on Enforcement Officers' books. Since 2012 there has been only one year when the Planning Service were able to close more enforcement cases than were received. In particular, in the period 2014 to date there are 306 more enforcement cases on the team's books. In other words, the amount of live cases has more than doubled since 2014. The following table provides a yearly analysis since 2010 of the number of cases received versus the number of cases closed (*2020 as of 16 July 2020):

YEAR	No. CASES RECEIVED	No. CASES CLOSED	DIFFERENCE
2010	503	675	-172
2011	538	576	38
2012	485	578	-93
2013	473	468	5
2014	514	481	33
2015	508	380	128
2016	510	519	-8
2017	538	499	39
2018	581	541	40
2019	531	483	48
2020*	237	210	26
TOTAL	5,418	5,570	-152

6. The number of live enforcement cases has increased by an average of 40 cases per year since 2014. This is broadly the same as the average recent increase in the number of enforcement cases received, i.e. 46 cases per year. In other words, the Planning Enforcement service has not been able to deal with the increase in the number of cases being received in recent years.
7. It should also be mentioned that prior to 2011 the Planning Enforcement service had four full-time members of staff. Given the need for Council-wide savings at this time, this was subsequently reduced to three full-time members of staff. Therefore, the Planning Enforcement service has, through changes to its processes, managed to deal with approximately the same number of cases coming through with one less member of staff. However, the service has not been able to cope with an increased level of demand together with a reduced resource available to it.
8. In terms of the type of planning enforcement cases received in the period 2010-2019 there is no apparent trend overall. Whilst a particularly case type may drop or increase one particularly year, it would usually rebound the next. The amount of cases the service has received regarding Estate Agent boards witnessed a noticeable increase in the middle of the decade, but this has since returned to previous levels. There has also been an increase over the decade in the number of cases received regarding development not being carried out in accordance with the approved plans. All of the other significant case types show no apparent trend, either up or down. The following table

provides the yearly figures between 2010 and 2019 of the number of cases received by the most significant case types:

	Advert	Breach of Condition	Change of use of building	Change of use of land	Estate Agent Board	Listed Building	Not in accordance with approved plans	No planning permission	S.215 (untidy land)	TPO
2010	74	41	28	43	29	14	59	120	20	13
2011	61	41	35	22	29	22	71	133	32	6
2012	33	43	32	47	41	30	55	119	30	4
2013	52	39	31	25	12	20	66	129	32	14
2014	49	43	35	37	38	31	55	122	21	8
2015	76	30	32	27	69	26	63	92	16	15
2016	48	34	27	34	55	20	77	124	18	10
2017	38	46	35	24	50	22	88	151	15	7
2018	71	40	21	26	32	22	107	140	29	12
2019	77	44	26	31	5	39	77	119	11	18

9. It should be noted that the above table does not include all case types, just those that occur the most frequently, which represent approximately 90% of all cases received. Furthermore, there is a case type 'Multiple Breach', which are not recorded in the above table, but which may include additional examples of the case types recorded in the table.

10. Planning Enforcement cases are given three levels of Priority, with level 1 being the highest and level 3 the lowest. Listed Building and TPO cases would typically (though not always) be given a Priority 1 status. From the table above it can be seen that these cases amount to around 35 cases per year. It is worth noting that priority 1 cases can be resource intensive due to the requirement to visit the site within 24 hours and the potential for a crime to have been committed.

11. In terms of formal action, i.e. the service of a Notice, it is worth noting that the first Enforcement Quarterly Report (July 2017) listed 38 cases where formal action was currently being taken. This compares to the 53 in the present edition, demonstrating that there is currently additional work required of the team dealing with formal action, whether this be defending an appeal against a Notice, trying to secure voluntary compliance, or prosecuting / considering prosecution for non-compliance.

12. The Planning Enforcement service has consistently taken robust action where it is proportionate to the level of harm being caused by the breach of planning control and where it is expedient to do so. In respect of the particular Notice type, it is worth noting the fluctuation in Enforcement Notices, as well as the recent trend for an increased use of Temporary Stop Notices. The following table details the formal Notices that have been served since 2013 (2020 includes two Enforcement Notices served on 17 July 2020):

	<i>Enforcement Notice</i>	<i>Listed Building Enforcement Notice</i>	<i>Stop Notice</i>	<i>Temporary Stop Notice</i>	<i>Breach of Condition Notice</i>	<i>s.215 Notice</i>	<i>TOTAL</i>
2013	13	0	0	0	0	3	16
2014	6	0	0	0	0	0	6
2015	9	0	1	0	2	2	14
2016	12	1	1	1	2	3	20
2017	16	2	1	2	1	4	27
2018	4	2	1	3	0	4	14
2019	13	2	0	5	1	2	24
2020	5	0	1	6	3	2	17
TOTAL	78	7	5	17	9	20	136

13. It is not possible for the recipient of a Stop Notice, a Temporary Stop Notice, a Breach of Condition Notice or a s.215 (untidy land) Notice to appeal – these, however, can be challenged in the Courts. Conversely, Enforcement Notices and Listed Building Notices can be, and are very often, appealed. This creates an issue for the Planning Enforcement Service in that it is necessary to take formal action against serious breaches of planning control, yet this has significant implications on the workload within the service, in terms of firstly defending any appeal, and then secondly trying to secure compliance once a Notice has taken effect. The following table provides details of the number of such appeals between 2010 and 2019:

YEAR	No. EN / LBEN APPEALS
2010	13
2011	9
2012	3
2013	6
2014	4
2015	6
2016	8
2017	10
2018	5
2019	10
TOTAL	74

14. Corporately the performance of the Planning Enforcement service is measured quarterly in how quickly a Planning Enforcement Officer first visits a site upon the receipt of a complaint / allegation. For Priority 1 cases the target is within 1 working day, for Priority 2 cases it is within 10 working days,

and for Priority 3 cases it is within 15 working days. In all cases, the target is that 100% of site visits are completed within their respective timescales.

15. The table below provides the performance figures for the previous two quarters, as well as a comparison with Q1 from last year. From these figures, it can be seen that the Planning Enforcement service consistently attends Priority 1 cases within the required one working day. However, the service has dropped its performance considerably in respect of Priority 2 and Priority 3 cases compared to a year ago. The reasons for this are discussed in the final section of this report.

	Q1 20/21			Q4 19/20			Q1 19/20		
	Received	Visit in time	% in time	Received	Visit in time	% in time	Received	Visit in time	% in time
P1	4	4	100	7	7	100	4	4	100
P2	11	9	81.8	39	25	64.1	51	46	90.2
P3	35	27	77.1	101	76	75.2	95	94	98.9

16. From the above table it can also be seen that Priority 1 cases typically represent about 5% of those received, Priority 2 around 35%, and Priority 3 approximately 60%.

Planning Enforcement at DBC – how it currently stands

17. Planning Enforcement is a service within the Development Management and Planning Group, led by Sara Whelan, and within the Specialist Services Team, led by Philip Stanley. The service, in essence, deals with breaches of planning controls through a variety of mechanisms ranging from ‘take no action’ to ‘invite retrospective planning application’ to ‘serve formal notice’. The route chosen depends on the severity of the harm caused by the breach and the expediency of the Council taking action in that matter.
18. Olivia Stapleford (Assistant Team Leader) leads the day-to-day running of the Planning Enforcement service, in terms of allocating and signing off enforcement cases, the preparation of formal Notices, and dealing with all appeals. The service also has two Enforcement Officers, Cora Watson and Steve Hall, who undertake the investigative work required in enforcement cases and who make recommendations within their reports. Philip Stanley, whilst not having day-to-day involvement in enforcement casework, leads the strategic direction of the service and assists in the more complicated formal notice and prosecution activities.
19. The Planning Enforcement Service up to the end of 2019 had a dedicated Technical Assistant, who dealt with the setting up of enforcement cases, the upkeep of the Planning Enforcement Register, Land Registry queries, and general Enforcement Officer support. This role was merged with the overall technical planning support in the Business Support team, and the same level of technical enforcement support is being provided in this new arrangement.

20. The service currently (as of 16 July 2020) has 540 number of live enforcement cases (received since 2006). The number of live enforcement cases increases substantially the more recent the year. For example, there are 8 live enforcement cases in the years 2006 – 2011, but 149 live enforcement cases from last year (2019). The full break down by year is as follows:

YEAR	LIVE CASES
2006	1
2007	1
2008	2
2009	1
2010	0
2011	3
2012	9
2013	4
2014	10
2015	23
2016	41
2017	53
2018	84
2019	149
2020	159
TOTAL	540

21. The above table also demonstrates that enforcement cases vary hugely in their complexity. Whilst some cases can be received and closed very quickly (in a matter of days or a couple of weeks), other cases can remain 'on our books' for a considerable number of years. The older cases will almost represent enforcement matters where formal action was undertaken (such as the service of an Enforcement Notice), but where securing compliance (such as meeting the requirements of a Notice) has proved difficult and / or complicated. It can take years, for example, to go through the Courts, if an offender is absolute resolute in their efforts not to comply with an EN. Such cases are very resource intensive and therefore the team (bearing in mind the large number of new cases coming in each month) have difficulties in finding the resources to deal with all older cases.

22. The service currently has 53 live enforcement cases where formal action has been taken and where full compliance has not yet been secured (as shown in the July 2020 Planning Enforcement Quarterly Report). These can be broken down by formal action taken as follows:

FORMAL ACTION TAKEN	LIVE CASES
Enforcement Notice	33
Listed Building Enforcement Notice	4
Stop Notice	1
Temporary Stop Notices	5
s.215 Notices	4
Breach of Condition Notices	6
TOTAL	53

23. It is worth noting that the total number of live cases where formal action has been taken represents approximately 10% of our live caseload. The other 90% will be at various stages of investigation, such as:
- A brand new case – site visit not yet undertaken.
 - Site visit undertaken – no breach or not expedient to take action – need to write up report / manager needs to sign-off report and close case.
 - Further information required – serve Planning Contravention Notice, discussions with other departments/external bodies, internet/Google Maps research, etc.
 - Retrospective planning application invited – waiting for submission / waiting for determination of application (and potentially subsequent appeal).
 - Breach has been resolved - need to write up report / manager needs to sign-off report and close case.
 - Formal Notice is being prepared, potentially in conjunction with Legal.
24. In addition to the above, there are two live enforcement cases currently with the courts, one in respect of prosecution for works to TPO trees without consent, and one challenge against the authority's service of a s.215 Notice.
25. The Planning Enforcement service works primarily within the legislation of the Town and Country Planning Act 1990 and the Listed Buildings and Conservation Areas Act 1990, national policy within the National Planning Policy Framework (NPPF) and local planning policy in the Core Strategy (2013) and the Local Plan (1991-2011).
26. The actions of the Planning Enforcement service are further guided by its Local Enforcement Plan (LEP), which has recently been completely re-written and was adopted by the Council in November 2019. The LEP provides an up to date analysis of the planning enforcement tools at the team's disposal, and details its core principles when deciding to use them, and how the respective parties are engaged in the enforcement process. It also outlines the planning enforcement's priorities and its approach to proactive enforcement action.
27. A majority of planning enforcement cases are dealt with on a reactive basis, i.e. an investigation will commence after we have received a report of an alleged breach of planning control. However, this LEP acknowledges that there are some 'hot topics' or 'problem areas' where the team's resources can be focused to make the maximum impact.
28. As such, Section 9 of the LEP introduced 'Priorities and Projects'. This section will be reviewed on an annual basis to take into account changing priorities, as well as the overall resources of the Planning Enforcement team at that time. For the first year of this document (i.e. 2020), the LEP is

prioritising, firstly, Major Developments and, secondly, adverts/banners in three problem areas. The full details of these projects can be found in the LEP.

29. Recently, St. Albans City and District Council undertook a comparison of the Planning Enforcement services across Hertfordshire (attached as Appendix A), in terms of the number of full-time employees in a Council's Planning Enforcement service and the number of formal Notices served.
30. Two of the nine authorities (Stevenage and Three Rivers) were not directly comparable as the structure of their planning department sees planning enforcement embedded into the Development Management function, i.e. an Officer deals with planning enforcement and planning applications. In respect of the other seven authorities, Broxbourne has 1.6 FTEs, Hertsmere and North Herts match Dacorum in having 3 FTEs, St. Albans, Watford and Welwyn & Hatfield have 4 FTEs, whilst East Herts has 4.5 FTEs.
31. In respect of Notices served, the data is less useful as it is unclear whether an authority's figure only includes Enforcement Notices, or the full range of Notices that could be served. Furthermore, some authorities may split breaches at one site over several Notices. Nevertheless, in terms of the most Notices recorded Dacorum placed joint fifth out of the ten Hertfordshire Authorities.

Current Issues in Planning Enforcement

32. The Planning Enforcement Service is a very busy team that is finding its workload, both in terms of enforcement cases and dealing with formal Notices, on the increase.
33. The Planning Enforcement Service has to balance the competing demands of undertaking the first site visit of a new case within the corporate performance timescales, ensuring that current cases reach a conclusion (and formal action is taken where required), and attempting to close historic cases. This balance has become increasingly difficult to perform for the following reasons.
34. Firstly, the service has within the last six years had to deal with three Enforcement Officers leave the team (two of which were promoted within the Planning Department). As there are only two Enforcement Officers in the team this has meant that for periods approaching three months, on three separate occasions, the team has been at only 50% capacity in dealing with new cases coming in. Furthermore, the unresolved cases of the Officer who left has had to be picked up by the team. Even when a new starter has commenced the team's resources become stretched as the new Enforcement Officer requires training and support before they are fully up to speed.
35. Secondly, the Covid-19 pandemic has severely affected and elongated the working practices of the Planning Enforcement service in four ways.

- i) Site Visits: In the initial weeks of the lockdown site visits were virtually all curtailed. Subsequently, it became possible to undertake site visits where we could guarantee no social contact. Only more recently have the team started to undertake site visits again more generally. However, this is preceded by a letter informing the owner of the visit and the completion of a risk assessment, both of which add to the time needed for a case. The need for a letter also prevents the service from undertaking unannounced site visits, which is a key part of investigating change of use breaches of planning control. Furthermore, when an owner claims health issues, no site visit can be undertaken. The overall result of this is an increasing and concerning backlog of site visits required (first site visits and compliance site visits).
- ii) Appeals: The Planning Inspectorate initially put on hold all appeal work. More recently, they have started to undertake unaccompanied site visits where they can, and in a few cases, have completed 'remote' Hearings and Inquiries. As such planning enforcement appeal work has been delayed and / or has become more time consuming.
- iii) Notices: To reflect the difficulties affecting everyone in the Borough the Planning Enforcement service has had to firstly delay the service of a formal Notice, and where Notices have been served, have had to increase the period in time before they take effect. These processes have increased the amount of effort and time being spent on securing a voluntary resolution, whereas often it is preferable to reach a conclusion quicker.
- iv) Compliance: It has become even harder for the Service to secure compliance with formal Notices because the offenders are claiming they need more time to bring in contractors, etc. to do the works, or claiming health reasons for not doing the works. Furthermore, the Magistrates Courts were not functioning and this has only served to increase their backlogs and the amount of time it takes to bring forward and complete prosecution proceedings.

36. The large and increasing live caseload has a number of other important implications.

37. Firstly, it has resulted in a change in the way that the Planning Enforcement service treats cases in that we have increased the 'expediency bar' and are considering increasing this further. This means that cases are closed because it would not be expedient for the Council / Planning Enforcement service to use its resources on a particular matter. It has always been the case that not all breaches are harmful, and it is right and proper that cases are closed down quickly where the breach is minor and results in no harm. This allows the service to concentrate its resources on the cases that need formal action or where significant harm is being caused. However, a 'not expedient' conclusion effectively grants planning permission for a development without neighbours having a chance to comment, as is their normal right in a planning application consultation process. Furthermore, closing a case as 'not

expedient' can sometimes create more work for the service in explaining to the complainant why their concern has been closed, or in responding to complaints about inaction. Therefore, there is a balance to be struck between closing cases quickly as 'not expedient' and the potential consequences of doing so.

38. Secondly, it is an increasing challenge to deal with criminal offences, such as non-compliance of formal notices and works being undertaken to TPO trees or Listed Buildings without the required consent. Such cases are extremely resource intensive in that they could involve interviews under caution, the preparation of witness statements and prosecution papers, attendance at Court, procuring contractors to undertake Direct Action on behalf of the Council, etc. The failure to not prosecute in certain clear cases, potentially results in the continuation of the ongoing breach, but also could see the Council developing a reputation where it is known as an authority which is not prepared or not able to take the legal steps required to attempt to secure compliance with breaches of planning control. The service has to take hard decisions, therefore, on how to deploy resources most effectively across its caseload with regard to the seriousness of each case.
39. Thirdly, there are a several trends that are resource intensive, both in terms of the number of cases that the Planning Enforcement service have to investigate, and also in terms of looking at additional protections for certain areas, such as Article 4 Directions. These trends include a rise in the number of fields or woodland that have been bought and then re-sold in much smaller parcels, and a rise in the number of House in Multiple Occupation (HMO) or Airbnb type arrangements.
40. To deal with these issues and pressures on the Planning Enforcement service, the department is currently undertaking a full review of the service. This will analyse in detail the following (but not limited to) measures: work in progress; the length of time taken to deal with particular tasks; the way we correspond and update neighbours and offenders; and increased use of templates and automated e-mails.
41. This is important work as it will provide the data required to make informed decisions about the future strategic direction of the Planning Enforcement service. This work will enable the service to operate as efficiently as possible with the resources currently available to it. Subject to the outcomes of this review it will then be necessary to consider whether particular tasks need to be undertaken at all or whether more resources are required.
42. Finally, a report will be taken to the Development Management Committee in October 2020 as part of the Planning Enforcement Quarterly Update. This report will discuss the Local Enforcement Plan's priorities for 2021 and will give Members an opportunity to feed into the process of deciding these priorities, taking into account, for example, consistent concerns being raised by their constituents.

Appendices

- 1. St. Albans District Council 'Review of Planning Enforcement across Hertfordshire'**

APPENDIX 1: PLANNING ENFORCEMENT RESOURCING IN HERTS JULY 2020

District Council	Number of Planning Enforcement Officers	Number of Vacant Posts	Number of Planning Contravention Notices Served in Period 2019/20	Number of Enforcement Notices Served in Period 2019/20
Broxbourne	1.6 FTE	1 (filled through Agency since April 2019 – advertised 3 times)	1	15
Dacorum	3 FTE	0	Not known	8 (not including S215/Breach of Condition Notices/Temporary Stop Notices)
East Herts	4.5 FTE plus additional 12 hrs part time admin and 1 day per week Enforcement Officer	0	0	19 Enforcement Notices 2 Breach of Condition Notices 4 Temporary Stop Notices 1 Remedial Notice 3 High Court Injunctions
Hertsmere	3 FTE plus 1 LT Temp to assist with Workloads	0	14	22 (not including S215/Breach of Condition Notices/Temporary Stop Notices and S330)
North Herts	3 FTE	0	20	3
St Albans	4 FTE and 1 PT admin	0	0	1
Stevenage	5 staff (DM Team as well as Planning Enforcement)	0	0	0
Three Rivers	5 FTE (all dealing with planning applications in addition to enforcement casework)	0	7	4
Watford	4 FTE	1	0	8
Welwyn and Hatfield	4 FTE	0	7	16

Agenda Item 9



Report for:	Strategic Planning and Environment Overview & Scrutiny Committee
Date of meeting:	28 July 2020
Part:	1
If Part II, reason:	

Title of report:	Parking Standards Supplementary Planning Document
Contact:	Councillor Graham Sutton, Portfolio Holder for Planning and Infrastructure Author/Responsible Officer: <ul style="list-style-type: none"> • Alex Robinson/ Stephen Mendham – Strategic Planning Team • James Doe – Assistant Director: Planning, Development and Regeneration
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"> • <i>Safe and clean environment:</i> e.g. support policies in the Local Plan that promote a safe built environment • <i>Dacorum delivers:</i> e.g. helps provides a clear framework upon which planning decisions can be made.
Implications:	<u>Financial</u> None directly associated with this report.

<p>'Value for money' implications</p>	<p><u>Value for money</u></p> <p>Consultants Markides were appointed through a formal procurement process where cost and value for money considerations were reflected in the scoring criteria.</p>
<p>Risk implications</p>	<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>
<p>Community Impact Assessment</p>	<p>Will be provided for the 22 September 2020 Cabinet report on the Draft SPD.</p>
<p>Health and safety Implications</p>	<p>Ensuring an appropriate level of parking provision as part of new development will support future highway safety.</p>
<p>Consultees:</p>	<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"> • Development Management • Legal • Dacorum's Parking team • Environmental Health (Air Quality) • Local highway authority (HCC)
<p>Background papers:</p>	<ol style="list-style-type: none"> 1. Dacorum Borough Local Plan (April 2004) 2. Parking Standards Review, Markides Associates, October 2017 3. Draft Parking Standards Supplementary Planning Document, Markides Associates, July 2020 4. Dacorum Area Based Policies Supplementary Planning Guidance on 'Accessibility Zones' (May 2004) 5. Roads in Hertfordshire – a Design Guide, HCC, January 2011
<p>Glossary of acronyms and any other abbreviations</p>	<p>HCC: Hertfordshire County Council SPD: Supplementary Planning Document</p>

1.0 COMMITTEE CONSIDERATION OF PARKING STANDARDS REVIEW DOCUMENT

1.1 In determining planning applications for new development, the Council's standards for the provision of car parking are set out in the Dacorum Borough Local Plan 2004 that have been 'saved' for ongoing use. A review of parking standards, given that the current levels date from the early 2000's is therefore needed.

1.2 Officers have been working on a new set of parking standards based on the most up-to-date evidence need and transport policy. A report on the Parking Standards Review document, was considered by this 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 of parking areas and spaces, including space dimensions. 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 which dates from the late 1990s). 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 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 produced for the Council a draft Parking Standards SPD which was considered by the Committee in March 2019 and resolved by Cabinet at its June 2019 meeting that the draft SPD should proceed to public consultation.
- 2.2 The consultation was undertaken in July and August 2019. The Council received a wide range of views to the consultation and as a result undertook further analysis of approach to the SPD. Following consideration of the issues raised by consultees, Officers, in conjunction with Markides, have made revisions to the draft SPD.
- 2.3 Markides Associates have now produced a revised draft Parking Standards SPD. The full Draft SPD which Officers now recommend for adoption by the Council, can be found in Appendix 1. 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

- 2.4 The main differences between the standards now recommended and those in the previous draft SPD consulted on in July 2019 are summarised in the table below. Appendix 2 gives more detailed information on the main differences.

Subject	
General approach	The move made in the 2019 consultation draft SPD from the currently adopted maximum to a 'standard' approach has been maintained. Those standards have been further refined by the measures summarised below in this table, including revision to the accessibility zones, especially in the more rural areas, with 4 accessibility zones.
Parking standards for different land uses	<p>Accessibility Zones 1 and 2 are smaller and more tightly drawn in the draft SPD compared to the consultation draft SPD to more fully represent the available public transport. As a consequence of the reductions more of Hemel Hempstead is now within Accessibility Zone 3 where a higher standard applies.</p> <p>The draft SPD slightly reduces the parking standard for accessibility zones 1 and 2 compared to the consultation draft SPD, whilst zone 3 remains broadly similar to that proposed for the remainder of the Borough in the consultation draft and a higher standard will apply to Zone 4.</p>
Accessibility zones and reduced parking standards in high accessibility locations	<p>The Consultation Draft SPD reduced the number of accessibility zones to two. Following the review we have increased this to four accessibility zones but modified these to emphasise variations in accessibility:</p> <ul style="list-style-type: none"> <li data-bbox="596 1944 1374 2007">▪ Zone 1 – Highest Accessibility – the immediate 'core' of central Hemel Hempstead where there are extensive

	<p>local facilities and buses and highest density of development</p> <ul style="list-style-type: none"> ▪ Zone 2 - High Accessibility – easy walking distance (approximately 10-minutes walk) of the centre of Hemel Hempstead, as well as core areas close to central Berkhamsted and to the stations and other facilities at Hemel Hempstead and Apsley railway stations. ▪ Zone 3- Medium Accessibility – remaining areas of the larger towns, where there are some public transport routes and local facilities. ▪ Zone 4 – Low accessibility – the rest of the borough, either villages or rural areas. <p>The result is that most of the Borough is in Accessibility Zone 4 and the majority of towns and villages in Zone 3, where higher parking standards will apply. Zones 1 and 2 would apply to the most accessible locations within Hemel Hempstead and parts of Berkhamsted.</p>
Deviating from the standards	<p>The SPD includes a mechanism to deviate from the standards. The applicant may submit robust evidence to the Council to demonstrate why a development should deviate from the standard and the Council will consider whether circumstances exist to justify a different approach.</p> <p>Equally, the Council will have the ability to require higher standards in areas, particularly where there are known on-street parking stress issues. It will be important for the Council to evidence these requests and provide this to the applicant at the earliest opportunity.</p> <p>Any deviations require the submission of a parking stress survey.</p> <p>Car-free residential development will be considered where developers can provide robust evidence that this will be appropriate. This type of development will not normally be acceptable outside Accessibility Zone 1.</p>
Visitor parking	<p>The standards encourage shared rather than allocated parking as this results in a more efficient use of parking space and a better use of EV charging points. It also gives the added advantage that visitors can use unused spaces when available.</p> <p>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. A key issue is whether spaces are allocated or not. These standards assume that at least 50% of all parking is unallocated. Should the level of unallocated parking be lower, then an additional 20% visitor parking spaces will be required.</p>
Servicing	<p>The SPD requires adequate provision and space within a site for parking, manoeuvring, loading and unloading to meet the operational servicing requirements of the development.</p>

	The space set aside for servicing should be of suitable size for the type and quantity of vehicles likely to be associated with the development. Delivery vehicles should be able to safely enter and exit the site in a forward gear.
EV Charging Provision	The SPD proposes that 50% of all parking spaces to have active charging point. All remaining parking spaces to have passive provision. This assumes all the electric spaces are unallocated; if allocated, the Council will require a higher proportion of provision agreed on a case by case basis.

2.5 It is important to note that the SPD must supplement the Council's existing policies on parking standards and cannot change them. The Council's adopted standards are expressed as maximum standards. As a consequence until the new Local Plan is adopted there remains some risk that applicants challenge the standards contained in the new SPD.

2.6 The Officer view is that the revised Draft SPD should now be adopted. Your Committee is requested to inform Cabinet of its views on the Draft SPD (see recommendations).

3.0 NEXT STEPS

3.1 At their meeting on 22 September 2020, Cabinet will consider any requests that this Committee may make to amend the Draft SPD. Cabinet and Full Council will be required to agree the final SPD.

**APPENDIX 1: DRAFT PARKING STANDARDS SUPPLEMENTARY
PLANNING DOCUMENT**

Dacorum Borough Council

Parking Standards Supplementary Planning Document

July 2020

Project No. 17014

Prepared for:
Dacorum Borough Council

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1. Introduction and Policy Context

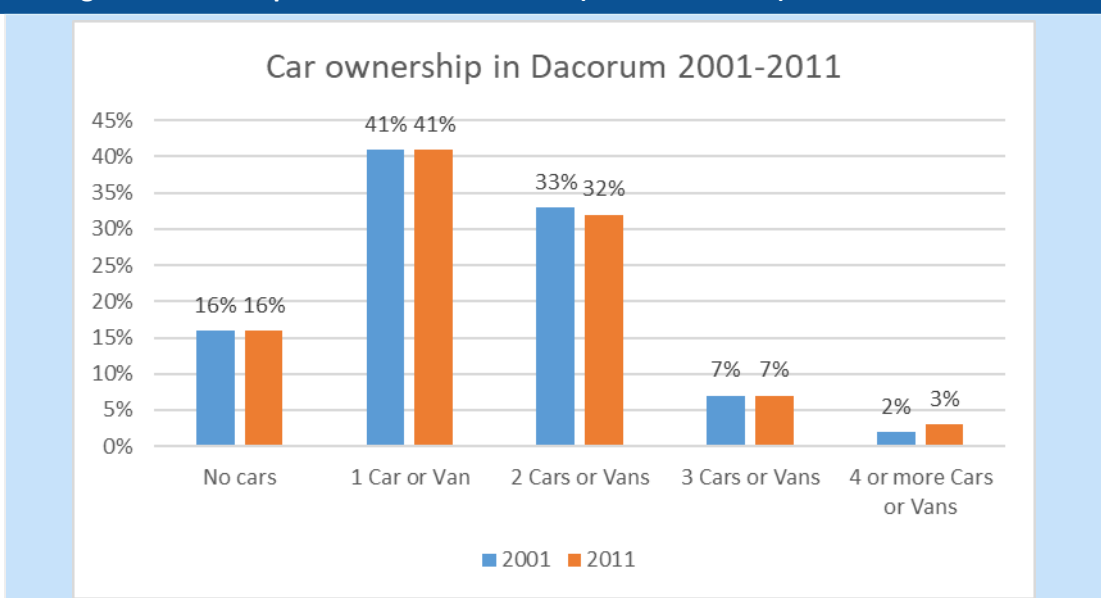
Background

- 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) also lead to lower car ownership and use. This Supplementary Planning Document (SPD) aims to provide a way to achieve a balance between these two aspects based on the current evidence available.

Context

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

Average car ownership in Dacorum 2001-2011 (Sources: census)

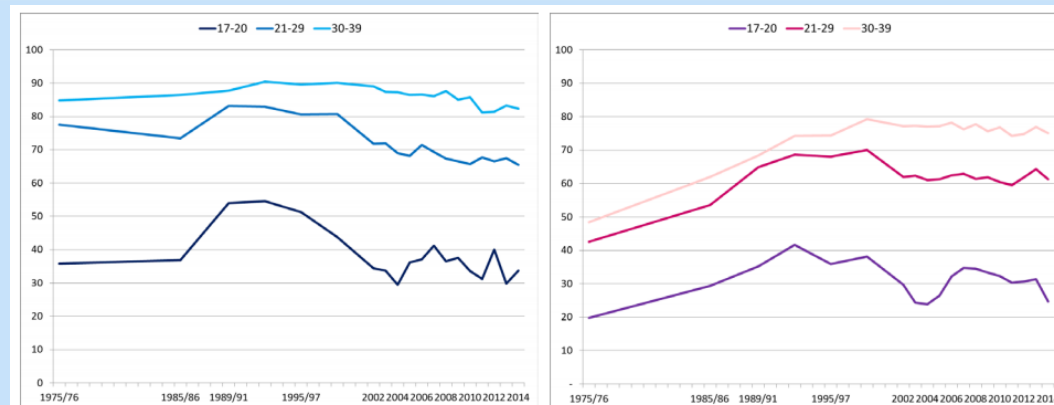


- 1.5 However, these are averages across the borough, and there has also been recent research showing that travel behaviour is changing due to wider societal factors. There is clear evidence that the younger generation is postponing obtaining a driving licence for longer -

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

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).

Percentage of Men and Women with driving licence by age group in England 1975/6 to 2014 (source: NTS 0201 from DfT – 2015)



- 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), with different levels of standard in appropriate locations and conditions to sustain lower car ownership. 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, the latest update February 2019) which 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 (February 2019)

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

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

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

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

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

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

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

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

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

- 2.9 Paragraph 110 goes on to say that applications for development should: (inter alia) be designed to enable charging of plug-in and other ultra-low emission vehicles in safe, accessible and convenient locations.
- 2.10 Paragraph 111 requires that all developments that will generate significant amounts of movement should be required to provide a travel plan and a transport statement or transport assessment.
- 2.11 The NPPF is supported by the guidance in the Planning Practice Guidance issued by the Ministry of Housing, Communities & Local Government on Transport Assessments, Travel Plans and Transport Statements³.

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 draft Plan (2018) 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.

³ <https://www.gov.uk/government/collections/planning-practice-guidance>

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 street scene 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, shall be in accordance with the standard of the Local Planning Authority.
- 2.18 This guidance is being updated but has not yet been published. Once published, these guidelines can be used to inform the application of the 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 public 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 public 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 preparing 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 c 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)⁴. 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 Plan⁵.

⁴ http://www.dacorum.gov.uk/docs/default-source/planning-development/spar-11.11.10-maylandsparkingstrategy_finaldraft.pdf

⁵ <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 information 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 LEVELS⁶

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 – 54⁷. 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.

⁶ Source: 2001 and 2011 Census

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

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

⁷ 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. However other parts of the larger urban areas do have some public transport access and access to local facilities.
- 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. Similarly there are areas in central Berkhamsted and the fringes of Hemel Hempstead where car ownership is some 10% below the average,
- 4.6 This recorded level of lower car ownership supports the principle of having lower parking standards in particular parts of the urban areas.
- 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 will accordingly reduce the standards in appropriate Accessibility Zones as set out below and in Appendix B.
- 4.8 The overall proposal is to have four accessibility zones for parking standards, reflecting different access to local facilities and public transport such as buses and railway stations, and therefore the potential to have lower car ownership. It is proposed that these four zones consider of the following:
- Zone 1 – Highest Accessibility – the immediate ‘core’ of central Hemel Hempstead where there are extensive local facilities and buses and highest density of development
 - Zone 2 - High Accessibility – easy walking distance (approximately 10-minutes walk) of the centre of Hemel Hempstead, as well as core areas close to central Berkhamsted and to the stations and other facilities at Hemel Hempstead and Apsley railway stations.
 - Zone 3- Medium Accessibility – remaining areas of the larger towns, where there are some public transport routes and local facilities.
 - Zone 4 – Low accessibility – the rest of the borough, either villages or rural areas.

The location of these Accessibility Zones is shown in Appendix B.

5. Overall Approach to Parking Standards

General

- 5.1 An appropriate level 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, research⁸ 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.
- 5.5 It is also regarded as appropriate to co-ordinate the parking standards with other council planning policies where possible, in particular those relating to density, which is affected by parking provision.

The general use of parking standards

- 5.6 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.
- 5.7 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

⁸ DfT Parking Research Review, TRL, 2010 -
<https://www.britishparking.co.uk/write/Documents/Library/Reports%20and%20research/parkingreport.pdf>

expectation that development will meet its own needs on-site by providing parking to this 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.

5.8 In exceptional cases, the Council will consider proposals to provide different standards at particular locations, provided that there is robust evidence acceptable to the council substantiating these – see 6.8.

5.9 The standards also encourage shared rather than allocated parking, as this results in a more efficient use of parking spaces (see box below) and better use of any electric charging points. 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 total car parking requirement would be 60 spaces (50 x 1.2).
- But if 1 space was allocated per dwelling, 60 spaces would be allocated, but 10 of these would not be used, as 17% of households do not have a car. This would therefore result in a shortfall of 10 spaces, and pressure on on-street parking or a requirement for provision of 10 more spaces.

5.10 In addition, there is the added advantage that visitors can use unused spaces when available. 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 will only be accepted in exceptional cases, when appropriate evidence is provided by the agent/developer for consideration by the Council, and the Council agrees with this 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.
- 6.3 Different standards for C3 use are provided as set out in the table in Appendix A, based on the four accessibility zones referred to in section 4.8 and shown in Appendix B.
- 6.4 The potential reduction in residential parking in high accessibility locations forms part of Policy 58 of the 2004 Local Plan.

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 study⁹ 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, equivalent of up to 0.2 spaces per dwelling, would be generated by visitors.

- 6.5 Consequently, these standards assume that at least 50% of all parking is unallocated. Should the level of unallocated parking be lower, then an additional 0.2 visitor parking spaces will be required.
- 6.6 For very small developments (less than 10 units) the above visitor parking standard will not be applied, even if all spaces are allocated.

Garages

- 6.7 Garages will only 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.
- 6.8 Proposals for changes to the standard provision. There may be exceptional circumstances, which the Council considers is acceptable, when robust justification (as set out in 6.10) can be provided to vary from the parking standards. In some cases, particularly where there are known on-street parking stress issues, the Council itself may require a higher standard

⁹ Jenks and Noble, 1996 study of Lower Earley in Reading

of parking than set out in the standards, and will require robust evidence from the applicant to assess this. These cases will be considered on an individual basis. Where there is a material change in circumstances, the Council will undertake a review of this SPD (see Section 13 for details).

6.9 Any changes to the standard provision, including any 'car-free' development proposed are by exception. Car-free residential development will not normally be acceptable outside Accessibility Zone 1.

6.10 Changes to the standards may be appropriate or required where the Council accepts robust 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, or situations where new public transport services have significantly increased the accessibility of a location.
- 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 and secured (new residents will not normally be allocated permits unless surveys show ample spare on-street capacity).
- Surveys of similar developments at peak times of residential and other demand in the same town and potentially other towns show that lower parking is appropriate.
- Disabled and electric vehicle parking provision is appropriate.

6.11 There may also be a requirement for 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**.

Dwelling Houses with Multiple Occupation (HMO)

6.12 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.

6.13 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](#)

6.14 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**.

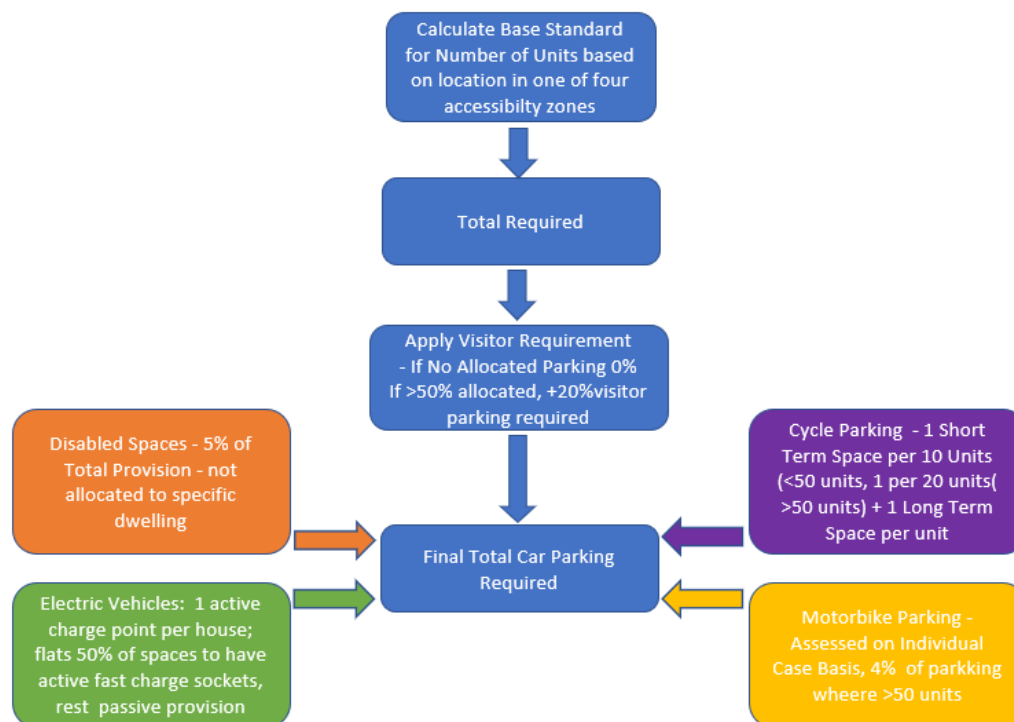
[Parking for Disabled motorists](#)

6.15 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.

6.16 The number of disabled spaces specified are part of total capacity, not additional.

Residential parking calculation flowchart

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



Worked example

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

Zone 1

If the development is in the highest accessibility Zone 1, and is for 30 2-bedroomed units, the parking standard would be 15 spaces (30 x 0.5) if the spaces were all allocated or unallocated.

Zone 2

If the development is in the high accessibility Zone 2 and is for 30 2-bedroomed units, the parking standard would be 33 spaces (30 x 1.1) if the spaces were all allocated and 27 spaces (30*0.9) if 50% or more of spaces were unallocated.

Zone 3

If the development is in the medium accessibility Zone 3 and is for 30 2-bedroomed units, the parking standard would be 39 spaces (30 x 1.3) if the spaces were all allocated and 33 spaces (30*1,1) if 50% or more of spaces were unallocated.

- Zone 4- rest of borough
- If the development is in Zone 4, and is for 30 2-bedroomed units, the parking standard would be 60 spaces (30 x 2.0) if the spaces were all allocated or unallocated.

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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 (see 6.8). The standards are shown in **Appendix A**.
- 7.2 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.
- 7.3 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

- 7.4 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 may be 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.
- 7.5 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.

Reduced standard parking

- 7.6 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 6.8).
- 7.7 There may be exceptional circumstances when justification (see section 6.8) 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.
- 7.8 Where there is a material change in circumstances, the Council will undertake a review of this SPD (see **Section 13** for details).

Servicing, Lorries, Other Commercial Service Vehicles and Coaches

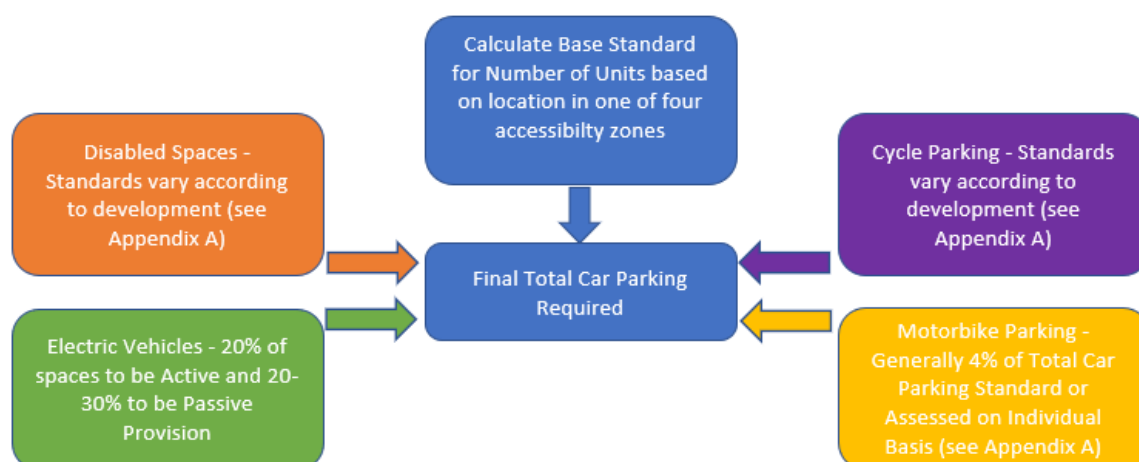
- 7.9 In relation to servicing, applicants will be required to demonstrate that there is adequate provision and space within the site for the parking, manoeuvring, loading and unloading to meet the operational servicing requirements of the development. The space set aside for servicing should be of suitable size for the type and quantity of vehicles likely to be associated with the development. Delivery vehicles should be able to safely enter and exit the site in a forward gear.
- 7.10 The NPPF (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.

Non-residential parking calculation flowchart

- 7.14 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

7.15 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 in Zones 3 and 4 (1 space per 35 sq.m, GEA), a lower standard up to 30% less) less) of 38 spaces in Accessibility Zone 2 and will be assessed on an individual case in Zone 1. The reductions for accessibility zone 2 and 1 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 new large food retail centre- the location is in Zone 3. The A1 development of 2,000 sq.m. GEA parking standard is 1 per 35 sq.m so 57 spaces are required; an A1 food development of 2,200 sq.m has a standard of 1 space per 22 sq.m. so 100 spaces are required, a total of 157 spaces. The applicant provided parking accumulation evidence, an on-street parking stress survey showing extensive controls and a parking management plan to show that only 140 spaces were required at peak times. The Council is considering this request.

8. Specific Parking Provision

Design and Layout of Parking Spaces

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

Dimensions of Spaces

- 8.2 The 'Roads in Hertfordshire: Highway Design Guide' focusses on the design aspects of roads and the streetscene in Hertfordshire. It advises on the dimensions and location requirements for parking bays and driveways. Guidance is in the process of being updated but until this new guidance is adopted the dimensions required for a standard parking space are 2.4m x 4.8m.
- 8.3 Turning areas shall be in accordance with the guidance in Manual for Streets¹¹. Wider parking bays for use by disabled people should be provided in accordance with the guidance given in Traffic Advisory Leaflet 5/95¹². Any space not meeting this standard will not be taken into account when assessing whether the parking requirement has been met.

Garage Sizes

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

Tandem Parking

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

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

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

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

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

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

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

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*¹⁴.

8.10 An example calculation for shopping, recreation and leisure is as follows:

- total number of car parking spaces = 100;
- three spaces are provided for specific disabled members of staff, leaving 97 spaces;
- 6% of remaining 97 spaces are to be designated accessible spaces = 5.82, round up to 6; and
- 4% of remaining 97 spaces are to be enlarged spaces = 3.88, round up to 4, thus providing 87 standard spaces

8.11 In all cases, the numbers of designated spaces might need to be greater at locations, venues of facilities that specialize in accommodating groups of disabled people.

8.12 Detailed guidance on layout and access to spaces/buildings is given in Part M of the Building Regulations (2010)¹⁵.

8.13 The standard is set out in **Appendix A**. Blue badge parking is part of the overall total of parking required by the standards, not additional to it.

Motorbike Parking

8.14 '*Traffic Advisory Leaflet 2/02*', (March 2002)¹⁶ from the DfT sets out advice on motorbike parking – particularly on design issues - no specific advice is given on the extent of off-street provision.

¹⁴ Accessible Sports Facilities, Updated 2010 guidance, Sport England section 3 and Table 2

<https://www.sportengland.org/facilities-planning/design-and-cost-guidance/accessible-facilities/>

¹⁵

https://www.planningportal.co.uk/info/200135/approved_documents/80/part_m_-_access_to_and_use_of_buildings

¹⁶ <https://www.gov.uk/government/collections/traffic-advisory-leaflets>

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

- 8.15 Institute of Highways Engineers – ‘*Guidelines for Motorcycling, Cycle Parking*’¹⁷, notes the significant increase in motorcycling, and the problems of insufficient parking and theft. It highlights educational establishments, employment sites, retail and leisure and transport interchanges as being important locations for motorbike parking, as well as residential development. No guidance is given on off-street provision.
- 8.16 The provision of an additional 4% of total parking spaces for motorbikes for all non-residential development is required. For residential development, motorbike parking may depend on other provision (e.g. garages and car ports) and each case will be treated on its merits (developers should clearly set out how this standard is being met), but for developments of more than 50 units, the assumption is that an additional 4% of total parking is provided for motorcycles. .

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.
- 8.19 For cycle provision around places of employment, sufficient showers and lockers should be provided to cater for demand, with lockers large enough to include hanging space for formal work wear. An appropriate level of provision should be provided in accordance with expected operational requirements and nature of the development proposed.
- 8.20 Cycle parking standards are shown in **Appendix A**.

Electric Vehicle Charging Points

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

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

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

- 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. Given the length of time to charge and rapidly changing requirements, this type of unit is not recommended for new development in Dacorum,

Typical homecharge unit¹⁹



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

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

Typical public rapid charge unit²⁰



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

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

(1) Type 2 and CCS, an option which includes a Type 2 for slow/fast charging, and a Type 2 Combo (also known as 'CCS') for rapid charging;

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

²⁰ Source: www.zap-map.com

(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

8.24 The standard proposed is as follows:

Table 1 Electric Vehicle Charging Standards

Land use	Provision	Type of charger (minimum) ²¹	Power supply
C3 houses	1 per house active charging point	7kW Mode 2 with Type 2 connector	230v AC 32 Amp Single Phase dedicated supply
C3 Flats and other C3 uses	50% of all parking spaces to have active charging point, all remaining parking spaces to have passive provision. This assumes all the electric spaces are unallocated; if allocated, the Council will require a higher proportion of provision agreed on a case by case basis.	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, A2-A5	1 active charging point per 5 parking spaces provided, 20-30% of all remaining parking spaces to have passive provision (as specified in SPD standards table Appendix A)	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		

8.25 Off-street EV bays may be achieved in the standard 2.4m x 4.8m bays referred to in 8.2.

8.26 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

8.27 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). Table 1 above sets out

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

the provision required. 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.

Large commercial vehicles

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

9. Transport Statements and Transport Assessments

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

10. Parking Stress Surveys

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

11. Travel Plans and Travel Plan Checklist

Introduction

- 11.1 Hertfordshire County Council's Travel Plan Guidance²² and National guidance²³ provides more information on these elements. The Hertfordshire guidance states that Travel Plans are an essential tool for enabling development by creating sustainable access to, from and around a site. Travel plans are essential for sustainable development. They aim to deliver sustainable transport objectives through a positive action plan. They are effective in managing travel demand, with the potential to contribute to significant reduction in national and local traffic. They can also be effective in promoting social inclusion, community cohesion and healthier communities.
- 11.2 A Travel Plan is a long-term management strategy for an occupier or site that seeks to deliver sustainable transport objectives. They are required in Hertfordshire to support a number of national and local policy objectives, including:
- reducing pressure on highway capacity;
 - reducing road danger and protecting vulnerable road users;
 - encouraging behavioural change towards public 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.
- 11.5 The Council has a particular interest in travel in new development in and around air quality management areas, and any Transport Assessments and Travel Plans in or near such areas will have to indicate how this will be addressed; this could include more of an emphasis on sustainable travel including higher levels of electric vehicles or other lower emission vehicle provision.

Further Information

- 11.6 If you have any questions, email Hertfordshire County Council on travelplan@hertfordshire.gov.uk. Hertfordshire's Travel Plan Guidance provides details of when Travel Plans are required as part of the planning process for all types of

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

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

development, with different travel plans relating to the scale of each development – see the extracted table below, which requires a simpler Travel Plan Statement for smaller developments and a Travel Plan for larger developments.

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

11.7 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

11.8 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.

11.9 Further details are available at:

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

Travel Plan Checklist

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

12. Section 106 Contributions and Community Infrastructure Levy

Section 106 Contributions

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

Community Infrastructure Levy (CIL)

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

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

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

13. Future reviews of the SPD

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

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

- 13.8 Cycling remains very low in the country as a whole but there is evidence that investment boosts numbers, particularly in urban areas.
- 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	Motorbike Parking	Electric Vehicles	Cycle Parking Standards
		Accessibility zone 1	Accessibility Zone 2	Accessibility Zone 3	Accessibility Zone 4				
A1 Retail foodstores	(a) Small food shops up to 500 m ² GEA	Assessed on an individual case	Up to a 30% reduction on the Zone 3 standard.	1 space per 30 m ² GEA	1 space per 30 m ² GEA	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 ²⁵ .	Calculate 4% of total standard; add this number for Motorbike bays	20% of all spaces to be active provision, further 20% to be passive provision	1 S/t space per 150 m ² GEA plus 1 L/t space per 10 maximum staff on site at any one time
	(b) Food supermarkets exceeding 500 m ² GEA but not exceeding 2,500 m ² GEA			1 space per 22 m ² GEA ²⁶	1 space per 22 m ² GEA ²⁷				
	(c) Food superstores/ hypermarkets exceeding 2,500 m ² GEA			1 space per 18 m ² GEA	1 space per 18 m ² GEA				
	(d) Food retail parks			Assessed on an individual case	Assessed on an individual case				
A1 Non-food retail	(a) Non-food retail warehouses with garden centres	Assessed on an individual case	Up to a 30% reduction on the Zone 3 standard.	1 space per 25 m ² GEA	1 space per 25 m ² GEA				1 S/t space per 350 m ² GEA plus 1 L/t space per 10 maximum staff on site at any one time
	(b) Non-food retail warehouses without garden centre			1 space per 35 m ² GEA	1 space per 35 m ² GEA				
	(c) Garden centres up to 4,000 m ² GEA			1 space per 25 m ² GEA	1 space per 25 m ² GEA				

²⁵ See 4.2.1.1. of BS 8300:2009 – 3mx6m

Use Class	Description	Car Parking Standard				Disabled Parking Provision	Motorbike Parking	Electric Vehicles	Cycle Parking Standards
		Accessibility zone 1	Accessibility Zone 2	Accessibility Zone 3	Accessibility Zone 4				
	(d) Garden centres exceeding 4,000 m ² GEA			Decided in each case on individual merits	Decided in each case on individual merits	1 space per employee who is a disabled motorist + 6% of total provision. It is desirable that a further 4% of the total capacity should be enlarged standard spaces ²⁸ .	Calculate 4% of total standard; add this number for Motorbike bays	20% of all spaces to be active provision, further 20% to be passive provision	1 S/t space per 350 m ² GEA 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			Each case on individual merits (shared parking & an overall reduction in provision, taking into account linked trips on site)	Each case on individual merits (shared parking & an overall reduction in provision, taking into account linked trips on site)				
	(f) Non-food retail parks where individual land use components are not known			1 space per 40 m ² GEA (shared parking)	1 space per 40 m ² GEA (shared parking)				
A2 ²⁹ Financial & professional Services	Banks, building societies, estate agencies, betting shops	Assessed on an individual case	Up to a 30% reduction on the Zone 3 standard.	1 space per 30 m ² GEA	1 space per 30 m ² GEA	1 space per employee who is a disabled motorist + 6% of total provision.	Calculate 4% of total standard; add this number for Motorbike bays	20% of all spaces to be active provision, another 20% to be passive provision	1 S/t space per 200 m ² GEA plus 1 L/t space per 10 f/t staff
A3, A4 and A5 Food & drink	(a) Restaurants/cafes	Assessed on an individual case	Up to a 30% reduction on the Zone 3 standard.	1 space per 5 m ² floorspace of dining area plus 3 spaces per 4 employees	1 space per 5 m ² floorspace of dining area plus 3 spaces per 4 employees	It is desirable that a further 4% of the total capacity should be enlarged standard spaces ³⁰	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 100 m ² GEA plus 1 L/t space per 10 maximum staff on site at any one time
²⁶ 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.									
²⁷ 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.									

²⁸ See 4.2.1.1. of BS 8300:2009 – 3mx6m

Use Class	Description	Car Parking Standard				Disabled Parking Provision	Motorbike Parking	Electric Vehicles	Cycle Parking Standards
		Accessibility zone 1	Accessibility Zone 2	Accessibility Zone 3	Accessibility Zone 4				
	(b) Public houses/bars			1 space per 3 m ² of floorspace of bar area plus 3 spaces per 4 employees	1 space per 3 m ² of floorspace of bar area plus 3 spaces per 4 employees		bays.		GEA plus 1 L/t space per 10 maximum staff on site at any one.
	(c) Hot food takeaway shops ³¹			1 space 3 m ² of floorspace of public area plus 3 spaces per 4 employees	1 space 3 m ² of floorspace of public area plus 3 spaces per 4 employees				
	(d) Fast food drive thru restaurants			1 space per 8 m ² GEA	1 space per 8 m ² GEA				
	(e) Roadside restaurants			1 space per 4 m ² of floorspace of dining area plus 3 spaces per 4 employees	1 space per 4 m ² of floorspace of dining area plus 3 spaces per 4 employees				1 L/t space per 10 maximum staff on site at any one time.
	(f) Transport café			Considered on a case by case basis – starting point 1 lorry space per 3.5 m ² GEA plus 3 standard parking spaces per 4 employees	Considered on a case by case basis – starting point 1 lorry space per 3.5 m ² GEA plus 3 standard parking spaces per 4 employees				
B1 Business	(a) B1 (a) offices	Assessed on an individual case	Up to a 30% reduction on the Zone 3 standard.	1 space per 35 m ² GEA	1 space per 35 m ² GEA	1 space for each employee who is a disabled motorist, plus 5% of the total capacity	Calculate 4% of total standard; add this number for Motorbike bays.	20% of all spaces to be active provision, another 30% to be passive provision	1 S/t space per 500 m ² GEA plus 1 L/t space per 10 f/t staff
	²⁹ Note: A2 offices should be treated as B1 offices ³⁰ See 4.2.1.1. of BS 8300:2009 – 3mx6m								

Use Class	Description	Car Parking Standard				Disabled Parking Provision	Motorbike Parking	Electric Vehicles	Cycle Parking Standards
		Accessibility zone 1	Accessibility Zone 2	Accessibility Zone 3	Accessibility Zone 4				
	(b) B1 (b) research & development, high-tech/B1 (c) light industry			1 space per 35 m ² GEA	1 space per 35 m ² GEA	for visiting disabled motorists. It is desirable that a further 5% of the total capacity should be enlarged standard spaces.			
B2 General industry	General industry	Assessed on an individual case	Up to a 30% reduction on the Zone 3 standard.	1 space per 75 m ² GEA Parking provision for lorries to be considered on a case by case basis.	1 space per 75 m ² GEA Parking provision for lorries to be considered on a case by case basis.				
B8 Storage & distribution	Wholesale distribution, builder's merchants, storage	Assessed on an individual case	Up to a 30% reduction on the Zone 3 standard.	1 space per 75 m ² GEA Parking provision for lorries to be considered on a case by case basis.	1 space per 75 m ² GEA Parking provision for lorries to be considered on a case by case basis.			1 L/t space per 10 f/t staff 1 S/t space per 500 m ² GEA plus 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	Assessed on an individual case	Up to a 30% reduction on the Zone 3 standard.	1 space per 40 m ² GEA Parking provision for lorries to be considered on a case by case basis.	1 space per 40 m ² GEA Parking provision for lorries to be considered on a case by case basis.				
C1 Hostels & hostels	(a) Hotels	Assessed on an individual case	Up to a 30% reduction on the Zone 3 standard.	1 space per bedroom (including staff accommodation) plus 1 space per manager plus 2 spaces per 3 staff minus spaces	1 space per bedroom (including staff accommodation) plus 1 space per manager plus 2		At least one designated car parking space per accessible bedroom and 1 space for	1 L/t space per 10 beds plus 1 L/t space per 10 maximum staff on site	

³¹ Excluding fast food drive thru restaurants

Use Class	Description	Car Parking Standard				Disabled Parking Provision	Motorbike Parking	Electric Vehicles	Cycle Parking Standards
		Accessibility zone 1	Accessibility Zone 2	Accessibility Zone 3	Accessibility Zone 4				
				related to staff bedrooms plus 1 space per 5 m ² dining area plus 1 space per 3 m ² bar area plus 1 space per 5 m ² public area in conference facility plus 1 space per 6 m ² of public area in exhibition hall plus a minimum of 1 coach parking space per 100 bedrooms	spaces per 3 staff minus spaces related to staff bedrooms plus 1 space per 5 m ² dining area plus 1 space per 3 m ² bar area plus 1 space per 5 m ² public area in conference facility plus 1 space per 6 m ² of public area in exhibition hall plus a minimum of 1 coach parking space per 100 bedrooms	each employee who is a disabled motorist. It is desirable that a further 4% of the total capacity should be enlarged standard spaces			at any one time
	(b) Hostels i. Small (single parent or couple with no children) ii. Family (2 adults & 2 children)	Assessed on an individual case	Up to a 30% reduction on the Zone 3 standard.	i. 3 spaces per 4 units ii. 1 space per unit	i. 3 spaces per 4 units ii. 1 space per unit		Assessed on individual case basis		1 L/t space per 3 units

Use Class	Description	Car Parking Standard				Disabled Parking Provision	Motorbike Parking	Electric Vehicles	Cycle Parking Standards
		Accessibility zone 1	Accessibility Zone 2	Accessibility Zone 3	Accessibility Zone 4				
C2 Residential institutions	(a) Institutions/homes with care staff on premises at all times (excluding nursing homes, hospitals, residential schools, colleges or training centres)	Assessed on an individual case	Up to a 30% reduction on the Zone 3 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 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
	(b) Elderly persons residential & nursing homes (Category 3)			0.25 spaces per resident bed space; parking for resident staff to be based on general needs standard	0.25 spaces per resident bed space; parking for resident staff to be based on general needs standard				
C2 Residential institutions (continued)	(c) Hospitals	Assessed on an individual case	Up to a 30% reduction on the Zone 3 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	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				

Use Class	Description		Car Parking Standard				Disabled Parking Provision	Motorbike Parking	Electric Vehicles	Cycle Parking Standards
			Accessibility zone 1	Accessibility Zone 2	Accessibility Zone 3	Accessibility Zone 4				
	(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)	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		1 L/t space per 10 f/t staff plus 2 L/t space per 3 students
C3 Residential ³²	Studio or bedsit	Allocated	0.5	0.7	1.0	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	50% of all spaces to be active provision, another remaining 50% to be passive provision; if electric spaces allocated, the Council will require a higher proportion of provision agreed on a case by case basis.	1 Short Term Space per 10 Units <50 units, 1 per 20 units for >50 units + 1 Long Term Space per unit if no garage or shed provided
		Unallocated	0.5	0.6	0.8	1.0				
	1 bedroom	Allocated	0.5	0.7	1.0	1.0				
		Unallocated	0.5	0.6	0.8	1.0				
	2 bedrooms	Allocated	0.5	1.1	1.3	2.0				
		Unallocated	0.5	0.9	1.1	2.0				
	3 bedrooms	Allocated	0.5	1.4	1.7	2.0				
		Unallocated	0.5	1.2	1.4	2.0				
	4 bedrooms	Allocated	0.5	1.7	2.0	3.0				
		Unallocated	0.5	1.4	1.6	3.0				
	More than 4 bedrooms	Allocated	0.5	Assessed on individual case basis						
		Unallocated	0.5	Assessed on individual case basis						
	Visitor parking schemes of 10 Dwellings or more	50 – 100% of spaces allocated	None	Car parking standard plus 20%.						
All unallocated		None	No visitor parking is required.							
Less than 50% of spaces allocated		None	Allocation between these ranges subject to Council decision.							

³² 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	Motorbike Parking	Electric Vehicles	Cycle Parking Standards
		Accessibility zone 1	Accessibility Zone 2	Accessibility Zone 3	Accessibility Zone 4				
C3 residential – elderly persons accommodation	Retirement dwellings, no warden control, 1 bedroom	Assessed on an individual case	Reductions not automatically applied, assessed on individual case by case basis	1.25 spaces per unit	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 remaining 80% 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	Assessed on an individual case		0.50 spaces per unit	0.50 spaces per unit				
	Other unit sizes	Assessed on an individual case		To be determined on case by case basis	To be determined on case by case basis				
	Visitor parking required for C3 residential : elderly persons accommodation	None	0.25 per unit						
C3 - Dwelling Houses with Multiple Occupation (HMO)	All sizes	Assessed on an individual case	0.5 spaces per bedroom	0.5 spaces per bedroom	0.5 spaces per bedroom		Assessed on individual case basis		N/A?
D1 Non residential institutions	(a) Public halls/places of assembly (excluding D2)	Assessed on an individual case	Up to a 30% reduction on the Zone 3 standard.	1 space per 9 m ² GEA or 1 space per 3 fixed seats plus 3 spaces per 4 staff members	1 space per 9 m ² GEA 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	Calculate 4% of total standard; add this number for Motorbike bays	20% of all spaces to be active provision, another 20% to be passive provision	1 S/t space per 200 m ² GEA plus 1 L/t space per 10 staff on duty at any one time.
	(b) Community/family centres	Assessed on an individual case		1 space per 9 m ² GEA plus 1 space per full-time staff member or equivalent	1 space per 9 m ² GEA plus 1 space per full-time staff member or equivalent				

³³ See 4.2.1.1. of BS 8300:2009 – 3mx6m

Use Class	Description	Car Parking Standard				Disabled Parking Provision	Motorbike Parking	Electric Vehicles	Cycle Parking Standards	
		Accessibility zone 1	Accessibility Zone 2	Accessibility Zone 3	Accessibility Zone 4					
D1 Non residential institutions (continued)	(c) Day centres	Assessed on an individual case		1 space per 2 staff members plus 1 space per 3 persons attending or 1 space per 9 m ² GEA	1 space per 2 staff members plus 1 space per 3 persons attending or 1 space per 9 m ² GEA	total capacity should be enlarged standard spaces ³³				
	(d) Places of worship	Assessed on an individual case		1 space per 10 m ² GEA	1 space per 10 m ² GEA					
	(e) Surgeries & clinics	Assessed on an individual case		3 spaces per consulting room plus 1 space per employee other than consulting doctors/dentists/vets	3 spaces per consulting room plus 1 space per employee other than consulting doctors/dentists/vets					
	(f) Libraries	Assessed on an individual case		1 space per 30 m ² GEA of freestanding development (otherwise assessed on merits)	1 space per 30 m ² GEA of freestanding development (otherwise assessed on merits)					1 S/t space per 100 m ² GEA plus 1 L/t per 10 f/t staff
	(g) Miscellaneous cultural buildings	Assessed on an individual case		2 spaces plus 1 space per 30 m ² of public floorspace	2 spaces plus 1 space per 30 m ² of public floorspace					
	(h) Educational establishments (including residential)	Assessed on an individual case		1 space per full-time member of staff plus 1 space per 100 pupils plus 1 space per 8	1 space per full-time member of staff plus 1 space per 100 pupils plus	1 space per employee who is a disabled motorist + 6%	Calculate 4% of total standard; add this number for Motorbike	20% of all spaces to be active provision, another	1 L/t space per 10 f/t staff plus primary school: 1	

Use Class	Description	Car Parking Standard				Disabled Parking Provision	Motorbike Parking	Electric Vehicles	Cycle Parking Standards
		Accessibility zone 1	Accessibility Zone 2	Accessibility Zone 3	Accessibility Zone 4				
	(i) Schools ³⁴			pupils over 17 years old plus 1 space per 20 pupils under 17 years old	1 space per 8 pupils over 17 years old plus 1 space per 20 pupils under 17 years old	of total provision; It is desirable that a further 4% of the total capacity should be enlarged standard spaces	bays	20% to be passive provision	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 <small>Error! Bookmark not defined.</small>	Assessed on an individual case	Up to a 30% reduction on the Zone 3 standard.	1 space per full-time member of staff plus 1 space per 5 full-time students	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/playg

³⁴ 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	Motorbike Parking	Electric Vehicles	Cycle Parking Standards
		Accessibility zone 1	Accessibility Zone 2	Accessibility Zone 3	Accessibility Zone 4				
	(iii) Nursery schools/ playgroups <small>Error! Bookmark not defined.</small>	Assessed on an individual case	Up to a 30% reduction on the Zone 3 standard.	1 space per 4 pupils	1 space per 4 pupils				roups: none additional
D2 Assembly & leisure	(a) Places of entertainment/leisure parks for use when individual land use components are known	Assessed on an individual case	Up to a 30% reduction on the Zone 3 standard.	To be decided in each case on individual merits:	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	Assessed on an individual case	Up to a 30% reduction on the Zone 3 standard.	1 space per 15 m ² GEA (shared parking)	1 space per 15 m ² GEA (shared parking)				
	(c) Cinemas (including multiplexes)	Assessed on an individual case	Up to a 30% reduction on the Zone 3 standard.	1 space per 4 seats	1 space per 4 seats ³⁵				

³⁵ 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	Motorbike Parking	Electric Vehicles	Cycle Parking Standards	
		Accessibility zone 1	Accessibility Zone 2	Accessibility Zone 3	Accessibility Zone 4					
D2 Assembly leisure (continued)						standard spaces ³⁶			space per 100 seats more than 500 plus 1 L/t space per 10 staff on duty at any one time	
	(d) Swimming pools	Assessed on an individual case	Up to a 30% reduction on the Zone 3 standard.	1 space per 15 m ² GEA	1 space per 15 m ² GEA	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 ³⁷ .	Calculate 4% of total standard; add this number for Motorbike bays	20% of all spaces to be active provision, another 20% to be passive provision	1 S/t space per 25 m ² GEA plus 1 L/t space per 10 f/t staff	
	(e) Tennis/badminton	Assessed on an individual case		4 spaces per court	4 spaces per court					
	(f) Squash courts	Assessed on an individual case		3 spaces per court	3 spaces per court					
	(g) Ice rinks	Assessed on an individual case		1 space per 12 m ² GEA of rink	1 space per 12 m ² GEA of rink					
	(h) Fitness centres/sports clubs	Assessed on an individual case		1 space per 15 m ² GEA	1 space per 15 m ² GEA					
	(i) Ten pin bowling	Assessed on an individual case		2 spaces per lane ³⁸	2 spaces per lane ³⁹					1 S/t space per 3 lanes or rink plus 1 S/t space per 25 spectator seats plus 1 L/t space per
	(j) Indoor bowls	Assessed on an individual case		4 spaces per rink	4 spaces per rink					

Use Class	Description	Car Parking Standard				Disabled Parking Provision	Motorbike Parking	Electric Vehicles	Cycle Parking Standards
		Accessibility zone 1	Accessibility Zone 2	Accessibility Zone 3	Accessibility Zone 4				
		case							10 f/t staff
	(k) Outdoor sports grounds (i) with football pitches (ii) without football pitches	Assessed on an individual case		(i) 20 spaces per pitch (ii) 50 spaces per hectare	(i) 20 spaces per pitch (ii) 50 spaces per hectare				1 S/t space per 10 players/ participants at busiest period
	(l) Golf (i) 18-hole golf course (ii) 9-hole golf course (iii) golf driving range (iv) golf courses for more than local use	Assessed on an individual case	Up to a 30% reduction on the Zone 3 standard.	(i) 100 spaces (ii) 60 spaces (iii) 1.5 spaces per tee (iv) o be decided in each case on individual merits	(i) 100 spaces (ii) 60 spaces (iii) 1.5 spaces per tee (iv) 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

³⁶ See 4.2.1.1. of BS 8300:2009 – 3mx6m

³⁷ Accessible Sports Facilities, 2010 guidance, Sports England - <https://www.sportengland.org/media/4508/accessible-sports-facilities-2010.pdf>

³⁸ TRICS data suggests reductions

³⁹ TRICS data suggests reductions

Use Class	Description	Car Parking Standard				Disabled Parking Provision	Motorbike Parking	Electric Vehicles	Cycle Parking Standards
		Accessibility zone 1	Accessibility Zone 2	Accessibility Zone 3	Accessibility Zone 4				
Motor trade related Motor trade related (continued)	(a) Showroom car sales	Assessed on an individual case	Up to a 30% reduction on the Zone 3 standard.	Up to 10% reduction on the Zone 3 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 1 L/t space per 10 f/t staff
	(b) Vehicle storage	Assessed on an individual case	Up to a 30% reduction on the 'Zone 3' standard.	3 spaces per 4 employees plus 2 spaces per showroom space or provision at rate of 10% annual turnover	3 spaces per 4 employees plus 2 spaces per showroom space or provision at rate of 10% annual turnover				
	(c) Hire cars	Assessed on an individual case		3 spaces per 4 employees plus 1 space per 2 hire cars based at site	3 spaces per 4 employees plus 1 space per 2 hire cars based at site				
	(d) Ancillary vehicle storage	Assessed on an individual case		3 spaces or 75% of total if more than 3 vehicles	3 spaces or 75% of total if more than 3 vehicles				
	(e) Workshops	Assessed on an individual case		3 spaces per 4 employees plus 3 spaces per bay (for waiting & finished vehicles) in addition to repair bays	3 spaces per 4 employees plus 3 spaces per bay (for waiting & finished vehicles) in addition to repair bays				
	(f) Tyre & Exhaust	Assessed on an individual case		3 spaces per 4 employees plus 2 spaces per bay	3 spaces per 4 employees plus 2 spaces per bay				
	(g) Parts stores/sales	Assessed on an individual case		3 spaces per 4 employees plus 3 spaces for customers	3 spaces per 4 employees plus 3 spaces for customers				

Use Class	Description	Car Parking Standard				Disabled Parking Provision	Motorbike Parking	Electric Vehicles	Cycle Parking Standards
		Accessibility zone 1	Accessibility Zone 2	Accessibility Zone 3	Accessibility Zone 4				
	(h) Car wash/ petrol filling station	Assessed on an individual case		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)	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
Public transport facilities	(a) Rail stations	Assessed on an individual case				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.	Calculate 4% of total standard; add this number for Motorbike bays	20% of all spaces to be active provision, another remaining 20% to be passive provision	5 L/t spaces per peak period train
	(b) Bus Stations	Assessed on an individual case							2 L/t spaces per 100 peak period passengers

Car Parking Notes:

GEA = Gross External (Floor) Area

The standards given above are on the basis of GEA (Gross External Area). If floorspace areas are expressed in terms of GIA (Gross Internal Area), without GEA being provided, then the general benchmark is to apply a reduction of 5% according to the Homes and Communities Agency 'Employment Density Guide' 3rd Edition (November 2015). A worked example of how to convert GEA to GIA is provided below:

Example Development: 1,000sqm GEA development of B1a office development

Appraisal:

GIA is calculated using the benchmark specified above

$$1,000 \times (100-5)\% = 950\text{sqm GIA}$$

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 SPECIFICATION⁴⁰

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.

⁴⁰ 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 (where permit holders of the surveyed CPZ cannot park) 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 but are available for parking should be included but noted separately,
 - Places where drivers are unlikely to want to park, for example:
 - If there is no possibility of parking somewhere within the 200m boundary
 - If drivers would not wish to park in an area, due to perceived safety issues, or difficulty in accessing the parking for example.
12. Common sense should be applied in all cases and the extent of the survey area and justification for any amendments should be included in the survey. If inadequate justification is provided for a survey area, then amendments may be required, or a recommendation made accordingly.

Required Information

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

- Photographs of the parking conditions in the survey area can be provided to back-up the results. If submitted, the location of each photograph should be clearly marked.

Areas Within A Controlled Parking Zone (CPZ)

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

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

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

Areas Not In A Controlled Parking Zone (CPZ)

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

discounted from the calculation. For reasons of highway safety, the first 5m from a junction should also be omitted from the calculation.

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

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

Understanding the Results

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

APPENDIX D: TRAVEL PLAN OUTLINE EXAMPLE AND CHECKLIST

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

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

APPENDIX E: CAR PARK MANAGEMENT PLAN GUIDANCE

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

Context	Existing land uses, existing parking, and parking charges, on-street conditions Relationship to Council's policies and strategies
Development	Type of land uses, scale, programme of development
Parking provision	Primary purpose of the car park, who and when will it be used. Overall parking provision, including for specific users e.g. lorries, disabled, electric spaces etc., shared uses etc. Details of parking allocation. Any auxiliary or special services offered. Charging and tariffs, how they're collected and how they can encourage low emission vehicle use.
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

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APPENDIX 2: PARKING STANDARDS COMPARISON TABLES

KEY:

BLACK FONT = FIGURES AND ZONES FOR DRAFT SPD BEFORE COMMITTEE

RED FONT = FIGURES FROM THE JULY 2019 'CONSULTATION' DRAFT SPD

NOTE: - BOUNDARIES FOR ZONES 1 – 3 ARE DIFFERENT TO THOSE IN THE JULY 2019 CONSULTATION DRAFT SPD AND ZONE 4 HAD NO EQUIVALENT IN THE JULY 2019 CONSULTATION DRAFT SPD

Use Class	Description	Car Parking Standard			
		Accessibility zone 1	Accessibility Zone 2	Accessibility Zone 3	Accessibility Zone 4
A1 Retail foodstores	(a) Small food shops up to 500 m ² GEA	Assessed on an individual case Up to a 30% reduction on the Zone 3 standard.	Up to a 30% reduction on the Zone 3 standard. Up to a 10% reduction on the Zone 3 standard.	1 space per 30 m ² GEA 1 space per 30 m ² GEA	1 space per 30 m ² GEA N/A
	(b) Food supermarkets exceeding 500 m ² GEA but not exceeding 2,500 m ² GEA			1 space per 22 m ² GEA ⁴¹ 1 space per 22 m ² GEA	1 space per 22 m ² GEA ⁴² N/A
	(c) Food superstores/ hypermarkets exceeding 2,500 m ² GEA			1 space per 18 m ² GEA 1 space per 18 m ² GEA	1 space per 18 m ² GEA N/A
	(d) Food retail parks			Assessed on an individual case Assessed on an individual case	Assessed on an individual case N/A
A1 Non-food retail	(a) Non-food retail warehouses with garden centres	Assessed on an individual case Up to a 30% reduction on the Zone 3 standard.	Up to a 30% reduction on the Zone 3 standard. Up to a 10% reduction on the Zone 3 standard	1 space per 25 m ² GEA 1 space per 25 m ² GEA	1 space per 25 m ² GEA N/A
	(b) Non-food retail warehouses without garden centre			1 space per 35 m ² GEA 1 space per 35 m ² GEA	1 space per 35 m ² GEA N/A
	(c) Garden centres up to 4,000 m ² GEA			1 space per 25 m ² GEA 1 space per 25 m ² GEA	1 space per 25 m ² GEA N/A
	(d) Garden centres exceeding 4,000 m ² GEA			Decided in each case on individual merits Decided in each case on individual merits	Decided in each case on individual merits N/A
	(e) Non-food retail parks where individual land use components are known			Each case on individual merits (shared parking & an overall reduction in provision, taking into account linked trips on site) Each case on individual merits (shared parking & an overall	Each case on individual merits (shared parking & an overall reduction in provision, taking into account linked trips on site)

⁴¹ 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.

⁴² 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			
		Accessibility zone 1	Accessibility Zone 2	Accessibility Zone 3	Accessibility Zone 4
				reduction in provision, taking into account linked trips on site	N/A
	(f) Non-food retail parks where individual land use components are not known			1 space per 40 m ² GEA (shared parking) 1 space per 40 m ² GEA (shared parking)	1 space per 40 m ² GEA (shared parking) N/A
A2 ⁴³ Financial & professional Services	Banks, building societies, estate agencies, betting shops	Assessed on an individual case Up to a 30% reduction on the Zone 3 standard.	Up to a 30% reduction on the Zone 3 standard. Up to a 10% reduction on the Zone 3 standard	1 space per 30 m ² GEA 1 space per 30 m ² GEA	1 space per 30 m ² GEA N/A
A3, A4 and A5 Food & drink	(a) Restaurants/cafes	Assessed on an individual case Up to a 30% reduction on the Zone 3 standard.	Up to a 30% reduction on the Zone 3 standard. Up to a 10% reduction on the Zone 3 standard	1 space per 5 m ² floorspace of dining area plus 3 spaces per 4 employees 1 space per 5 m ² floorspace of dining area plus 3 spaces per 4 employees	1 space per 5 m ² floorspace of dining area plus 3 spaces per 4 employees N/A
	(b) Public houses/bars			1 space per 3 m ² of floorspace of bar area plus 3 spaces per 4 employees 1 space per 3 m ² of floorspace of bar area plus 3 spaces per 4 employees	1 space per 3 m ² of floorspace of bar area plus 3 spaces per 4 employees N/A
	(c) Hot food takeaway shops ⁴⁴			1 space 3 m ² of floorspace of public area plus 3 spaces per 4 employees 1 space per 3 m ² of floorspace of bar area plus 3 spaces per 4 employees	1 space 3 m ² of floorspace of public area plus 3 spaces per 4 employees N/A
	(d) Fast food drive thru restaurants			1 space per 8 m ² GEA 1 space per 8 m ² GEA	1 space per 8 m ² GEA N/A
	(e) Roadside restaurants			1 space per 4 m ² of floorspace of dining area plus 3 spaces per 4 employees 1 space per 4 m ² of	1 space per 4 m ² of floorspace of dining area plus 3 spaces per 4

⁴³ Note: A2 offices should be treated as B1 offices

⁴⁴ Excluding fast food drive thru restaurants

Use Class	Description	Car Parking Standard			
		Accessibility zone 1	Accessibility Zone 2	Accessibility Zone 3	Accessibility Zone 4
	(f) Transport café			<p>floorspace of dining area plus 3 spaces per 4 employees</p> <p>Considered on a case by case basis – starting point 1 lorry space per 3.5 m² GEA plus 3 standard parking spaces per 4 employees</p> <p>Considered on a case by case basis – starting point 1 lorry space per 3.5 m² GEA plus 3 standard parking spaces per 4 employees</p>	<p>employees</p> <p>N/A</p> <p>Considered on a case by case basis – starting point 1 lorry space per 3.5 m² GEA plus 3 standard parking spaces per 4 employees</p> <p>N/A</p>
B1 Business	(a) B1 (a) offices	Assessed on an individual case Up to a 30% reduction on the Zone 3 standard.	Up to a 30% reduction on the Zone 3 standard. Up to a 10% reduction on the Zone 3 standard	1 space per 35 m ² GEA 1 space per 35 m ² GEA	1 space per 35 m ² GEA N/A
	(b) B1 (b) research & development, high-tech/B1 (c) light industry			1 space per 35 m ² GEA 1 space per 35 m ² GEA	1 space per 35 m ² GEA N/A
B2 General industry	General industry	Assessed on an individual case Up to a 30% reduction on the Zone 3 standard.	Up to a 30% reduction on the Zone 3 standard. Up to a 10% reduction on the Zone 3 standard	1 space per 75 m ² GEA Parking provision for lorries to be considered on a case by case basis. 1 space per 75 m ² GEA Parking provision for lorries to be considered on a case by case basis.	1 space per 75 m ² GEA Parking provision for lorries to be considered on a case by case basis. N/A
B8 Storage & distribution	Wholesale distribution, builder's merchants, storage	Assessed on an individual case Up to a 30% reduction on the Zone 3 standard.	Up to a 30% reduction on the Zone 3 standard. Up to a 10% reduction on the Zone 3 standard	1 space per 75 m ² GEA Parking provision for lorries to be considered on a case by case basis. 1 space per 75 m ² GEA Parking provision for lorries to be considered on a case by case basis.	1 space per 75 m ² GEA Parking provision for lorries to be considered on a case by case basis. N/A

Use Class	Description	Car Parking Standard			
		Accessibility zone 1	Accessibility Zone 2	Accessibility Zone 3	Accessibility Zone 4
Business Parks	Mixed B1/B2/B8 (unless heavily orientated to B8) for use where individual land use components are not known	Assessed on an individual case Up to a 30% reduction on the Zone 3 standard.	Up to a 30% reduction on the Zone 3 standard. Up to a 10% reduction on the Zone 3 standard	1 space per 40 m ² GEA Parking provision for lorries to be considered on a case by case basis. 1 space per 40 m² GEA Parking provision for lorries to be considered on a case by case basis.	1 space per 40 m ² GEA Parking provision for lorries to be considered on a case by case basis. N/A
C1 Hostels & hostels	(a) Hotels	Assessed on an individual case Up to a 30% reduction on the Zone 3 standard.	Up to a 30% reduction on the Zone 3 standard. Up to a 10% reduction on the Zone 3 standard	1 space per bedroom (including staff accommodation) plus 1 space per manager plus 2 spaces per 3 staff minus spaces related to staff bedrooms plus 1 space per 5 m ² dining area plus 1 space per 3 m ² bar area plus 1 space per 5 m ² public area in conference facility plus 1 space per 6 m ² of public area in exhibition hall plus a minimum of 1 coach parking space per 100 bedrooms AS CURRENTLY PROPOSED STANDARD – NO CHANGE	1 space per bedroom (including staff accommodation) plus 1 space per manager plus 2 spaces per 3 staff minus spaces related to staff bedrooms plus 1 space per 5 m ² dining area plus 1 space per 3 m ² bar area plus 1 space per 5 m ² public area in conference facility plus 1 space per 6 m ² of public area in exhibition hall plus a minimum of 1 coach parking space per 100 bedrooms N/A
	ii. Small (single parent or couple with no children) iv. Family (2 adults & 2 children)	Assessed on an individual case Up to a 30% reduction on the Zone 3 standard.	Up to a 30% reduction on the Zone 3 standard. Up to a 10% reduction on the Zone 3 standard	i. 3 spaces per 4 units 3 spaces per 4 units ii. 1 space per unit 1 space per unit	i. 3 spaces per 4 units ii. 1 space per unit N/A

Use Class	Description		Car Parking Standard			
			Accessibility zone 1	Accessibility Zone 2	Accessibility Zone 3	Accessibility Zone 4
C2 Residential institutions (continued)	(a) Institutions/homes with care staff on premises at all times (excluding nursing homes, hospitals, residential schools, colleges or training centres)		Assessed on an individual case Up to a 30% reduction on the Zone 3 standard.	Up to a 30% reduction on the Zone 3 standard. Up to a 10% reduction on the Zone 3 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 AS CURRENTLY PROPOSED STANDARD – NO CHANGE	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 N/A
	(b) Elderly persons residential & nursing homes (Category 3)				0.25 spaces per resident bed space; parking for resident staff to be based on general needs standard AS CURRENTLY PROPOSED STANDARD – NO CHANGE	0.25 spaces per resident bed space; parking for resident staff to be based on general needs standard N/A
	(c) Hospitals				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 AS CURRENTLY PROPOSED STANDARD – NO CHANGE	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 N/A
	(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) AS CURRENTLY PROPOSED STANDARD – NO CHANGE	1 space per 2 full-time staff plus 1 space per 6 students (but with linkage to student transport plans where appropriate) N/A
C3 Residential 45	Studio or bedsit	Allocated	0.5 0.7	0.7 0.8	1.0 1.0	1.0 N/A

Use Class	Description		Car Parking Standard				
			Accessibility zone 1	Accessibility Zone 2	Accessibility Zone 3	Accessibility Zone 4	
	1 bedroom	Unallocated	0.5 0.6	0.6 0.7	0.8 0.8	1.0 N/A	
		Allocated	0.5 0.7	0.7 0.8	1.0 1.0	1.0 N/A	
	2 bedrooms	Unallocated	0.5 0.6	0.6 0.7	0.8 0.8	1.0 N/A	
		Allocated	0.5 1.1	1.1 1.2	1.3 1.3	2.0 N/A	
	3 bedrooms	Unallocated	0.5 0.9	0.9 1.0	1.1 1.1	2.0 N/A	
		Allocated	0.5 1.4	1.4 1.6	1.7 1.7	2.0 N/A	
	4 bedrooms	Unallocated	0.5 1.2	1.2 1.3	1.4 1.4	2.0 N/A	
		Allocated	0.5 1.7	1.7 1.8	2.0 2.0	3.0 N/A	
	More than 4 bedrooms	Unallocated	0.5 1.4	1.4 1.5	1.6 1.6	3.0 N/A	
		Allocated	0.5 Assessed individual basis	Assessed on individual case basis			
	Visitor parking schemes of 10 Dwellings or more	50 – 100% of spaces allocated	None Car parking standard plus 20%.	Car parking standard plus 20%.			
		All unallocated	None No visitor parking is required.	No visitor parking is required.			
		Less than 50% of spaces allocated	None Allocation between these ranges subject to Council decision.	Allocation between these ranges subject to Council decision.			

C3 residential – elderly persons accommodation	Retirement dwellings, no warden control, 1 bedroom	Assessed on an individual case Reductions not automatically applied, assessed on individual case by case basis	Reductions not automatically applied, assessed on individual case by case basis Reductions not automatically applied	1.25 spaces per unit 1.25 spaces per unit	1.25 spaces per unit N/A
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⁴⁵ 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			
		Accessibility zone 1	Accessibility Zone 2	Accessibility Zone 3	Accessibility Zone 4
	Sheltered housing, warden control 1 or 2 bedrooms	Assessed on an individual case Reductions not automatically applied, assessed on individual case by case basis	assessed on individual case by case basis	0.50 spaces per unit 0.50 spaces per unit	0.50 spaces per unit N/A
	Other unit sizes	Assessed on an individual case Reductions not automatically applied, assessed on individual case by case basis		To be determined on case by case basis To be determined on case by case basis	To be determined on case by case basis N/A
	Visitor parking required for C3 residential : elderly persons accommodation	None 0.25 per unit	0.25 per unit 0.25 per unit		
C3 Dwelling Houses with Multiple Occupation (HMO)	All sizes	Assessed on an individual case 0.5 spaces per bedroom	0.5 spaces per bedroom 0.5 spaces per bedroom	0.5 spaces per bedroom 0.5 spaces per bedroom	0.5 spaces per bedroom N/A
D1 Non residential institutions	(a) Public halls/places of assembly (excluding D2)	Assessed on an individual case Up to a 30% reduction on the Zone 3 standard.	Up to a 30% reduction on the Zone 3 standard. Up to a 10% reduction on the Zone 3 standard	1 space per 9 m ² GEA or 1 space per 3 fixed seats plus 3 spaces per 4 staff members 1 space per 9 m ² GEA or 1 space per 3 fixed seats plus 3 spaces per 4 staff members	1 space per 9 m ² GEA or 1 space per 3 fixed seats plus 3 spaces per 4 staff members N/A
	(b) Community/family centres	Assessed on an individual case Up to a 30% reduction on the Zone 3 standard		1 space per 9 m ² GEA plus 1 space per full-time staff member or equivalent 1 space per 9 m ² GEA plus 1 space per full-time staff member or equivalent	1 space per 9 m ² GEA plus 1 space per full-time staff member or equivalent N/A
	(c) Day centres	Assessed on an individual case Up to a 30% reduction on the Zone 3 standard		1 space per 2 staff members plus 1 space per 3 persons attending or 1 space per 9 m ² GEA 1 space per 2 staff	1 space per 2 staff members plus 1 space per 3 persons attending or 1 space per 9 m ²

Use Class	Description	Car Parking Standard			
		Accessibility zone 1	Accessibility Zone 2	Accessibility Zone 3	Accessibility Zone 4
D1 Non residential institutions (continued)				members plus 1 space per 3 persons attending or 1 space per 9 m ² GEA	GEA N/A
	(d) Places of worship	Assessed on an individual case Up to a 30% reduction on the Zone 3 standard		1 space per 10 m ² GEA 1 space per 10 m ² GEA	1 space per 10 m ² GEA N/A
	(e) Surgeries & clinics	Assessed on an individual case Up to a 30% reduction on the Zone 3 standard		3 spaces per consulting room plus 1 space per employee other than consulting doctors/dentists/vets 3 spaces per consulting room plus 1 space per employee other than consulting doctors/dentists/vets	3 spaces per consulting room plus 1 space per employee other than consulting doctors/dentists/vets N/A
	(f) Libraries	Assessed on an individual case Up to a 30% reduction on the Zone 3 standard		1 space per 30 m ² GEA of freestanding development (otherwise assessed on merits) 1 space per 30 m ² GEA of freestanding development (otherwise assessed on merits)	1 space per 30 m ² GEA of freestanding development (otherwise assessed on merits) N/A
	(g) Miscellaneous cultural buildings	Assessed on an individual case Up to a 30% reduction on the Zone 3 standard		2 spaces plus 1 space per 30 m ² of public floorspace 2 spaces plus 1 space per 30 m ² of public floorspace	2 spaces plus 1 space per 30 m ² of public floorspace N/A
	(h) Educational establishments (including residential) (i) Schools ⁴⁶	Assessed on an individual case Up to a 30% reduction on the Zone 3 standard		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 full-time member of staff plus	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

⁴⁶ 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			
		Accessibility zone 1	Accessibility Zone 2	Accessibility Zone 3	Accessibility Zone 4
				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	years old N/A
	(h) Educational establishments (ii) Further education <small>Error! Bookmark not defined.</small>	Assessed on an individual case Up to a 30% reduction on the Zone 3 standard	Up to a 30% reduction on the Zone 3 standard. Up to a 10% reduction on the Zone 3 standard	1 space per full-time member of staff plus 1 space per 5 full-time students 1 space per full-time member of staff plus 1 space per 5 full-time students	1 space per full-time member of staff plus 1 space per 5 full-time students N/A
	(iii) Nursery schools/playgroups <small>Error! Bookmark not defined.</small>	Assessed on an individual case Up to a 30% reduction on the Zone 3 standard	Up to a 30% reduction on the Zone 3 standard. Up to a 10% reduction on the Zone 3 standard	1 space per 4 pupils 1 space per 4 pupils	1 space per 4 pupils N/A
D2 Assembly & leisure	(a) Places of entertainment/leisure parks for use when individual land use components are known	Assessed on an individual case Up to a 30% reduction on the Zone 3 standard	Up to a 30% reduction on the Zone 3 standard. Up to a 10% reduction on the Zone 3 standard	To be decided in each case on individual merits: To be decided in each case on individual merits:	To be decided in each case on individual merits: N/A
	(b) Places of entertainment/leisure parks for use when individual land use components are not known	Assessed on an individual case Up to a 30% reduction on the Zone 3 standard	Up to a 30% reduction on the Zone 3 standard. Up to a 10% reduction on the Zone 3 standard	1 space per 15 m ² GEA (shared parking) 1 space per 15 m² GEA (shared parking)	1 space per 15 m ² GEA (shared parking) N/A
	(c) Cinemas (including multiplexes)	Assessed on an individual case Up to a 30% reduction on the Zone 3 standard	Up to a 30% reduction on the Zone 3 standard. Up to a 10% reduction on the Zone 3 standard	1 space per 4 seats 1 space per 4 seats	1 space per 4 seats ⁴⁷ N/A
	(d) Swimming pools	Assessed on an individual case Up to a 30% reduction on the Zone 3 standard	Up to a 30% reduction on the Zone 3 standard. Up to a 10% reduction on the Zone 3 standard	1 space per 15 m ² GEA 1 space per 15 m² GEA	1 space per 15 m ² GEA N/A
	(e) Tennis/badminton	Assessed on an individual case Up to a 30% reduction on the Zone 3 standard	Up to a 30% reduction on the Zone 3 standard. Up to a 10% reduction on the Zone 3 standard	4 spaces per court 4 spaces per court	4 spaces per court N/A
	(f) Squash courts	Assessed on an individual case		3 spaces per court 3 spaces per court	3 spaces per court

⁴⁷ TRICS data suggests 1 space per 5 seats, 1 per 4 assumed (existing standard 1:3)

Use Class	Description	Car Parking Standard			
		Accessibility zone 1	Accessibility Zone 2	Accessibility Zone 3	Accessibility Zone 4
D2 Assembly & leisure (continued)		Up to a 30% reduction on the Zone 3 standard			N/A
	(g) Ice rinks	Assessed on an individual case Up to a 30% reduction on the Zone 3 standard		1 space per 12 m ² GEA of rink 1 space per 12 m ² GEA of rink	1 space per 12 m ² GEA of rink N/A
	(h) Fitness centres/sports clubs	Assessed on an individual case Up to a 30% reduction on the Zone 3 standard		1 space per 15 m ² GEA 1 space per 15 m ² GEA	1 space per 15 m ² GEA N/A
	(i) Ten pin bowling	Assessed on an individual case Up to a 30% reduction on the Zone 3 standard		2 spaces per lane 2 spaces per lane ⁴⁸	2 spaces per lane ⁴⁹ N/A
	(j) Indoor bowls	Assessed on an individual case Up to a 30% reduction on the Zone 3 standard		4 spaces per rink 4 spaces per rink	4 spaces per rink N/A
	(k) Outdoor sports grounds (iii) with football pitches (iv) without football pitches	Assessed on an individual case Up to a 30% reduction on the Zone 3 standard	Up to a 30% reduction on the Zone 3 standard. Up to a 10% reduction on the Zone 3 standard	(i) 20 spaces per pitch 20 spaces per pitch (ii) 50 spaces per hectare 50 spaces per hectare	(i) 20 spaces per pitch N/A (ii) 50 spaces per hectare N/A

⁴⁸ TRICS data suggests reductions

⁴⁹ TRICS data suggests reductions

Use Class	Description	Car Parking Standard			
		Accessibility zone 1	Accessibility Zone 2	Accessibility Zone 3	Accessibility Zone 4
	(l) Golf (v) 18-hole golf course (vi) 9-hole golf course (vii) golf driving range (viii) golf courses for more than local use	Assessed on an individual case Up to a 30% reduction on the Zone 3 standard		(i) 100 spaces 100 spaces (ii) 60 spaces 60 spaces (iii) 1.5 spaces per tee 1.5 spaces per tee (iv) to be decided in each case on individual merits to be decided in each case on individual merits	(i) 100 spaces (ii) 60 spaces (iii) 1.5 spaces per tee (iv) To be decided in each case on individual merits N/A
Motor trade related	(a) Showroom car sales	Assessed on an individual case Up to a 30% reduction on the Zone 3 standard	Up to a 30% reduction on the Zone 3 standard. Up to a 10% reduction on the Zone 3 standard	3 spaces per 4 employees plus 1 space per 10 cars displayed 3 spaces per 4 employees plus 1 space per 10 cars displayed	3 spaces per 4 employees plus 1 space per 10 cars displayed N/A
	(b) Vehicle storage	Assessed on an individual case Up to a 30% reduction on the Zone 3 standard		3 spaces per 4 employees plus 2 spaces per showroom space or provision at rate of 10% annual turnover 3 spaces per 4 employees plus 2 spaces per showroom space or provision at rate of 10% annual turnover	3 spaces per 4 employees plus 2 spaces per showroom space or provision at rate of 10% annual turnover N/A
Motor trade related (continued)	(c) Hire cars	Assessed on an individual case Up to a 30% reduction on the Zone 3 standard	Up to a 10% reduction on the Zone 3 standard	3 spaces per 4 employees plus 1 space per 2 hire cars based at site 3 spaces per 4 employees plus 1 space per 2 hire cars based at site	3 spaces per 4 employees plus 1 space per 2 hire cars based at site N/A
	(d) Ancillary vehicle storage	Assessed on an individual case Up to a 30% reduction on the Zone 3 standard		3 spaces or 75% of total if more than 3 vehicles 3 spaces or 75% of total if more than 3	3 spaces or 75% of total if more than 3 vehicles N/A

Use Class	Description	Car Parking Standard			
		Accessibility zone 1	Accessibility Zone 2	Accessibility Zone 3	Accessibility Zone 4
				vehicles	
	(e) Workshops	Assessed on an individual case Up to a 30% reduction on the Zone 3 standard		3 spaces per 4 employees plus 3 spaces per bay (for waiting & finished vehicles) in addition to repair bays 3 spaces per 4 employees plus 3 spaces per bay (for waiting & finished vehicles) in addition to repair bays	3 spaces per 4 employees plus 3 spaces per bay (for waiting & finished vehicles) in addition to repair bays N/A
	(f) Tyre & Exhaust	Assessed on an individual case Up to a 30% reduction on the Zone 3 standard		3 spaces per 4 employees plus 2 spaces per bay 3 spaces per 4 employees plus 2 spaces per bay	3 spaces per 4 employees plus 2 spaces per bay N/A
	(g) Parts stores/sales	Assessed on an individual case Up to a 30% reduction on the Zone 3 standard		3 spaces per 4 employees plus 3 spaces for customers 3 spaces per 4 employees plus 3 spaces for customers	3 spaces per 4 employees plus 3 spaces for customers N/A
	(h) Car wash/ petrol filling station	Assessed on an individual case Up to a 30% reduction on the Zone 3 standard		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) 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)	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) N/A
Public transport facilities	(a) Rail stations	Assessed on an individual case To be decided in each case on individual merits	To be decided in each case on individual merits To be decided in each case on individual merits		

APPENDIX 3: Executive Summary of Responses to Consultation

APPENDIX 3

Car Parking SPD Consultation Brief Summary

Total no. of respondents: 50
No. of respondents agreeing that the standards for parking provision set out in the draft SPD will meet the future needs of Dacorum: 1
No. of respondents that do NOT agree that the standards for parking provision set out in the draft SPD will meet the future needs of Dacorum (includes no comment/ neutral and no view stated): 49

MAIN ISSUES RAISED (with number of responses raising the issue)

Issue	DtC / Statutory Bodies	Members	Others	Total
Assumptions on public transport are wrong. Public transport is not yet a viable alternative to car use to many (especially in rural areas)	1	3	9	13
Make greater provision for cycling (make safer and more facilities)	6	1	4	11
Evidence base / assumptions are incorrect (Use of 2011 census of limited relevance to 2019, car usage is increasing, public transport usage is declining)	3	3	4	10
Does not make sufficient provision for on site parking which will increase on road stress	2	4	4	10
Greater provision for EV charging required	3		4	7
Should incentivise use of cycling / walking public transport and not punish car use – it should be a choice	1	2	3	6
Dimensions for parking spaces and garages need to be increased to accommodate trend to larger vehicles	5	1		6
Document too long and complex	1		4	5
Should use number of bedrooms per dwelling as determinant for number of parking spaces per dwelling.	3	1	1	5
Discrepancy between the vision and reality	3	1	1	5
Does not address growing trend of businesses operating out of residences	1	2		3
Cheaper and/or greater provision of parking at railway stations required	1	1	1	3
No reference to school parking place provision		1	2	3
Flexibility in standards risks ambiguity	1	2		3
Proposed zones are incorrect – some support for distance rather than time	1	1		2

Other comments of potential note included:

Consider use of solar panels over car parking spaces

Provision for disabled parking needs to be increased

Policies need to be amended to support Herts LTP (Herts CC)

Welcomed reference to Herts CC guidance on design and the aspiration to reduce parking and car usage in the most accessible locations (Herts CC)

Proposals may be over generous & unclear how contribute to sustainable transport (Watford BC)

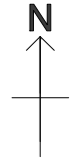
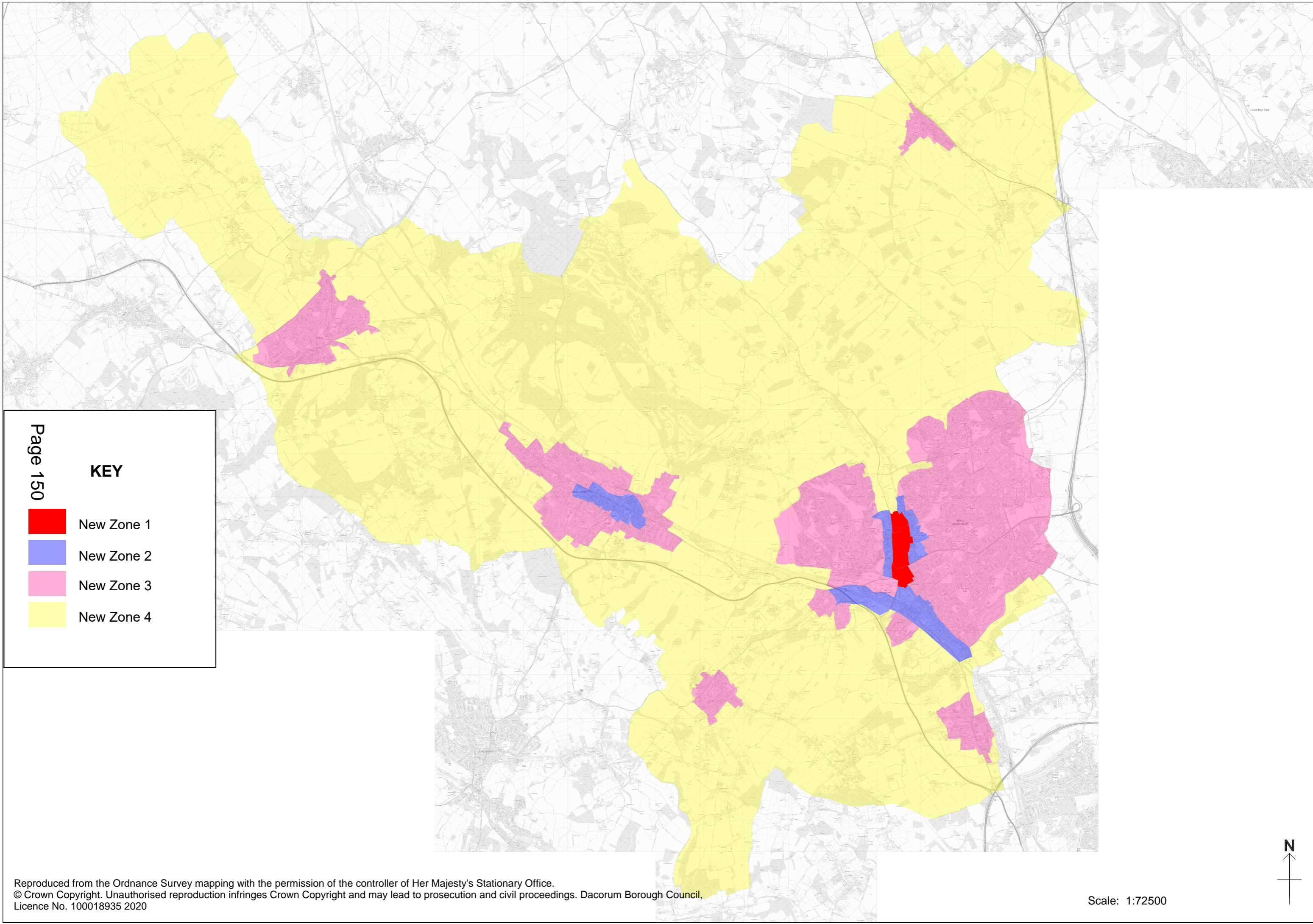
Just an excuse for increasing housing density by reducing areas set aside for parking.

KEY POINTS:

1. A significant number of responses believed the SPD was based on erroneous assumptions and an aged evidence base.
2. Herts CC are of the view that the SPD runs contrary to principles contained within LTP4 on car usage and modal shift. Watford BC believes that the proposals may be over generous to car users. Herts CC is a major influencer/ determinant in transport policy and it is notable that together with Watford BC are the only respondents who consider the proposed policies to be too “lenient” regarding parking.
3. A number of organisations, a Councillor and a member of the public regarded the SPD as not reflecting or being properly appreciative of the real world and felt that it needed to be re-thought.
4. A high proportion called for increase in parking space and garage dimensions to reflect the trend towards larger vehicles, this was widely called for by DtC organisations and parish councils.
5. A wide across the board call for increased on site parking provision, many citing that not to do so only exacerbates on road parking with its associated issues of obstructions, hazards and frustration at not being able to park near one’s own home.
6. A high proportion of respondents considered better provision should be made to encourage cycling, including security and safety measures and better facilities.
7. A trend reflected in other recent consultations (such as the SCI) was that the draft SPD was seen as too lengthy and complex.
8. Another detectable trend was to prefer to allocate number of parking spaces on a “per bedroom” basis.
9. A high number felt that better provision should be made for EV charging facilities.
10. Expense and/ or lack of parking at railway stations was expressed as hindering modal shift.
11. Three respondents believed that the SPD should address businesses operating out of residences (mostly parking of vans).

KEY

-  New Zone 1
-  New Zone 2
-  New Zone 3
-  New Zone 4





Agenda item:

Report for:	Strategic Planning and Environment Overview and Scrutiny Committee
Date of meeting:	28th July 2020
Part:	1
If Part II, reason:	

Title of report:	Annual Status Report 2020 and air quality update
Contact:	Julie Banks- Portfolio Holder for Community and Regulatory Services Author/Responsible Officer Neil Polden, Lead Officer (Environmental and Community Protection)
Purpose of report:	To provide Members with an update on local air quality management and the recently produced Annual Status Report
Recommendations	For Information only.
Corporate objectives:	<ul style="list-style-type: none"> • A clean, safe and enjoyable environment • Building strong and vibrant communities • Ensuring economic growth and prosperity
Implications:	<u>Financial</u> None.
'Value for money' implications	<u>Value for money</u> The writing of the ASR has been met within existing budget arrangements.
Risk implications	<p>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.</p> <p>The key risks relate to not meeting with statutory obligations as set out in the Environment Act 1995. Despite challenges presented by the current global health pandemic due to COVID-19 the Council has fulfilled obligations expected by DEFRA to report on local air quality before 30th June 2020.</p> <p>Failure to act also has the following implications:</p> <ul style="list-style-type: none"> • Potential for the public health to be put at risk • Legal action taken against the Council • Reputational damage to the Council • Mandated actions from central government

Equality Impact Assessment	None – the reporting of air quality is mandatory function of the council
Health and safety Implications	None
Consultees:	None
Background papers:	DBC_ASR_2020
Historical background <i>(please give a brief background to this report to enable it to be considered in the right context).</i>	See background, below
Glossary of acronyms and any other abbreviations used in this report:	AQAP – Air Quality Action Plan AQMA – Air Quality Management Area ASR – Annual Status Report DEFRA – Department for the Environment Food and Rural Affairs CAZ – Clean Air Zone HCC – Herts County Council LAQM – Local Air Quality Management NO ₂ – Nitrogen Dioxide PM _{2.5} & PM ₁₀ – Fine Particulate matter

1. Background

- 1.1. This report is presented to members to provide an update on local air quality. The report is presented for information purposes, and fulfilment of the Councils obligation for LAQM.
- 1.2. Under the Environment Act 1995, the Council has various duties towards LAQM. This includes a duty to periodically review and assess air quality in line with national air quality objectives and to work towards a general emission reduction for PM_{2.5} (for which no objective has been set).
- 1.3. Where the Council identifies breach of any of the air quality objectives it must declare an AQMA and produce an AQAP within 12 – 18 months of that declaration, setting out measures to may resolve the AQMA.
- 1.4. In accordance with its duties, the Council must produce an annual report as part of its undertaking for LAQM. In accordance with timescales set by DEFRA the Council has produced its ASR for 2020 and has been reported to them in accordance with submission deadline. The report was submittd on the 29th June 2020. This has been accomplished despite the impacts of COVID-19 which have required the Council to reprioritise its work and redeploy resource.

- 1.5. In brief the key findings of the ASR are that generally air quality across the district are within the set air quality standards, with the exception of the AQMAs the Council declared in 2012. These being:
- Lawn Lane, Aspley
 - London Road, HH
 - Northchurch
- 1.6. Within the Lawn Lane and London Road AQMA latest monitoring for 2019 shows an increase in ambient NO₂ concentrations where we have identified exceedances. Over the last 5 years of monitoring, and as presented in the ASR the trend in local NO₂ concentrations has seen marginal improvements in air quality in these localities.
- 1.7. However, in the Northchurch AQMA results are more positive with local NO₂ concentrations measuring below the objective limit for a 2nd consecutive year. To support revocation of the AQMA, Policy Guidance suggest 3 years of compliant data being appropriate.
- 1.8. The ASR also reports that the Council has revised its AQAP and is currently working on a new draft AQAP. The Council has created a Steering Group to assist continued development of the AQAP.
- 1.9. The ASR also reports that new monitoring has been introduced for 2020 leading on from evidence contained in consultant reports that assess air quality for new development and development of local knowledge of the district. This has identified the following areas where the local air quality monitoring network has been extended / refined:
- A section along St Albans Road, between Bennetts End and Leverstock Green Way – Hemel Hempstead
 - The junction at Maylands Avenue and Wood Lane End – Hemel Hempstead
 - The roundabout at Coombe Street and Leighton Buzzard Road – Hemel Hempstead
 - The roundabout at Queensway and Marlowes – Hemel Hempstead
 - The junction formed by Lower Kings Road, Kings Road and High Street – Berkhamsted
 - A section along Brook Street near to the Silk Mill Industrial Estate – Tring

2. Priorities for 2020/21

- 2.1 Noting that the status of the AQAP remains draft the priority will be to ensure that measures start to be implemented. It is important to make members aware that the principal challenges and barriers to implementation that Dacorum faces are that all AQMAs are declared based on emissions from road transport, and for which it has no administrative control over the road network.
- 2.2 The Council does seek to work proactively with colleagues at HCC in bringing forward measures. To date the Council has been able to progress on some of the AQAP measures. This has included the development of an internal draft

of planning guidance to show how emissions reduction from new developments may be achieved through the planning system. The Service is currently working with the Planning policy team on the update of the local plan and producing appropriate policy measures that may support the Council in its duty towards local air quality improvements, in particular the expectation of emission reduction from PM_{2.5}.

- 2.3 To aid the achievement of the AQAP measures, linked to feasibility assessment for CAZ, and reducing financial burden on the Council, a grant bid for £45k was submitted to the air quality grant fund scheme at DEFRA. The Council was unsuccessful in this bid, and will be pursuing alternative funding streams such as contributions from its partners.
- 2.4 Due to the impact of COVID-19 pandemic, local air quality monitoring was temporarily suspended upon advice from DEFRA. Monitoring was deemed not to be a critical function when balanced against the need to stay at home, save lives and protect the NHS. Monitoring has been resumed with the Council having lost one month's data. This will not affect the dataset for 2020, although the decrease in activity on our local roads will be expected to contribute towards lower ambient pollution levels for 2021.



2020 Air Quality Annual Status Report (ASR)

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

June, 2020

Local Authority Officer	Neil Polden
Department	Environmental & Community Protection
Address	The Forum, Marlowes, Hemel Hempstead, Hertfordshire, HP1 1DN
Telephone	01442 22800
E-mail	ecp@dacorum.gov.uk
Report Reference number	DBC_ASR_2020
Date	June 2020

Executive Summary: Air Quality in Our Area

This Annual Status Report forms part of the annual review of air quality review and assessment carried out by Dacorum Borough Council. It sets out updated air quality monitoring data and assesses whether any new or proposed developments are likely to have a significant effect on air quality concentrations.

Furthermore, this report fulfils the requirement of the Local Air Quality Management process as set out in Part IV of the Environment Act (1995), THE Air Quality Strategy for England, Scotland, Wales and Northern Ireland 2007 and the relevant Policy and Technical Guidance documents.

The LAQM process places an 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 exceedances are considered likely, the local authority must then declare an Air Quality Management Area (AQMA) and prepared an Air Quality Action Plan (AQAP) setting out the measures it intends to put in place in pursuit of the objectives.

Air Quality in Dacorum

For its local air quality monitoring the Council utilises one real-time analyser in the Northchurch AQMA. This monitors for nitrogen dioxide (NO₂) as well fine particulate matter (both PM₁₀ and PM_{2.5}). The Council also has a network of 74 non-automatic (passive) diffusion tubes which monitor for NO₂ at 54 locations across the district.

When comparing monitoring results with the previous year local pollutant concentrations are noted to have decreased in some locations and increased at others. In other words there is no general trend towards improvement or worsening. Longer-term trends of monitoring around the Councils Air Quality Management Areas (AQMA) do typically show a trend of stable or slightly decreasing concentrations for NO₂.

Exceedances of the National Air Quality Objective continue to only be measured in identified areas of poor air quality, that being the AQMAs of Lawn Lane and London Road (Apsley).

For the second consecutive year monitoring in the Northchurch AQMA (Northchurch, Berkhamsted) is demonstrating ambient NO₂ concentrations below intervention limits.

However revocation of an AQMA will typically be feasible after **three or more years** of compliance and thus the status of the AQMA should remain unchanged in the short-term.

Air quality issues in Dacorum are predominantly a result of emissions from road transport, for example, slow moving and congested traffic at busy junctions.

Not all car journeys made will start or end within the borough boundaries and so it is vital to work with other agencies. The Council is part of the Hertfordshire and Bedfordshire Air Quality Network which meets approximately four times and includes officers from the County Council's highways team.

The Council has also produced a draft air quality action plan. A steering group has been formed and which meets on a quarterly basis to support development of the plan.

Air pollution is associated with a number of adverse health impacts. It is recognised as a contributing factor in the onset of heart disease and cancer. 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^{1,2}.

The annual health cost to society of the impacts of particulate matter alone in the UK is estimated to be around £16 billion³.

Actions to Improve Air Quality

Since early 2019 the Council has been working on a revision to its existing air quality action plan. The previous AQAP was set over a three year period, 2015 – 2018.

The Council has now produced a draft AQAP which replaces the previous plan, and is set to run over 5 years, 2019 – 2024. The AQAP was recently approved at Cabinet, but remains in draft following feedback from DEFRA. The Council has a steering group to guide development of the draft AQAP which meets quarterly. However due to the current situation regarding COVID-19 meetings by the group were temporarily suspended.

¹ Environmental equity, air quality, socioeconomic status and respiratory health, 2010

² Air quality and social deprivation in the UK: an environmental inequalities analysis, 2006

³ Defra. Abatement cost guidance for valuing changes in air quality, May 2013

In order for the action plan to truly remain a live document individual measures will be implemented at varying stages, noting that the evidence burden will be greater to support some measures over others. It will also allow the Council greater flexibility to redefine existing measures or introduce new measures, where appropriate.

Conclusions and Priorities

Noting that the Council has developed a draft revision of its AQAP a clear priority will be to bring forward various measures for implementation. As a district Dacorum is ear-marked for substantial growth both in terms of new housing and business which could impact on air quality locally.

Within the region of South West Herts notable growth is planned also in the neighbouring authorities of Luton, St Albans and Watford and so it will be important that good links are maintained through the Herts and Beds air quality group.

The Council is now working on an update on its local plan. The Environmental and Community Protection Team are engaged with policy planners to provide evidence on air quality for inspection of the local plan.

The 2nd year of compliance within the Northchurch AQMA is also a positive sign for air quality in this locality. Noting guidance issued to local authorities in Policy Guidance (LAQM.PG16) that revocation of an AQMA will typically be feasible after **three or more years** of compliance the status of the AQMA should remain unchanged in the short-term. The Council shall continue to ensure that monitoring continues in this locality.

Local Engagement and How to get Involved

As part of the delivery of the AQAP the Council intends to consult when appropriate on individual measures. This will include actively consulting with key partners, the public and businesses.

As part of the AQAP delivery a steering group is being set-up which will allow for feedback from the public, visitors and businesses to be reported.

As part of maintaining contact with the public the Council will continue to ensure that reports and monitoring results are made publically available through the Council's web pages.

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1 Local Air Quality Management

This report provides an overview of air quality in Dacorum during 2019. It fulfils the requirements of Local Air Quality Management (LAQM) as set out in Part IV of the Environment Act (1995) and the relevant Policy and Technical Guidance documents.

The LAQM process places an 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 an exceedance is considered likely the local authority must 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. This Annual Status Report (ASR) is an annual requirement showing the strategies employed by Dacorum to improve air quality and any progress that has been made.

The statutory air quality objectives applicable to LAQM in England can be found in Table E.1 in Appendix E.

2 Actions to Improve Air Quality

As noted in the executive summary the Council is in the process of renewing its air quality action plan (AQAP), having produced a new draft AQAP which is set to run from 2019 – 2024. Cabinet approval was granted for the revised draft AQAP.

The continued development of the AQAP is agreed by a steering group which meets on a quarterly basis and is formed of internal partners and colleagues from Hertfordshire County Council. However due to the current situation regarding COVID-19 the function of this group were temporarily suspended.

The emphasis of the draft AQAP is to promote and achieve a general emissions reduction. Whilst the main focus must be on reducing concentrations of NO₂ in the identified AQMAs, secondary aims are to address other pollutants, such as fine particulate and emissions linked to greenhouse gases.

A current overview of measures proposed as part of the draft AQAP are:

- Maintaining close links with the Local Transport Plan, Local Planning and Public Health
- Influencing emission reduction from new developments
- Potential to relocate bus stops and on-street parking in the Northchurch AQMA
- Clean Air Zone feasibility study
- Workplace parking levy
- Private hire and taxi vehicle emissions policy
- Advanced quality bus partnership
- Reducing council emissions
- Emission based parking charges
- Electric vehicle charging infrastructure study / strategy
- Promoting sustainable travel and discouraging the use of single car journeys

Since completing its draft AQAP the Council has sought to pursue and develop some of the draft measures. This has included submitted a bid to DEFRA under the air

quality grant programme for £45k during 2019/20 for support to assess the feasibility of a clean air zone. However, this bid was unsuccessful.

The Council has also produced an internal draft for influencing emissions from new development, noting how different areas of National Planning Policy seek to achieve similar goals. This is also discussed in further detail under action on PM_{2.5}. The Council is also working on an update of its local plan and draft guidance may be used to develop appropriate policy hooks.

The County Council has also completed consultation on its enhanced bus quality partnership which proposes setting of emissions standards for buses operating across the county. The emissions standards proposed will be based on voluntary compliance noting that had this been made a mandatory element of the scheme this may have affected viability of services. A copy of the scheme proposal is available at:

<https://www.hertfordshire.gov.uk/media-library/documents/about-the-council/consultations/intalink-enhanced-partnership-plan-and-scheme-v4.5.pdf>

2.1 Air Quality Management Areas

Air Quality Management Areas (AQMAs) are declared when there is an exceedance or likely exceedance of an air quality objective. After declaration, the authority must prepare an Air Quality Action Plan (AQAP) within 12-18 months setting out measures it intends to put in place in pursuit of compliance with the objectives.

A summary of AQMAs declared by Dacorum can be found in Table 2.1. Further information related to declared or revoked AQMAs, including maps of AQMA boundaries are available online at <https://uk-air.defra.gov.uk/aqma/list>. Alternatively, see Appendix D: Map(s) of Monitoring Locations and AQMAs, which provides for a map of air quality monitoring locations in relation to the AQMA(s).

Monitoring of NO₂ in the Northchurch AQMA has identified for a 2nd consecutive year of ambient concentrations below the objective for this pollutant. However to support revocation of the AQMA, Policy Guidance LAQM.PG16 specifies this will typically be feasible after **three or more years** of compliance and thus the status of the AQMA should remain unchanged in the short-term.

Table 2.1 – Declared Air Quality Management Areas

AQMA Name	Date of Declaration	Pollutants and Air Quality Objectives	City / Town	One Line Description	Is air quality in the AQMA influenced by roads controlled by Highways England?	Level of Exceedance (maximum monitored/modelled concentration at a location of relevant exposure)				Action Plan		
						At Declaration		Now		Name	Date of Publication	Link
Lawn Lane, Hemel Hempstead	1 st June 2012	NO ₂ annual mean	Hemel Hempstead	An area encompassing a number of properties overlooking to Lawn Lane, and the boundary declared between Belswains Lane and Seaton Road	NO	57	ug/m ³	52.8	ug/m ³	In draft	In draft	N/A
London Road, Apsley	1 st June 2012	NO ₂ annual mean	Hemel Hempstead	An area encompassing a number of properties overlooking London Road, and the boundary declared between Featherbed Lane and Weymouth Street	NO	55.9	ug/m ³	50.6	ug/m ³	In draft	In draft	N/A

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High Street, Northchurch	June 2012, amended Oct 2013	NO ₂ annual mean	Berkhamsted	An areas encompassing a number of properties overlooking High Street, Northchurch, and the boundary declared between Mandelyns and Bell Lane	NO	42.2	ug/m ³	38.1	ug/m ³	In draft	In draft	N/A
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Dacorum Borough Council confirm the information on UK-Air regarding their AQMA(s) is up to date

2.2 Progress and Impact of Measures to address Air Quality in Dacorum

Defra's appraisal of last year's ASR commentary included the following:

The report is well structured, detailed, and provides all the information specified in the Guidance. The following comments are designed to help inform future reports.

1. The Council are currently in the process of updating their Air Quality Action Plans and intend for implementation to commence by the end of 2019. Despite working to produce a new AQAP, the Council are still required to detail **any progress during 2018** on current AQAP measures. This has not been included within their 2019 ASR and is required in order for the report to be accepted.
2. The Council do not provide detailed discussion of PM_{2.5}, nor detail any specific measures to reduce emissions. The report does not draw links to the fraction of mortality attributable to PM_{2.5} emissions. The Council are encouraged to include this in future reports, in addition to a discussion of historical trends, a comparison between Dacorum Borough and England as a whole, and a comparison to neighbouring authorities. For further guidance, please refer to LAQM Technical Guidance TG16.
3. The Council undertook a review of their monitoring regime and ceased monitoring at three sites, although the reasons for this have not been disclosed. The Council are encouraged to discuss any changes to their monitoring network.
4. Inconsistencies have been noted surrounding the number of passive monitoring sites. The Council state that passive monitoring was undertaken at 63 sites in Section 3.1, and at 57 sites in the Executive Summary, section 3.1.2 and Appendix C. Upon review, there appears to be 77 tubes across 63 monitoring sites, of which three were discontinued for 2018 but have still been included within the report. It is not necessary to include location details of past tubes. The Council are required to clarify this and update their 2019 ASR accordingly.

5. Distance correction has not been carried out. Whilst the decision to not distance-correct may be viewed as conservative, the Council are encouraged to calculate annual mean concentrations at the nearest relevant exposure.
6. QA/QC of monitoring data has been discussed, however evidence to support derivation of the national bias adjustment factor is required in all future reports.
7. The Council are encouraged to provide improved maps of monitoring locations in future reports. A clear, fully labelled map of passive and automatic monitoring locations showing AQMA boundaries is required. Close-up maps showing AQMA boundaries have been included, however it would be extremely beneficial for the Council to depict monitoring locations on these maps, and label these monitoring sites as in the results table (e.g. DC40 etc).
8. Annual mean concentrations of NO₂ within the Northchurch AQMA were below the annual mean objective for NO₂ for the first time in 2018. The Council are commended on this achievement. It is to be noted, however, that consistent compliance is required before revocation of AQMA status can be considered.
9. Annualisation has been carried out correctly, and example calculations provided. In future, the Council could consider reviewing their monitoring regime to include a co-location site. Derivation of a local bias adjustment factor is encouraged, however use of the national factor is appropriate.
10. The Council have not included comments from last year's appraisal, and it is therefore difficult to tell if these have been addressed. The Council are advised to include and respond to comments made during the appraisal process in all future ASRs.
11. The Council has listed a number of priorities for the next year, which includes the publication of their new AQAP. These priorities are appropriate and the council should provide an update on the progress of these in the next reporting year.

In respect of the commentary above, where appropriate, this has been addressed either through revisions of the ASR 2019 or inclusions into the ASR 2020. Both documents will be submitted together as part of the 2020 ASR submission.

As noted in the preceding chapter, the Council has created a steering group to aid development of its draft AQAP. This has included revisiting the draft AQAP that was submitted to DEFRA. The group has worked to update the draft AQAP, however due to the current challenges presented in response to COVID-19, the work by the steering group has been temporarily suspended.

In advancing work on some of the proposed draft measures the Council has submitted a grant application for £45k in support from the 2019 - 2020 Air Quality Grant to support the feasibility assessment for a clean air zone. However the bid was unsuccessful.

In July 2019 the Council and the County Council also declared a climate change emergency with the overarching aim of working towards all council activities being net carbon neutral by 2030. The Council has progressed towards the development of an action plan.

The draft action plan aims to recognise the mutual benefits that can be achieved from a general emissions and collectively how this can benefit both local air quality and greenhouse emissions. The Council has appointed a new Climate Change and Sustainability Programme Lead Officer to lead on the action plan, and which will incorporate the action plan measure of reducing Council Emissions.

The principal challenges and barriers to implementation that Dacorum anticipates facing are that all AQMAs are declared based on emissions from road transport, and for which it has no administrative control over the road network.

Whilst the measures stated above will help to contribute towards compliance, Dacorum anticipates that further additional measures not yet prescribed will be required in subsequent years to achieve compliance and enable the revocation of the Lawn Lane and London Road AQMA. The approach to action planning by the Council is flexible to allow inclusion or removal from its AQAP measures as appropriate.

2.3 PM_{2.5} – Local Authority Approach to Reducing Emissions and/or Concentrations

Particulate matter, whether PM₁₀ (aerodynamic diameter <10µm), PM_{2.5} (aerodynamic diameter <2.5µm), or PM_{1.0} (aerodynamic diameter <1µm) is emitted from exhausts as a result of the combustion process within engines and also from tyre and brake wear and other vehicle component wear such as the chassis and clutch (Air Quality Expert Group 2005).

The Air Quality Expert Group (2015) estimate that UK emissions contribute to approximately 50-55% of the total annual average PM_{2.5} in the UK. The European Environment Agency estimates that road transport sources contribute to 13% of European emissions of PM_{2.5} in 2013. Data presented by the Air Quality Expert Group (2015) estimated the contribution from traffic to be 7% in the UK. This emphasises that a large proportion of airborne PM_{2.5} originate from other sources, including sea-salt, inorganic aerosols, organic aerosols and non-traffic generated rural and urban particulates including biomass burning both domestic and commercial.

There is clear evidence that PM_{2.5} has a significant impact on human health, including premature mortality, allergic reactions, and cardiovascular diseases.

The obligation placed upon local authorities in respect of PM_{2.5} is that they are expected to work towards reducing emissions and concentrations of PM_{2.5} in their local area as practicable and consider action if necessary to address PM_{2.5} issues in their area, and aligning those interests with those public health officers.

However policy guidance LAQM.PG16 does not prescribe what the local authority role should be; it is for the local authority in consultation with its public health officials and others to consider how it wishes to define this role.

Whilst there are no numerical limit values prescribed for PM_{2.5} for England and no statutory obligations on local authorities in respect of monitoring concentrations of PM_{2.5} in the ambient air, the EU Ambient Air Quality Directive has identified 25µg/m³ as a limit value to be met by 2020 and the World Health Organisation (WHO) has set an air quality guideline of 10µg/m³ as an annual mean for PM_{2.5}.

The only specific indicator for PM_{2.5} is included within the Public Health Outcomes Framework (Public Health Outcome Indicator (PHOI) 3.01) which is stated as:

'The fraction of annual all-cause mortality attributable to long-term exposure to current levels of anthropogenic particulate pollution.'

This indicator is based on an estimated amount of PM_{2.5} derived by Defra modelling from local measurement, including one site in Borehamwood, Hertfordshire and another in Bedfordshire. That data has been adjusted by way of population to give a population weighted figure before its use in deriving the PHOI.

The PM_{2.5} focused PHOI reflects the adverse impact that this type of air pollution can have on public health as a result of the fine particles being carried deep into the lungs where they can cause inflammation and a worsening of heart and lung diseases.

Within Hertfordshire joint working on air quality issues between the local authorities and Hertfordshire County Council for PM_{2.5} as part of the Herts and Beds air quality group has included a local monitoring project. The aim has enabled the collection of real-time direct measurements of PM_{2.5} concentrations from multiple locations within Hertfordshire in order to address the paucity of PM_{2.5} data available within the County.

The Hertfordshire Local Authorities Report on Particulate Matter (PM_{2.5}) in Ambient Air in 2018 for Hertfordshire County Council Public Health (November 2019) identifies that it is important to recognise that the figures published for PHOI 3.01 are estimates and therefore cannot be used for performance monitoring; they can only provide an indication of the scale of the issue. Further information on the use of health related air quality data is available at:

<https://hertshealthevidence.org/documents/thematic/airqualitydatafaq-briefing-2019-07.pdf>.

It is for this reason that the report does not make direct reference to the PHOI figures, but uses the population weighted Defra modelled PM_{2.5} concentrations in their place.

The report makes the following broad observations:

- The number of days on which the levels of PM_{2.5} were measured above a concentration defined by the Daily Air Quality Index for air pollution to be representative of 'moderate', 'high' and 'very high' air pollution typically occur in the winter months in weather conditions that are still and cold. The apparent seasonal trend is as would be expected because it is recognised that cold, still weather conditions typically prevent the dispersal of local air pollution including particulate matter.
- Breaches are likely to be associated with regional or national scale air pollution episodes and only partially associated with locally derived road vehicle pollution
- Breaches may also arise if weather conditions are such that air pollution from the continent (and potentially further afield) is transported across to Britain
- Defra modelled PM_{2.5} concentrations for each local authority area are broadly consistent with the concentrations being measured by the analysers within each local authority
- Where data capture rates have been reliable the mean annual average concentrations of PM_{2.5} recorded have not varied significantly from 2016 to 2018.
- When elevated concentrations of PM_{2.5} were detected they were typically detected at multiple Hertfordshire based analysers. This is suggestive that on the majority of the days where breaches were measured these would have been associated with a non-localised air pollution episode.

The Daily Air Quality Index for air pollution is a UK Air Information resource for inform the public on levels of air pollution and provides recommended actions and health advice. The index is numbered 1-10 and divided into four bands, low (1) to very high (10). Air pollution bandings are defined as:

- Moderate is defined as being above 36µg/m³ but less than 54µg/m³
- High is defined as being between 54µg/m³ and 70µg/m³
- Very High is defined as being 71µg/m³ or higher

All are calculated as a 24-hour running mean.

However, beyond its participation in the Herts and Beds Air Quality group the Council currently has no specified measures for emissions reduction for PM_{2.5}, however the Council has proposed through its draft AQAP measures designed at achieving an overall emissions reduction, such as emission reduction from new development or setting of emission standards (e.g. local policy for taxi and private hire, bus emission standards and feasibility assessment for a clean air zone).

Furthermore the Council has declared a Climate Change emergency with a commitment to ensure that all council activities are net carbon neutral by 2030 and the development of an action plan. To fulfil this commitment the Council has recently created and appointed to a new lead officer role for climate change.

Whilst climate change focuses on greenhouse gas emissions reduction this can play a complimentary role in respect of local air quality management and vice versa. The developing climate change emergency action plan does propose incorporating reductions from Council emissions in the draft AQAP into actions on climate change.

The Council is now also working on the development of the next iteration of its local plan. Influencing emissions reduction from planning has also formed part of the draft AQAP, and internal draft planning guidance was produced to demonstrate how different areas of national policy can be positive for local air quality.

An extract of the internal draft is presented in the table below to note how different areas of national planning policy can be used to promote mitigation from development, but which is not exclusively linked to air quality.

Promoting health and safe communities	
<p>Paragraph 91(c)</p> <p>Planning polices and decisions should aim to achieve healthy, inclusive safe spaces which:</p> <ul style="list-style-type: none"> • Enable and support healthy lifestyles, for example 	<p>Healthy outcomes that support walking and cycling enabling people to use alternative forms of travel</p>

<p>through layouts that encourage walking and cycling</p>	
<p>Promoting sustainable transport</p>	
<p>Paragraph 102(c) & (d)</p> <p>Transport issues should be considered from the earliest stages of plan-making and development proposals, so that:</p> <ul style="list-style-type: none"> • Opportunities to promote walking, cycling and public transport use are identified and pursued • The environmental impacts of traffic and transport infrastructure can be identified, assessed and taking into account – including appropriate opportunities for avoiding and mitigating any adverse effects, and for net environmental gains 	<p>LTP 4 identifies there is high demand for road travel across Hertfordshire meaning the county’s road network is under great pressure. As a consequence there is regular congestion and network disruption resulting in unreliable journeys and limited resilience, as well as harmful vehicle emissions and other environmental impacts.</p> <p>The current low level of sustainable mode use and the forecast growth in transport demand and pressure underlines the need to rethink the long term transport strategy for the county.</p>
<p>Paragraph 103</p> <p>The planning system should actively manage patterns of growth in support of these objectives. Significant development should be focused on locations which are or can be made sustainable, through limiting the need for travel and offering a genuine choice of transport modes. This can help reduce congestion and emissions, and improve air quality and public health. However</p>	

<p>opportunities to maximise sustainable transport solutions will vary between urban and rural areas, and this should be taken into account in both plan-making and decision-making.</p>	
<p>Paragraph 105 (e)</p> <p>If setting local parking standards for residential and non-residential development, policies should take account:</p> <ul style="list-style-type: none"> • the need to ensure an adequate provision of spaces for charging plug-in and other ultra-low emissions vehicles 	
<p>Paragraph 110 (a), (e)</p> <p>Within this context, applications for development should:</p> <ul style="list-style-type: none"> • give priority first to pedestrian and cycle movements, both within the scheme and with neighbouring areas, and second – so far as possible – to facilitating access to high quality public transport • be designed to enable charging of plug-in and other ultra-low emission vehicles in safe, accessible and convenient locations 	
<p>Paragraph 111</p>	

<p>All developments that will generate significant amounts of movement should be required to provide a travel plan, and the application should be supported by a transport statement or transport assessment so that the likely impacts of the proposal can be assessed.</p>	
<p>Achieving well designed places</p>	
<p>Paragraph 131 In determining applications, great weight should be given to outstanding or innovative designs which promote high levels of sustainability.</p>	
<p>Meeting the challenge of climate change</p>	
<p>Paragraph 150 (b) New development should be planned for in ways that can help reduce greenhouse gas emissions, such as through location, orientation and design.</p>	

3 Air Quality Monitoring Data and Comparison with Air Quality Objectives and National Compliance

3.1 Summary of Monitoring Undertaken

The Council operates one automatic monitoring station which monitors for nitrogen dioxide (NO₂), and fine particles (PM10 and PM2.5) as well as deploying a network of 74 non-automatic (passive) diffusion tubes which monitor for NO₂ across 54 locations across the district.

With the exception of local monitoring in the Lawn Lane and London Road Air Quality Management Areas (AQMA), the objectives for NO₂ and PM10 are being met in all other areas of the district.

Monitoring in the Northchurch AQMA has demonstrated for a 2nd consecutive year that ambient NO₂ concentrations remain below intervention levels at all monitoring locations. However to support revocation of the AQMA, Policy Guidance LAQM.PG16 specifies this will typically be feasible after **three or more years** of compliance.

With respect to the Lawn Lane and London Road AQMAs local monitoring indicates elevated local NO₂ concentrations remain, and an increase in ambient concentrations when compared with the 2018 results. Noting that local NO₂ concentrations remain considerably above the objective for this pollutant in the AQMAs the status of these AQMAs will remain unchanged.

As part of its work on LAQM, for 2020 the Council has revised parts of its air quality network to introduce or increase monitoring at locations where air quality may be a concern. These locations have been identified from local knowledge of the district and / or reports produced by consultants for new development that have suggested ambient NO₂ levels approaching the annual average objective. Monitoring has been revised / introduced at the following locations:

- A section along St Albans Road, between Bennetts End and Leverstock Green Way – Hemel Hempstead
- The junction at Maylands Avenue and Wood Lane End – Hemel Hempstead
- The roundabout at Coombe Street and Leighton Buzzard Road – Hemel Hempstead

- The roundabout at Queensway and Marlowes – Hemel Hempstead
- The junction formed by Lower Kings Road, Kings Road and High Street – Berkhamsted
- A section along Brook Street near to the Silk Mill Industrial Estate – Tring

Results from these locations will be published as part of the Councils 2021 ASR submission.

3.1.1 Automatic Monitoring Sites

This section sets out what monitoring has taken place and how it compares with objectives.

Dacorum undertook automatic (continuous) monitoring at one site during 2019. The automatic monitoring station is located on the High Street, Northchurch and forms part of the local monitoring network of the Northchurch AQMA. The site has been in operation since 2012, but it is not affiliated to the national network.

The site monitors for NO₂, PM₁₀ and PM_{2.5}. In 2018 data capture at the site was above 99% for fine particulate and 94% for NO₂. The monitoring results show that:

- The annual mean objective for all pollutants monitored was achieved at site
- The hourly mean objective for NO₂ was achieved at site, i.e. there were less than 18 separate hourly exceedances of 200µg/m³
- The daily mean for PM₁₀ was achieved at site, i.e. there were less than 35 occasions where the daily mean exceeded 50µg/m³

Table A.1 in Appendix A shows the details of the sites. National monitoring results are available at <https://www.airqualityengland.co.uk/>

Maps showing the location of the monitoring sites are provided in Appendix D.

Further details on how the monitors are calibrated and how the data has been adjusted are included in Appendix C.

3.1.2 Non-Automatic Monitoring Sites

Dacorum undertook non-automatic (passive) monitoring of NO₂ at 54 sites during 2019. Table A.2 in Appendix A shows the details of the sites.

Maps showing the location of the monitoring sites in AQMAs only are provided in Appendix D. Further details on Quality Assurance/Quality Control (QA/QC) for the diffusion tubes, including bias adjustments and any other adjustments applied (e.g. “annualisation” and/or distance correction), are included in Appendix C.

3.2 Individual Pollutants

The air quality monitoring results presented in this section are, where relevant, adjusted for bias⁴, “annualisation” (where the data capture falls below 75%), and distance correction⁵. Further details on adjustments are provided in Appendix C.

3.2.1 Nitrogen Dioxide (NO₂)

With the exception of the Lawn Lane and London Road AQMAs the results for the diffusion tube monitoring from 2019 show compliance with the annual mean objective for NO₂. In comparison with results from 2018 an increase in ambient NO₂ concentrations occurred at 23 monitoring locations, and which represents under half of all sites monitored. At sites exposed as triplicate diffusion tubes, the change in concentration year on year has been based on comparing the triplicate average of 2019 against 2018, as opposed to comparing the individual results.

As stated above, monitoring in the Northchurch AQMA has demonstrated ambient NO₂ concentrations remain below intervention levels at all monitoring locations for a 2nd consecutive year.

Trends in NO₂ concentrations within the Northchurch AQMA are also presented in Figure A.1. At the High Street and Northchurch analyser monitoring locations NO₂ concentrations are noted to be stable or in decline. However at the New Road location the trend suggests a gradually increasing NO₂ concentration across 2015 – 2019, peaking at 37.8µg/m³. Despite results which are below the objective limit, continued monitoring at the location will be required to ensure an exceedance at this location is not recorded.

To support revocation of the AQMA, Policy Guidance LAQM.PG16 specifies this will typically be feasible after three or more years of compliance, and noting compliance has only been measured over 2 years and the reported trend at New Road, it would not be appropriate to suggest revocation of the AQMA in the short-term.

⁴ <https://laqm.defra.gov.uk/bias-adjustment-factors/bias-adjustment.html>

⁵ Fall-off with distance correction criteria is provided in paragraph 7.77, LAQM.TG(16)

Monitoring of NO₂ in the Lawn Lane and London Road AQMA continues to demonstrate elevated local concentrations within both AQMAs, and noticeably above the objective limit at a number of monitoring positions. A comparison of 2019 results with that of 2018 indicate some increases in local NO₂ concentrations.

Trends in NO₂ concentrations within the Lawn Land and London Road AQMA are also presented in Figure A.1. Despite some local increases in 2019 data, the overall picture between 2015 – 2019 is stable or slowly improving local air quality.

Table A.3 in Appendix A compares the ratified and adjusted monitored NO₂ annual mean concentrations for the past 5 years with the air quality objective of 40µg/m³. Note that the concentration data presented in Table A.3 represents the concentration at the location of the monitoring site, following the application of bias adjustment and annualisation, as required (i.e. the values are exclusive of any consideration to fall-off with distance adjustment).

For diffusion tubes, the full 2019 dataset of monthly mean values is provided in Appendix B. Note that the concentration data presented in Table B.1 includes distance corrected values, only where relevant.

Table A.4 in Appendix A compares the ratified continuous monitored NO₂ hourly mean concentrations for the past 5 years with the air quality objective of 200µg/m³, not to be exceeded more than 18 times per year.

3.2.2 Particulate Matter (PM₁₀)

The Council has been monitoring PM₁₀ at the automatic monitoring station on the High Street, Northchurch, since August 2015.

In 2019 valid data capture for the monitoring period was 99%. No exceedances were measured for either of the objectives relevant to PM₁₀. However results for 2019 showed a marked increase on previous years both for the annual average and number of 24 hour periods exceeded 50µg/m³.

The reason for this increase can be attributed to the surface re-dressing of the main road that runs parallel to the automatic station. This led to exceptionally high readings between the 14th – 18th April. The activities of surface re-dressing are known to have contributed to 5 of the 8 days in 2019 of 24 hour periods that exceeded 50µg/m³. The highest concentration measured in any single 24 hour period was 399µg/m³. These results have been communicated to Hertfordshire County

Council, as the Highways Authority, noting at its peak the dust caused by surface re-dressing led to local concentrations 8 times that of the objective for a 24 hour period.

By removing these events from the dataset, noting the irregularity with which surface re-dressing occurs, 3 exceedances of the 24 hour objective occurred in 2019 and is comparable with the low number of exceedances that have been measured year on year.

Similarly and with respect to the annual average, which although measured at $19\mu\text{g}/\text{m}^3$ and the highest concentration measured to date, if removing contributions from surface re-dressing activities the annual average is $15\mu\text{g}/\text{m}^3$. This is broadly comparable with results of previous years monitoring.

Table A.5 in Appendix A compares the ratified and adjusted monitored PM_{10} annual mean concentrations for the past 5 years with the air quality objective of $40\mu\text{g}/\text{m}^3$.

Table A.6 in Appendix A compares the ratified continuous monitored PM_{10} daily mean concentrations for the past 5 years with the air quality objective of $50\mu\text{g}/\text{m}^3$, not to be exceeded more than 35 times per year.

3.2.3 Particulate Matter ($\text{PM}_{2.5}$)

The Council has been monitoring $\text{PM}_{2.5}$ at the automatic monitoring station on the High Street, Northchurch, since August 2015. The objective for $\text{PM}_{2.5}$ is not a numerical objective, but an expectation that local authorities should work towards reducing emissions/concentrations of fine particulate matter.

For 2018 data capture at this station achieved 99%. The annual average measured was $10\mu\text{g}/\text{m}^3$. This is a decrease of 2018 monitoring results, but overall represents an increase in previous year's annual averages of $8\mu\text{g}/\text{m}^3$ (2015 – 2017). The results of 2019.

However, when accounting for the activities of surface re-dressing it can be demonstrated that this also impacted local $\text{PM}_{2.5}$ concentrations. Although not as pronounced a reduction when compared with local PM_{10} monitoring, when removing the results between 14th – 18th April this does result in a $0.4\mu\text{g}/\text{m}^3$ reduction, from $10\mu\text{g}/\text{m}^3$ to $9.6\mu\text{g}/\text{m}^3$.

Table A.7 in Appendix A presents the ratified and adjusted monitored $\text{PM}_{2.5}$ annual mean concentrations for the past 5 years.

3.2.4 Sulphur Dioxide (SO₂)

The Council does not monitor for sulphur dioxide as there are no relevant sources for this pollutant identified under previous rounds of review and assessment.

Appendix A: Monitoring Results

Table A.1 - Details of Automatic Monitoring Sites

Site ID	Site Name	Site Type	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Pollutants Monitored	In AQMA?	Monitoring Technique	Distance to Relevant Exposure (m) ⁽¹⁾	Distance to kerb of nearest road (m) ⁽²⁾	Inlet Height (m)
CM1	High Street, Northchurch	Roadside	497295	208901	NO ₂ ; PM ₁₀ ; PM _{2.5}	YES	Chemiluminescent; FIDAS	10	3	2

Notes:

(1) 0m if the monitoring site is at a location of exposure (e.g. installed on the façade of a residential property).

(2) N/A if not applicable

Table A.2 – Details of Non-Automatic Monitoring Sites

Site ID	Site Name	Site Type	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Pollutants Monitored	In AQMA?	Distance to Relevant Exposure (m) ⁽¹⁾	Distance to kerb of nearest road (m) ⁽²⁾	Tube collocated with a Continuous Analyser?
DC40	Sawyers Way HH	Roadside	506780	207180	NO2	NO	5	2	NO
DC42	Wood Lane End HH	Urban Background	508177	207934	NO2	NO	N/A	1	NO
DC46	High Street Bovington	Roadside	501541	203659	NO2	NO	13	1	NO
DC47	High Street Berkhamsted	Roadside	499365	207724	NO2	NO	20	1	NO
DC48	Prince Edward Street Berkhamsted	Urban Background	499207	207754	NO2	NO	N/A	45	NO
DC50	High Street Northchurch	Roadside	497346	208835	NO2	YES	1	1	NO
DC51	Brook Street Tring	Roadside	492552	211824	NO2	NO	8	2	NO
DC52	High Street Tring	Roadside	492335	211386	NO2	NO	6	2	NO
DC54	Watford Road Kings Langley	Roadside	507606	201624	NO2	NO	34	2	NO
DC55	High Street Kings Langley	Roadside	507184	202690	NO2	NO	15	2	NO
DC57	Lawn Lane 1 HH	Roadside	505923	205761	NO2	YES	4	1	NO
DC58	Gammon Close HH	Urban Background	507058	206727	NO2	NO	N/A	22	NO
DC59	Wadley Close HH	Urban Background	506981	206829	NO2	NO	N/A	11	NO

DC60	Field Road HH	Urban Background	507483	206898	NO2	NO	N/A	17	NO
DC61	St Agnells Lane HH	Roadside	507121	209252	NO2	NO	10	1	NO
DC62	New Road Northchurch	Roadside	497335	208860	NO2	YES	1	1	NO
DC63	Darrs Lane Northchurch	Roadside	497264	208927	NO2	YES	5	1	NO
DC64	Lawn Lane 2 HH	Roadside	505969	205726	NO2	YES	4	1	NO
DC65	Lawn Lane 3 HH	Roadside	505930	205740	NO2	YES	1	1	NO
DC66	London Road Apsley	Roadside	505674	205514	NO2	YES	1	1	NO
DC67	Allandale	Roadside	505948	207814	NO2	NO	16	1	NO
DC68	Belswains Sappi	Roadside	507005	204677	NO2	NO	3	1	NO
DC69	Lawn Lane Belswains	Urban Background	506053	205664	NO2	YES	N/A	25	NO
DC70	Lawn Lane 4	Roadside	505888	205801	NO2	YES	6	2	NO
DC71	Orchard Street	Roadside	505636	205504	NO2	YES	3	1	NO
DC73	Durrants Hill Road	Roadside	505734	205519	NO2	YES	1	2	NO
DC74	Avia Close	Roadside	505841	205395	NO2	YES	6	1	NO
DC75	The Meads	Roadside	497472	208730	NO2	NO	10	2	NO
DC76	The Cotterells	Roadside	505355	206504	NO2	NO	5	1	NO
DC81	Sappi 2	Roadside	507122	204470	NO2	NO	10	1	NO
DC85	Health Centre, London Road	Roadside	505754	205437	NO2	YES	4	1	NO
DC86	Northchurch Co-location A	Roadside	497295	208901	NO2	YES	10	3	YES
DC87	Northchurch Co-location B	Roadside	497295	208901	NO2	YES	10	3	YES

DC88	Northchurch Co-location C	Roadside	497295	208901	NO2	YES	10	3	YES
DC89	High Street, Markyate	Roadside	506227	216317	NO2	NO	0	2	NO
DC90	High Street Northchurch A	Roadside	497346	208835	NO2	YES	1	N/A	NO
DC91	High Street Northchurch B	Roadside	497346	208835	NO2	YES	1	N/A	NO
DC92	New Road Northchurch A	Roadside	497335	208860	NO2	YES	1	N/A	NO
DC93	New Road Northchurch B	Roadside	497335	208860	NO2	YES	1	N/A	NO
DC94	Health Centre, London Road A	Roadside	505754	205437	NO2	YES	4	1	NO
DC95	Health Centre, London Road B	Roadside	505754	205437	NO2	YES	4	1	NO
DC96	Durrants Hill Road A	Roadside	505734	205519	NO2	YES	1	2	NO
DC97	Durrants Hill Road B	Roadside	505734	205519	NO2	YES	1	2	NO
DC98	London Road Apsley A	Roadside	505674	205514	NO2	YES	1	1	NO
DC99	London Road Apsley B	Roadside	505674	205514	NO2	YES	1	1	NO
DC100	Lawn Lane 1A	Roadside	505923	205761	NO2	YES	4	1	NO
DC101	Lawn Lane 1B	Roadside	505923	205761	NO2	YES	4	1	NO
DC102	Lawn Lane 2A	Roadside	505969	205726	NO2	YES	4	1	NO
DC103	Lawn Lane 2B	Roadside	505969	205726	NO2	YES	4	1	NO
DC104	Lawn Lane 3A	Roadside	505930	205740	NO2	YES	1	1	NO
DC105	Lawn Lane 3B	Roadside	505930	205740	NO2	YES	1	1	NO
DC106	Outside 24 Cotterells	Roadside	505349	206667	NO2	YES	4	14	NO
DC107	Marlowes R/B	Roadside	505508	207613	NO2	NO	0.5	3	NO

DC111	St Marys 3	Roadside	496938	209235	NO2	NO	1	1.5	NO
DC112	High Street Markyate 2	Roadside	505876	216805	NO2	NO	0.5	1	NO
DC113	Chapel Street, Berkhamsted	Roadside	499448	207870	NO2	NO	0.5	2	NO
DC114	Lower Kings Road, Berkhamsted	Roadside	499127	207935	NO2	NO	0.5	1	NO
DC115	Kings Road, Berkhamsted	Roadside	498887	207520	NO2	NO	1	1	NO
DC116	Castle Street, Berkhamsted	Roadside	499384	207722	NO2	NO	0.75	2	NO
DC117	High Street, Berkhamsted 2	Roadside	498417	208214	NO2	NO	0.25	2	NO
DC118	O/S 158 Marlowes	Roadside	505508	207613	NO2	NO	10	7	NO
DC119	The Point Hemel A	Roadside	505529	206298	NO2	NO	36	13	NO
DC120	The Point Hemel B	Roadside	505529	206298	NO2	NO	36	13	NO
DC121	The Point Hemel C	Roadside	505529	206298	NO2	NO	36	13	NO
DC122	Bridge Street Hemel Hempstead	Roadside	505551	206947	NO2	NO	2	1	NO
DC123	High St/Lower Kings Rd Junct., Berkhamsted	Roadside	498417	208214	NO2	NO	1	1.5	NO
DC124	Waitrose Entrance, Lower Kings Rd, Berkham	Roadside	499108	207860	NO2	NO	5	1	NO
DC125	Canal, Lower Kings Road, Berkhamsted	Roadside	499108	207860	NO2	NO	3	3	NO

DC126	Broadwater, Berkhamsted	Urban Background	499208	208140	NO2	NO	N/A	1	NO
DC127	BFI, Kings Road, Berkhamsted	Roadside	498287	206978	NO2	NO	5	2	NO
DC128	Shootersway, Berkhamsted	Roadside	495608	208711	NO2	NO	10	2	NO
DC129	Stone Cottage, Kings Road, Berkhamsted	Roadside	498293	207011	NO2	NO	0	5	NO
DC130	2 The Cottages, Kingshill Way	Roadside	498313	206945	NO2	NO	0	2	NO
DC131	Gravel Path, Berkhamsted	Roadside	499703	207838	NO2	NO	0	1	NO

Notes:

(1) 0m if the monitoring site is at a location of exposure (e.g. installed on the façade of a residential property).

(2) N/A if not applicable.

Table A.3 – Annual Mean NO₂ Monitoring Results

Site ID	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Site Type	Monitoring Type	Valid Data Capture for Monitoring Period (%) ⁽¹⁾	Valid Data Capture 2019 (%) ⁽²⁾	NO ₂ Annual Mean Concentration (µg/m ³) ^{(3) (4)}				
							2015	2016	2017	2018	2019
CM1	497295	208901	Roadside	Automatic	94	94	26.0	29.0	29.0	29.3	24.0
DC40	506780	207180	Background	Diffusion Tube	92	92	19.0	19.4	18.2	17.3	17.8
DC42	508177	207934	Background	Diffusion Tube	92	92	21.0	21.5	19.4	20.8	19.6
DC46	501541	203659	Kerbside	Diffusion Tube	83	83	19.7	19.0	19.1	17.8	18.2
DC47	499365	207724	Roadside	Diffusion Tube	100	100	31.4	32.7	32.1	29.5	30.8
DC48	499207	207754	Background	Diffusion Tube	100	100	19.0	19.6	18.1	17.9	17.5
DC50	497346	208835	Roadside	Diffusion Tube	100	100	39.4	42.4	42.3	33.0	32.7
DC51	492552	211824	Kerbside	Diffusion Tube	100	100	25.3	23.7	24.4	25.4	25.8
DC52	492335	211386	Roadside	Diffusion Tube	100	100	27.7	28.7	29.4	26.3	23.2
DC54	507606	201624	Roadside	Diffusion Tube	100	100	44.0	44.6	44.3	40.8	38.1
DC55	507184	202690	Roadside	Diffusion Tube	100	100	30.1	31.0	29.9	28.5	29.1
DC57	505923	205761	Roadside	Diffusion Tube	100	100	47.8	52.6	46.8	41.6	41.5
DC58	507058	206727	Background	Diffusion Tube	92	92	24.4	33.4	23.8	24.1	22.7
DC59	506981	206829	Background	Diffusion Tube	92	92	28.9	29.2	27.8	25.7	26.7

DC60	507483	206898	Background	Diffusion Tube	92	92	20.9	22.4	19.2	20.3	20.8
DC61	507121	209252	Roadside	Diffusion Tube	92	92	26.3	27.0	26.0	24.5	26.1
DC62	497335	208860	Roadside	Diffusion Tube	100	100	31.8	33.3	34.2	36.2	38.6
DC63	497264	208927	Roadside	Diffusion Tube	100	100	25.2	25.8	25.3	23.5	24.2
DC64	505969	205726	Roadside	Diffusion Tube	100	100	31.2	32.5	31.2	28.5	30.6
DC65	505930	205740	Roadside	Diffusion Tube	100	100	53.3	48.3	48.9	48.7	52.1
DC66	505674	205514	Roadside	Diffusion Tube	100	100	51.6	51.1	54.0	48.6	48.6
DC67	505948	207814	Roadside	Diffusion Tube	83	83	25.0	26.9	25.0	26.0	24.9
DC68	507005	204677	Roadside	Diffusion Tube	100	100	32.9	33.3	32.2	32.9	30.4
DC69	506053	205664	Roadside	Diffusion Tube	100	100	21.0	23.6	21.1	20.6	20.2
DC70	505888	205801	Roadside	Diffusion Tube	83	83	34.2	35.1	34.1	36.4	32.2
DC71	505636	205504	Kerbside	Diffusion Tube	92	92	23.0	26.0	23.9	22.3	23.7
DC73	505734	205519	Roadside	Diffusion Tube	100	100	27.7	29.2	27.5	26.2	27.6
DC74	505841	205395	Roadside	Diffusion Tube	100	100	35.0	34.7	36.1	32.2	31.9
DC75	497472	208730	Roadside	Diffusion Tube	92	92	24.0	26.6	23.4	24.7	24.7
DC76	505355	206504	Kerbside	Diffusion Tube	100	100	31.7	32.9	32.1	31.8	31.2
DC81	507122	204470	Roadside	Diffusion Tube	92	92	33.8	35.1	35.4	32.1	33.2
DC85	505663	205528	Kerbside	Diffusion Tube	100	100	34.0	31.3	34.6	32.0	33.3

DC86	497295	208901	Roadside	Diffusion Tube	100	100	26.6	26.1	23.9	25.4	23.8
DC87	497295	208901	Roadside	Diffusion Tube	92	92	25.3	25.4	23.4	25.9	24.3
DC88	497295	208901	Roadside	Diffusion Tube	100	100	25.4	24.8	23.9	24.8	24.9
DC89	506227	216317	Roadside	Diffusion Tube	100	100	23.2	24.0	23.0	22.4	20.8
DC90	497346	208835	Roadside	Diffusion Tube	100	100	38.0	43.6	40.4	34.2	32.9
DC91	497346	208835	Roadside	Diffusion Tube	100	100	40.7	40.5	42.6	33.6	33.9
DC92	497335	208860	Roadside	Diffusion Tube	100	100	33.3	34.6	33.1	35.5	37.6
DC93	497335	208860	Roadside	Diffusion Tube	100	100	31.0	35.2	35.2	37.8	37.2
DC94	505663	205528	Kerbside	Diffusion Tube	100	100	35.8	35.3	35.6	35.5	33.8
DC95	505663	205528	Kerbside	Diffusion Tube	100	100	33.5	37.1	35.2	33.8	35.1
DC96	505734	205519	Roadside	Diffusion Tube	100	100	33.1	30.2	29.1	27.5	26.6
DC97	505734	205519	Roadside	Diffusion Tube	100	100	30.7	30.9	28.6	28.0	28.8
DC98	505674	205514	Roadside	Diffusion Tube	100	100	52.0	55.2	55.8	48.3	47.1
DC99	505674	205514	Roadside	Diffusion Tube	100	100	51.6	52.4	52.9	48.3	49.9
DC100	505923	205761	Roadside	Diffusion Tube	83	83	48.1	49.9	44.6	44.6	45.3
DC101	505923	205761	Roadside	Diffusion Tube	100	100	41.8	52.6	46.6	42.9	42.4
DC102	505969	205726	Roadside	Diffusion Tube	100	100	30.8	44.5	38.5	29.2	29.8
DC103	505969	205726	Roadside	Diffusion Tube	100	100	30.6	31.8	31.7	29.4	29.4

DC104	505930	205740	Roadside	Diffusion Tube	100	100	54.8	54.7	55.6	48.6	51.0
DC105	505930	205740	Roadside	Diffusion Tube	100	100	55.3	57.3	54.6	48.3	49.3
DC106	505349	206667	Roadside	Diffusion Tube	92	92	28.3	29.3	26.9	26.6	25.8
DC107	505508	207613	Roadside	Diffusion Tube	100	100	28.0	27.4	29.5	27.2	27.9
DC111	496938	209235	Background	Diffusion Tube	100	100	24.6	25.4	26.3	25.6	25.2
DC112	505876	216805	Roadside	Diffusion Tube	100	100	19.6	21.9	19.3	19.6	19.1
DC113	499448	207870	Roadside	Diffusion Tube	100	100	16.8	19.5	17.6	16.1	16.9
DC114	499127	207935	Roadside	Diffusion Tube	100	100	36.2	35.4	33.3	29.2	30.7
DC115	498887	207520	Roadside	Diffusion Tube	92	92	22.4	22.2	19.0	19.0	19.0
DC116	499384	207722	Roadside	Diffusion Tube	92	92	23.8	23.2	21.9	26.0	24.9
DC117	498417	208214	Kerbside	Diffusion Tube	100	100	27.8	28.8	27.4	27.3	26.0
DC118	505508	207613	Roadside	Diffusion Tube	100	100	27.7	30.9	30.6	26.9	28.8
DC119	505529	206298	Roadside	Diffusion Tube	92	92	36.2	37.3	34.6	33.2	32.2
DC120	505529	206298	Roadside	Diffusion Tube	92	92	35.3	37.4	34.6	34.8	31.2
DC121	505529	206298	Roadside	Diffusion Tube	92	92	35.9	38.2	36.1	34.1	31.8
DC122	505551	206947	Kerbside	Diffusion Tube	83	83	37.2	30.9	31.3	27.7	27.3
DC123	498417	208214	Kerbside	Diffusion Tube	92	92	n/a	n/a	32.9	30.9	28.8
DC124	499108	207860	Kerbside	Diffusion Tube	100	100	n/a	n/a	21.1	20.0	21.7

DC125	499108	207860	Kerbside	Diffusion Tube	83	83	n/a	n/a	19.9	20.6	19.4
DC126	499208	208140	Background	Diffusion Tube	100	100	n/a	n/a	14.1	15.2	16.4
DC127	498287	206978	Kerbside	Diffusion Tube	100	100	n/a	n/a	35.7	33.3	29.0
DC128	495608	208711	Background	Diffusion Tube	100	100	n/a	n/a	29.9	31.8	28.1
DC129	498293	207011	Roadside	Diffusion Tube	100	100	n/a	n/a	25.3	27.2	24.0
DC130	498313	206945	Roadside	Diffusion Tube	100	100	n/a	n/a	35.0	35.5	32.5
DC131	499703	207838	Kerbside	Diffusion Tube	100	100	n/a	n/a	23.6	25.1	25.3

- ☒ Diffusion tube data has been bias corrected
- ☒ Annualisation has been conducted where data capture is <75%
- ☒ Reported concentrations are those at the location of the monitoring site (bias adjusted and annualised, as required), i.e. prior to any fall-off with distance adjustment

Notes:

Exceedances of the NO₂ annual mean objective of 40µg/m³ are shown in **bold**.

NO₂ annual means exceeding 60µg/m³, indicating a potential exceedance of the NO₂ 1-hour mean objective are shown in **bold and underlined**.

(1) Data capture for the monitoring period, in cases where monitoring was only carried out for part of the year.

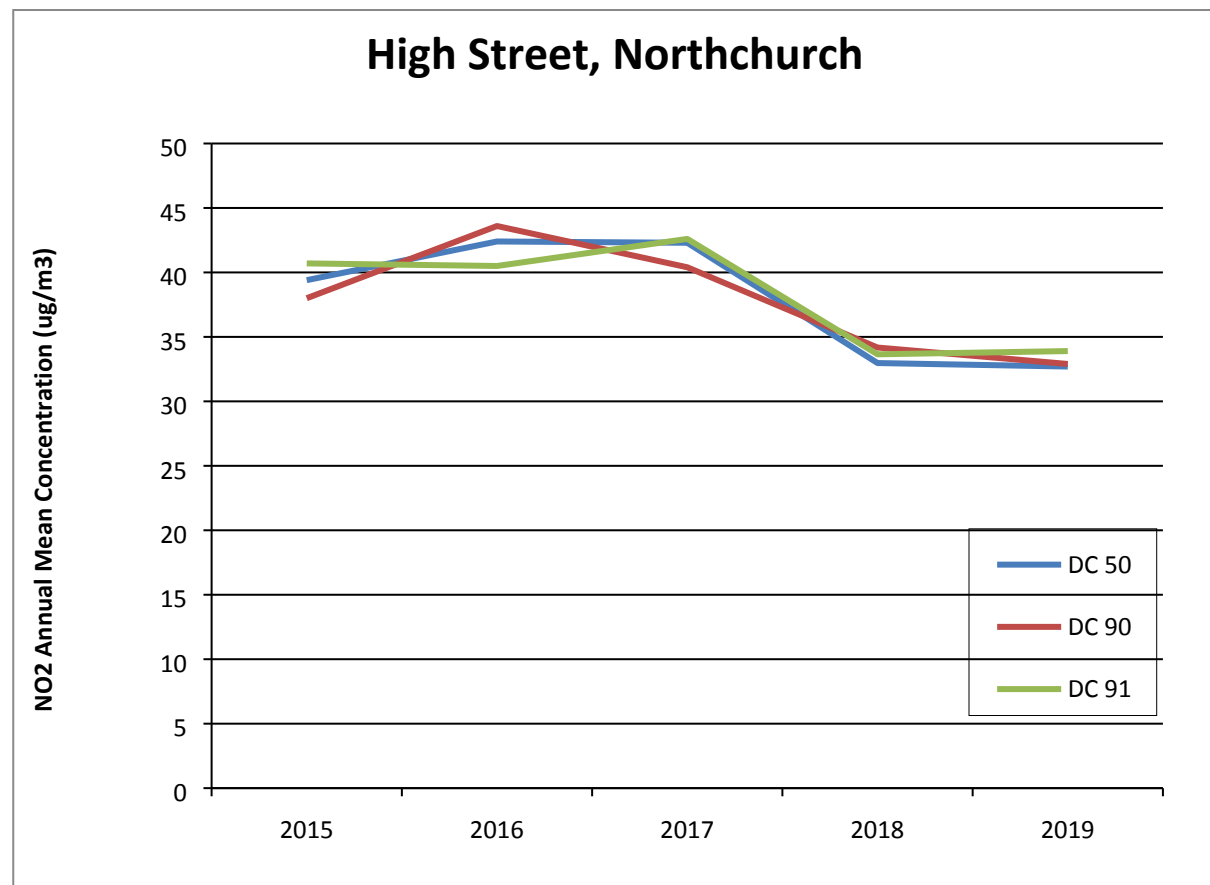
(2) Data capture for the full calendar year (e.g. if monitoring was carried out for 6 months, the maximum data capture for the full calendar year is 50%).

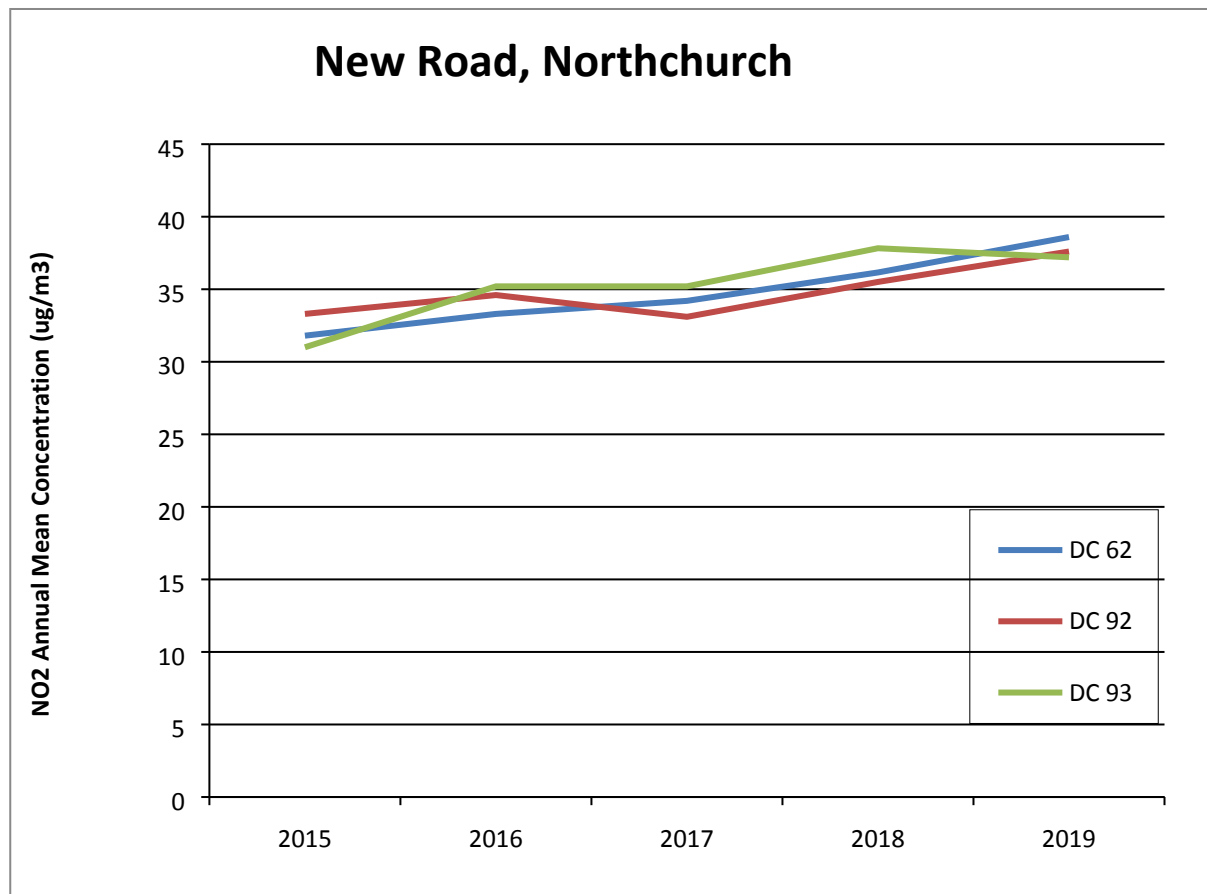
(3) Means for diffusion tubes have been corrected for bias. All means have been “annualised” as per Boxes 7.9 and 7.10 in LAQM.TG16 if valid data capture for the full calendar year is less than 75%. See Appendix C for details.

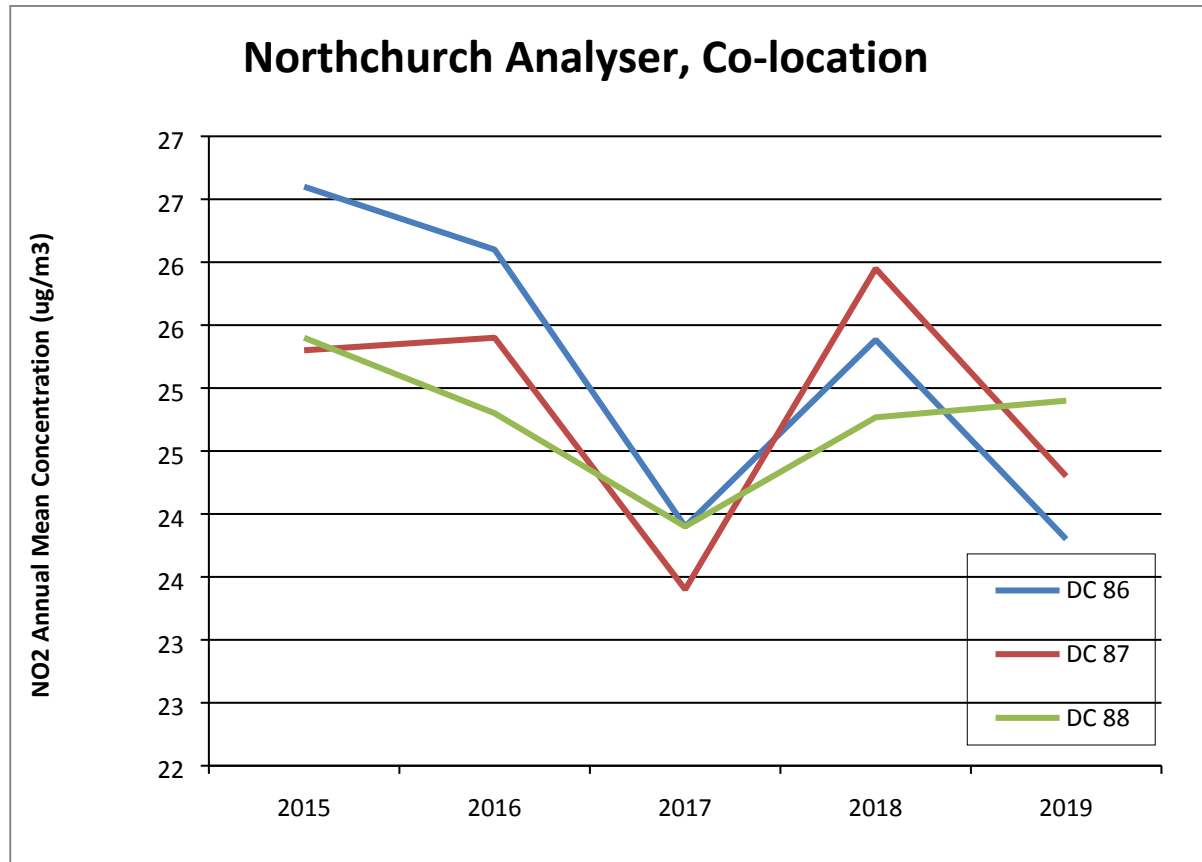
(4) Concentrations are those at the location of monitoring and not those following any fall-off with distance adjustment.

Figure A.1 – Trends in Annual Mean NO₂ Concentrations

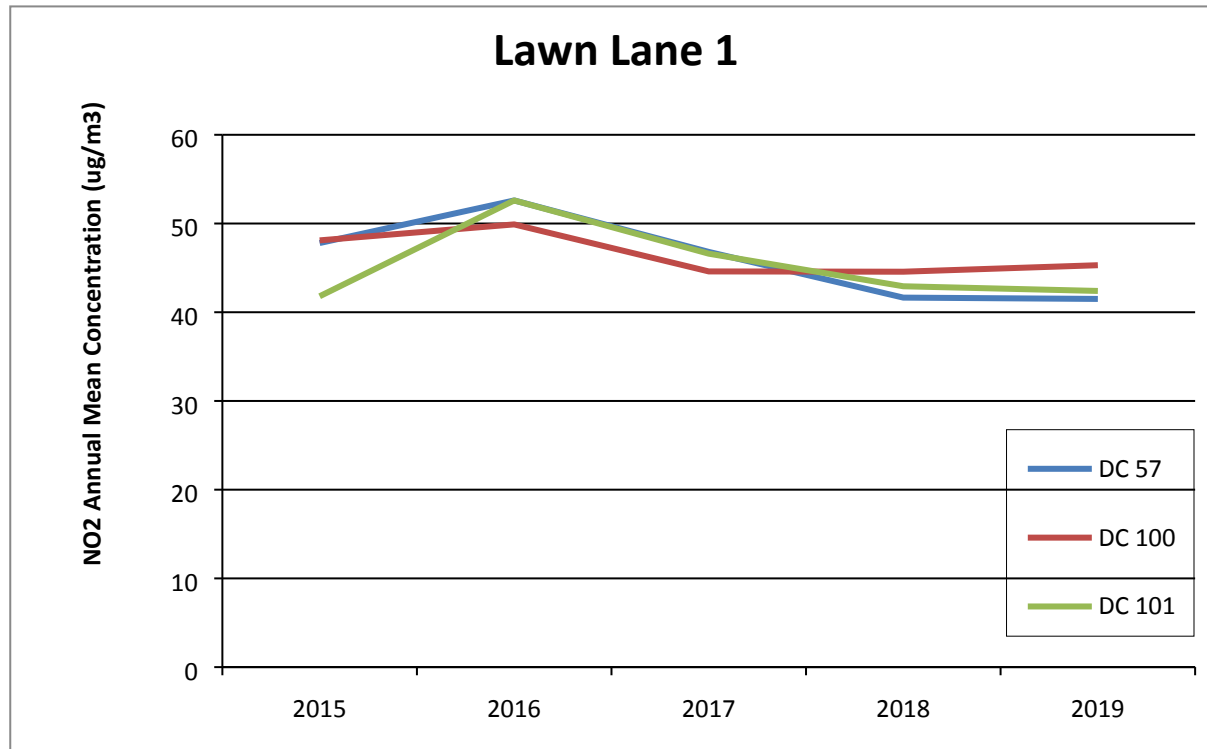
Northchurch AQMA

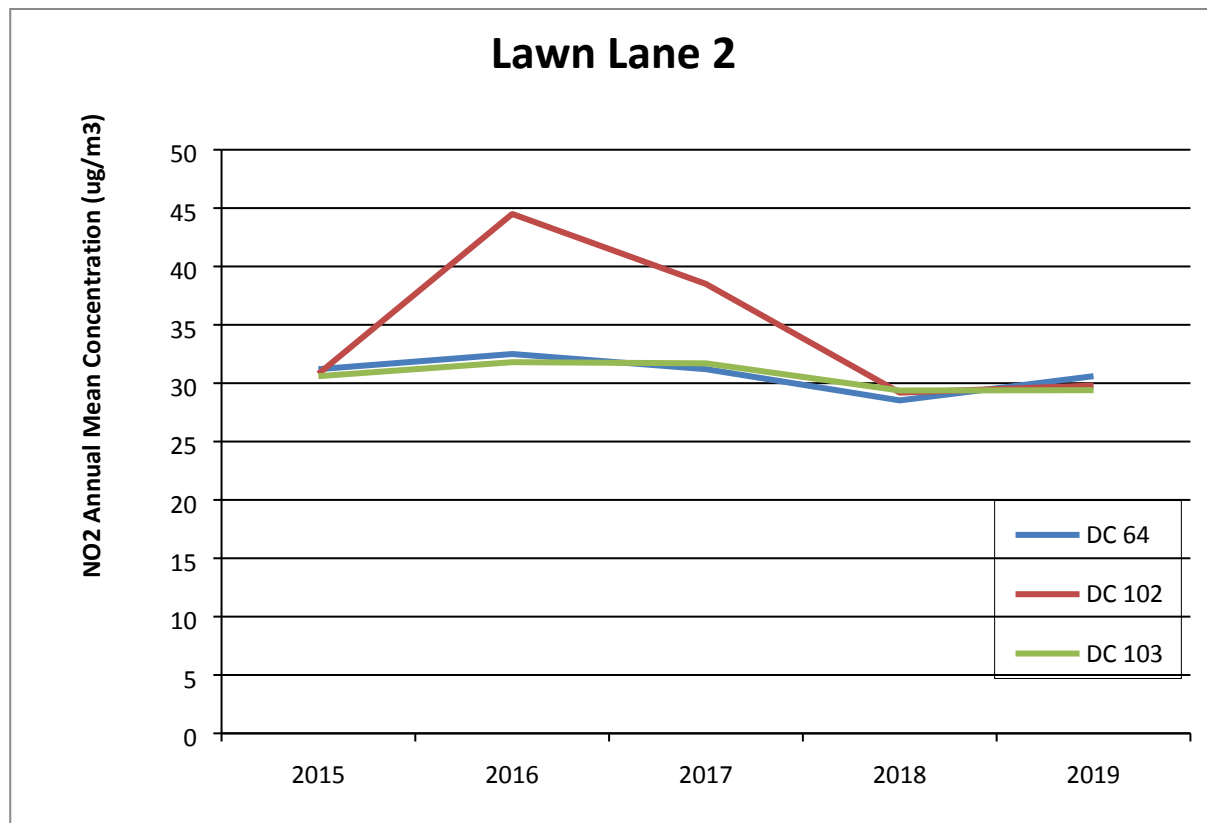


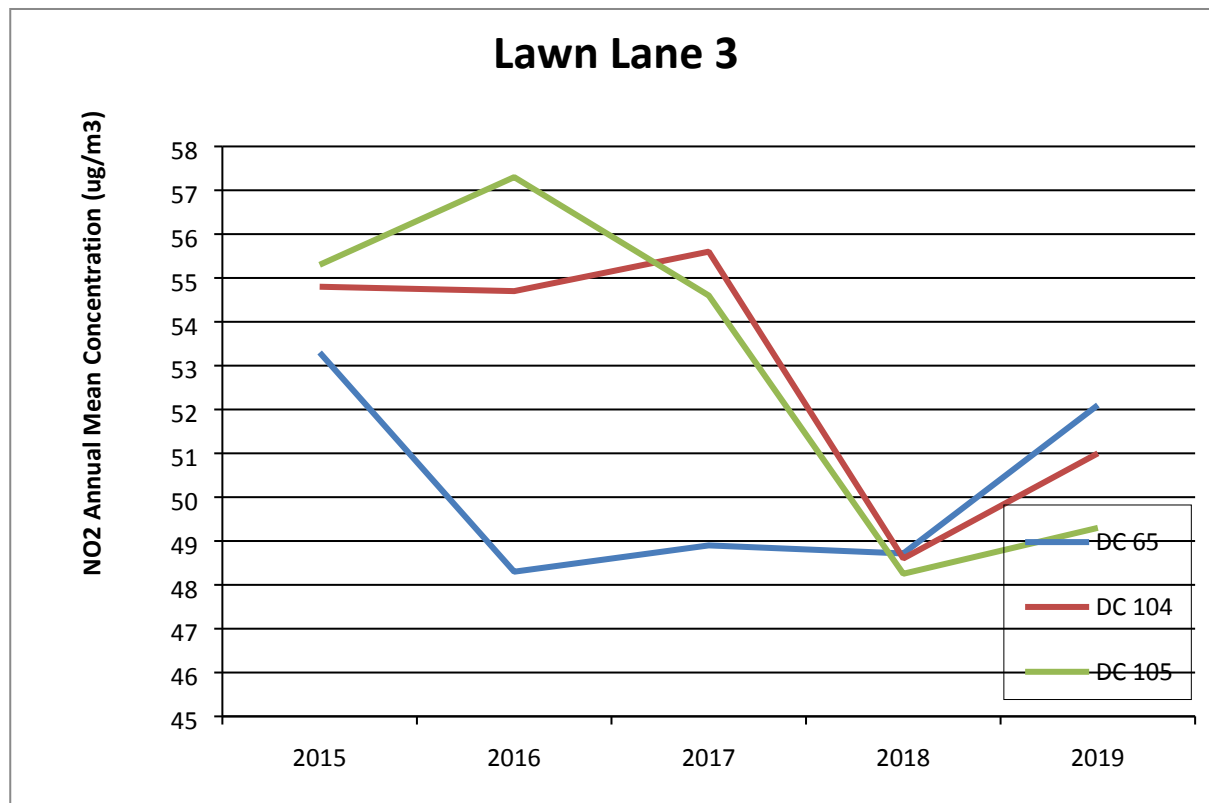




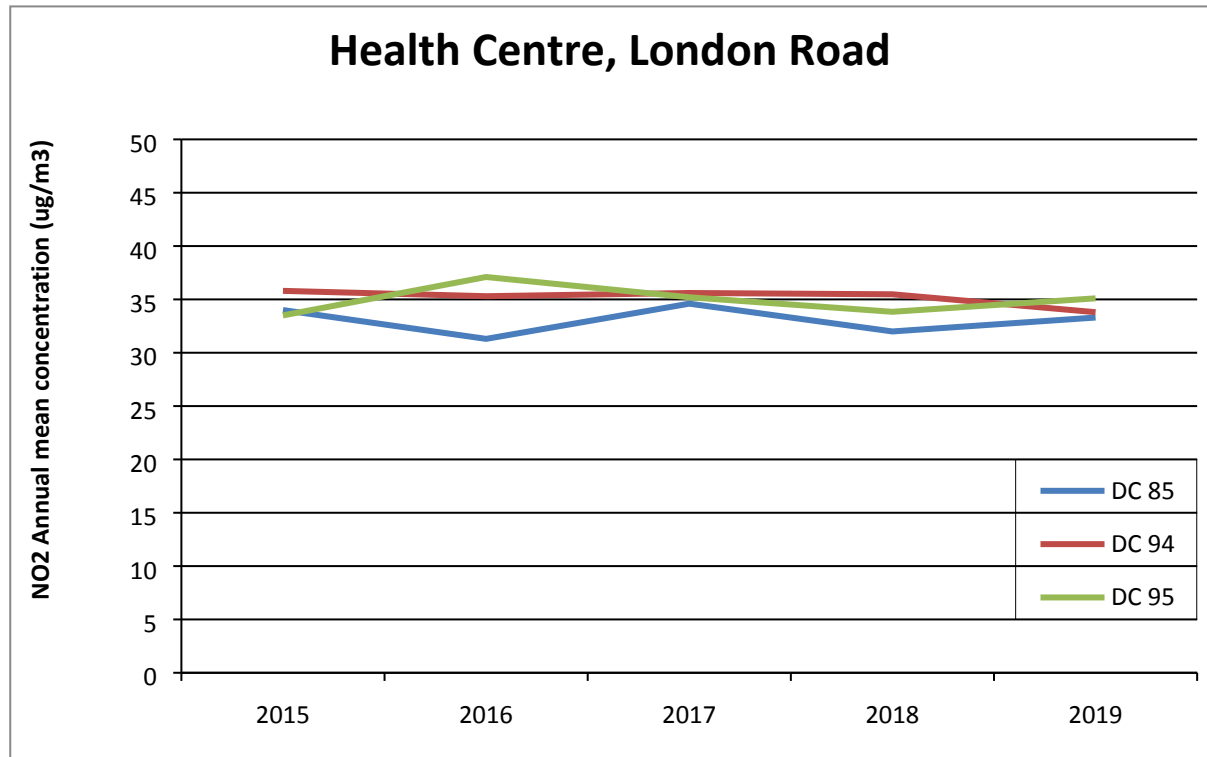
Lawn Lane AQMA

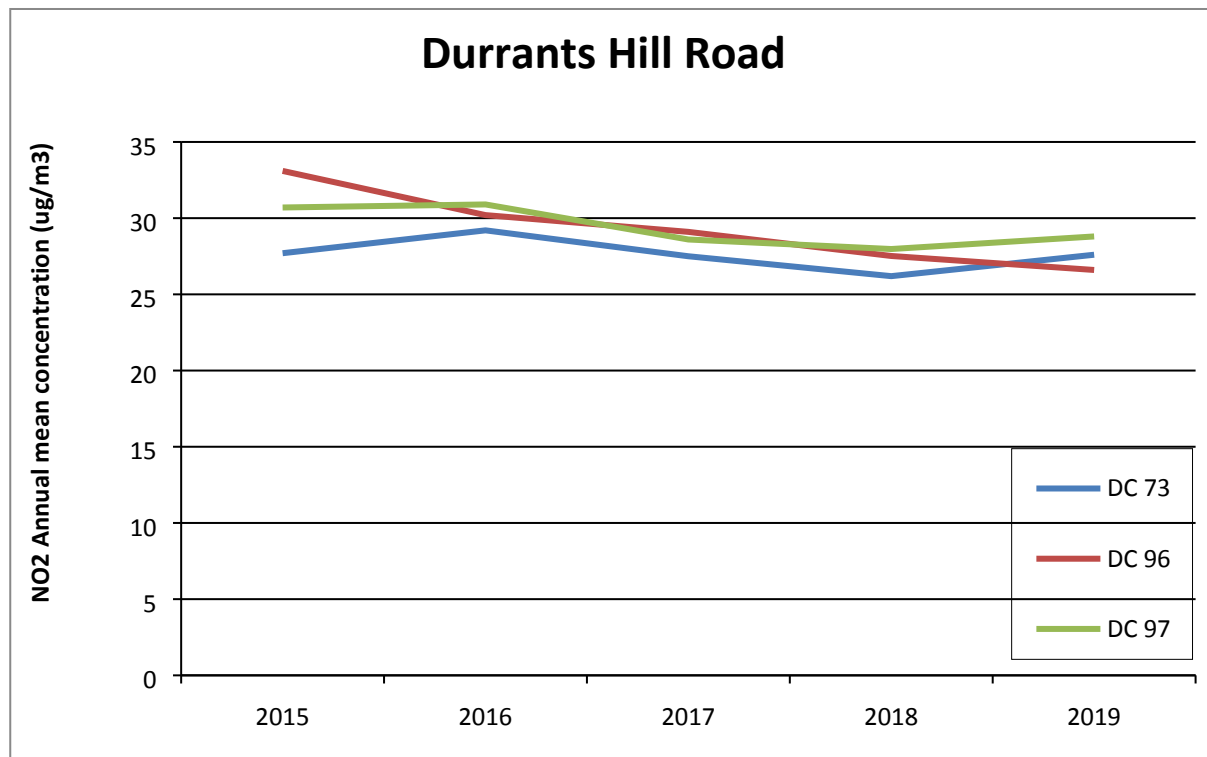






London Road AQMA





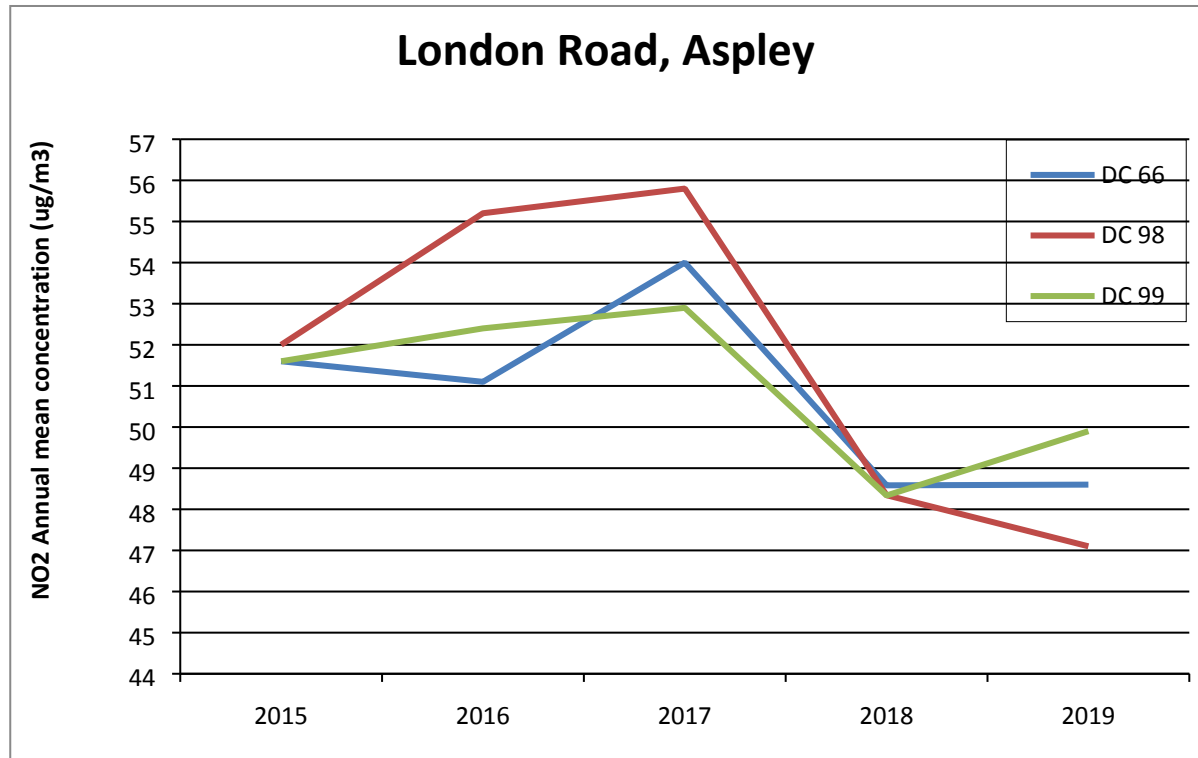


Table A.4 – 1-Hour Mean NO₂ Monitoring Results

Site ID	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Site Type	Monitoring Type	Valid Data Capture for Monitoring Period (%) ⁽¹⁾	Valid Data Capture 2019 (%) ⁽²⁾	NO ₂ 1-Hour Means > 200µg/m ³ ⁽³⁾				
							2015	2016	2017	2018	2019
CM1	497295	208901	Roadside	Automatic	94	94	0	0	0	0	0

Notes:

Exceedances of the NO₂ 1-hour mean objective (200µg/m³ not to be exceeded more than 18 times/year) are shown in **bold**.

(1) Data capture for the monitoring period, in cases where monitoring was only carried out for part of the year.

(2) Data capture for the full calendar year (e.g. if monitoring was carried out for 6 months, the maximum data capture for the full calendar year is 50%).

(3) If the period of valid data is less than 85%, the 99.8th percentile of 1-hour means is provided in brackets.

Table A.5 – Annual Mean PM₁₀ Monitoring Results

Site ID	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Site Type	Valid Data Capture for Monitoring Period (%) ⁽¹⁾	Valid Data Capture 2019 (%) ⁽²⁾	PM ₁₀ Annual Mean Concentration (µg/m ³) ⁽³⁾				
						2015	2016	2017	2018	2019
CM1	497295	208901	Roadside	99	99	13	12	12	17	18

Annualisation has been conducted where data capture is <75%

Notes:

Exceedances of the PM₁₀ annual mean objective of 40µg/m³ are shown in **bold**.

(1) Data capture for the monitoring period, in cases where monitoring was only carried out for part of the year.

(2) Data capture for the full calendar year (e.g. if monitoring was carried out for 6 months, the maximum data capture for the full calendar year is 50%).

(3) All means have been “annualised” as per Boxes 7.9 and 7.10 in LAQM.TG16, valid data capture for the full calendar year is less than 75%. See Appendix C for details.

Table A.6 – 24-Hour Mean PM₁₀ Monitoring Results

Site ID	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Site Type	Valid Data Capture for Monitoring Period (%) ⁽¹⁾	Valid Data Capture 2019 (%) ⁽²⁾	PM ₁₀ 24-Hour Means > 50µg/m ³ ⁽³⁾				
						2015	2016	2017	2018	2019
CM1	497295	208901	Roadside	99	99	1	1	0	3	8

Notes:

Exceedances of the PM₁₀ 24-hour mean objective (50µg/m³ not to be exceeded more than 35 times/year) are shown in **bold**.

(1) Data capture for the monitoring period, in cases where monitoring was only carried out for part of the year.

(2) Data capture for the full calendar year (e.g. if monitoring was carried out for 6 months, the maximum data capture for the full calendar year is 50%).

(3) If the period of valid data is less than 85%, the 90.4th percentile of 24-hour means is provided in brackets.

Table A.7 – PM_{2.5} Monitoring Results

Site ID	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Site Type	Valid Data Capture for Monitoring Period (%) ⁽¹⁾	Valid Data Capture 2019 (%) ⁽²⁾	PM _{2.5} Annual Mean Concentration (µg/m ³) ⁽³⁾				
						2015	2016	2017	2018	2019
CM1	497295	208901	Roadside	99	99	8	8	8	11	10

Annualisation has been conducted where data capture is <75%

Notes:

(1) Data capture for the monitoring period, in cases where monitoring was only carried out for part of the year.

(2) Data capture for the full calendar year (e.g. if monitoring was carried out for 6 months, the maximum data capture for the full calendar year is 50%).

(3) All means have been “annualised” as per Boxes 7.9 and 7.10 in LAQM.TG16, valid data capture for the full calendar year is less than 75%. See Appendix C for details.

Appendix B: Full Monthly Diffusion Tube Results for 2019

Table B.1 - NO₂ Monthly Diffusion Tube Results - 2019

Site ID	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	NO ₂ Mean Concentrations (µg/m ³)															Annual Mean		
			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Raw Data	Bias Adjusted (0.78) and Annualised ⁽¹⁾	Distance Corrected to Nearest Exposure ⁽²⁾			
DC40	506780	207180	28.5	34.4	30.9	20.8	15.2	15.8	14.3	14.7	19.0	25.5	35.7	-	23.2	17.8				
DC42	508177	207934	28.3	35.6	20.6	29.2	21.2	21.2	19.3	17.7	22.7	27.5	36.5	-	25.4	19.6				
DC46	501541	203659	33.7	34.9	17.4	20.6	18.2	-	17.4	3.7	22.2	28.1	40	-	23.6	18.2				
DC47	499365	207724	41.6	49.3	34.8	45.9	34.7	33.4	32.9	32.6	39.3	40.4	54.2	41.3	40.0	30.8				
DC48	499207	207754	35.7	29.2	18.7	31.3	16.3	19	12.1	12.6	20.6	19.3	35.9	22.8	22.8	17.5				
DC50	497346	208835	50.1	49	35.6	50.3	39.7	40	36.4	28.5	41.2	42.7	58	37.5	42.4	32.7				
DC51	492552	211824	41.8	38	27.3	41.3	27	28.3	28.9	24.6	35	35.5	47.6	27.5	33.6	25.8				
DC52	492335	211386	44.8	39.7	33.1	30.2	24.8	24.2	23.7	18	21.1	27.2	41.7	33.7	30.2	23.2				
DC54	507606	201624	65	31.1	42	49.6	42.6	41.3	44.6	49.6	50.8	55.1	65.7	56.3	49.5	38.1				
DC55	507184	202690	45	46.6	35.8	41.9	31.3	32.3	32.5	29	31.8	37.9	49.1	40.4	37.8	29.1				
DC57	505923	205761	67	59.3	49.7	63.3	47.1	51.4	47.6	43.2	50.5	51.1	70.6	46.4	53.9	41.5	33.2			
DC58	507058	206727	41.1	33.2	27.2	31.8	25.5	23.7	21.7	20.5	25	30.1	44.7	-	29.5	22.7				
DC59	506981	206829	44.2	54.1	31.7	32.5	25	25.7	28.1	28.8	30.5	33.6	46.8	-	34.6	26.7				
DC60	507483	206898	33.2	36.6	22.5	31.2	20.3	21.6	21	20.3	22.6	28.7	39.4	-	27.0	20.8				
DC61	507121	209252	43	52.3	27.4	29.6	24.9	25	26.6	25	31.9	37.2	50	-	33.9	26.1				

DC62	497335	208860	54.8	63.3	39.2	51.1	42.6	42.6	46.1	43.9	50.1	51.4	59.4	57	50.1	38.6	
DC63	497264	208927	42.5	40.4	25.6	33.8	24.6	24.7	25.5	24.6	29.2	30.3	44.7	30.7	31.4	24.2	
DC64	505969	205726	51.8	51.5	35.1	38.3	33	30.4	31.3	30.2	36.9	43.9	54.3	40.5	39.8	30.6	26.5
DC65	505930	205740	82.5	81.8	67.6	65.7	58.5	51	61.8	65.9	64.1	68.7	79	65.3	67.7	52.1	
DC66	505674	205514	78.6	72.3	64.3	58.6	57.2	51.4	64.3	57.4	62.3	62.4	66.7	62.1	63.1	48.6	
DC67	505948	207814	36.4	43	-	30.9	24.5	25.9	24.4	24	31.7	35.6	46.5	-	32.3	24.9	
DC68	507005	204677	51.8	50.4	34.8	33.5	32.4	31.4	32.4	32.3	39.4	43	51.7	41.2	39.5	30.4	
DC69	506053	205664	39.6	33.4	24	26	18.7	18.7	18.1	18.6	24.2	26.9	38	28.8	26.3	20.2	
DC70	505888	205801	54.3	50.7	35.6	-	35	-	31.1	31.8	37	43	59	40.1	41.8	32.2	
DC71	505636	205504	44.6	39.5	26.4	35.5	25.2	21.4	21.7	21.6	27.3	-	45.2	29.6	30.7	23.7	
DC73	505734	205519	40.1	43.6	29.2	45.3	30.9	31.4	30.3	28.4	33.9	36.5	45.3	34.8	35.8	27.6	24.6
DC74	505841	205395	54.7	54.5	34.3	41.1	35.5	30.1	33	37.4	39.4	44.4	50.6	41.4	41.4	31.9	
DC75	497472	208730	44.3	38.3	29.8	-	24.9	25.2	25.4	23.6	28	33.3	45.8	34	32.1	24.7	
DC76	505355	206504	45.6	57	33.3	45.5	32.2	33.4	32.3	35.7	38.2	45	48.3	40.4	40.6	31.2	
DC81	507122	204470	56.9	45.4	37.6	32.1	-	41.7	40.6	38.9	38	48.1	52.2	42.4	43.1	33.2	
DC85	505663	205528	57.4	55.1	35.4	47.4	37	32.6	39.5	34.5	40.7	41.6	57	40.4	43.2	33.3	29.6
DC86	497295	208901	41.3	30.8	27.3	35.1	26.3	24.2	26.5	24.7	28.9	31.8	39.4	34.3	30.9	23.8	
DC87	497295	208901	43.1	38.2	26.8	33.8	25.3	-	26.3	24.7	29.9	32.1	34.8	32.2	31.6	24.3	
DC88	497295	208901	42.1	44.5	23.9	38.7	25.4	23.9	25	24.4	28.8	34.9	44.2	32.7	32.4	24.9	
DC89	506227	216317	42.4	39.4	26.4	26.1	22.8	3.6	20.8	19	24.5	27.2	43.3	29.3	27.1	20.8	
DC90	497346	208835	54.8	49	37.6	49.1	36.2	33.3	34.7	28.7	42.6	45.2	62.2	38.7	42.7	32.9	
DC91	497346	208835	55.8	49.7	36	50.1	40.4	38.4	35.7	29.7	42.9	45.2	63.1	40.9	44.0	33.9	
DC92	497335	208860	39.4	68.4	45.5	48	43.5	43.2	44.9	42.1	44	50.7	63.2	52.9	48.8	37.6	
DC93	497335	208860	55.2	46.2	45.2	46.3	39.3	44.1	46	41.3	50.4	49.5	62.9	53.4	48.3	37.2	
DC94	505663	205528	55.6	49.6	39.6	53.4	34.8	34.7	33.8	36.8	42.8	45.5	58.5	40.9	43.8	33.8	30.0
DC95	505663	205528	58.8	53.5	34.7	51	37.7	35.6	36.1	37.6	42.2	47.1	65.7	46.9	45.6	35.1	31.0

DC96	505734	205519	39	49.6	31.6	40.1	26.3	5.6	28.7	29.8	35.5	38.8	49.9	39.6	34.5	26.6	25.0
DC97	505734	205519	44.9	45.6	31.2	46.1	30.7	31.1	29.6	29.8	33.3	39.5	49.4	37.8	37.4	28.8	26.9
DC98	505674	205514	75.7	78.2	58.3	54.4	56.9	48.3	61.9	60.7	54.7	58.5	62	64	61.1	47.1	
DC99	505674	205514	69.5	83.9	61.2	61.2	55.7	50.7	60.5	64.6	62.6	64.6	76.3	67	64.8	49.9	
DC100	505923	205761	64.9	-	-	60.9	48.2	95.5	49.4	43.8	55.5	48.1	72.2	49.2	58.8	45.3	35.8
DC101	505923	205761	63.6	59.4	50	64.8	48.1	57	50.1	44.5	53.7	51.4	68	50.8	55.1	42.4	33.8
DC102	505969	205726	51.8	50.1	39.8	37	32	30	31.2	30.2	35.3	38.8	49.9	38.7	38.7	29.8	25.9
DC103	505969	205726	51.3	49.3	36.2	36.6	32.2	29.4	31.4	31.1	35.2	38.4	49.7	37.9	38.2	29.4	25.7
DC104	505930	205740	87.2	76.4	62.5	61.5	61.7	52.4	60.9	63.3	62	66.8	75.1	64.6	66.2	51.0	
DC105	505930	205740	73.2	80.6	58.2	58.6	58.3	47.5	60.5	66.5	59.8	64.1	75	65.6	64.0	49.3	
DC106	505349	206667	49.3	45.5	30	37	26.2	23.6	22.2	22.1	33	33.7	46.3	-	33.5	25.8	
DC107	505508	207613	45.2	44.3	32.6	33.6	30.2	30	31.2	29.4	32.8	37.6	46.6	41.5	36.3	27.9	
DC111	496938	209235	47.7	38.2	31.4	35.7	25.7	24	26.7	24.4	28.7	32	44	34.5	32.8	25.2	
DC112	505876	216805	32.8	29.7	19.8	32.1	19.3	19.2	17.1	14	20.8	26.7	41.7	24.1	24.8	19.1	
DC113	499448	207870	30.2	31	19	21.8	14.8	14.9	16.7	15.9	19.1	21.9	33.2	24.5	21.9	16.9	
DC114	498417	208214	47.7	51	36.4	36.6	30.1	32.7	32.9	33.4	38.8	44	50.5	44.2	39.9	30.7	
DC115	498287	206978	36.8	31.4	21.9	26.6	16.8	16.4	16	16.4	23.3	25.4	39.8	-	24.6	19.0	
DC116	499384	207722	30.6	38.7	22.8	-	43.8	50.9	21.3	20	26.2	28.9	43.3	29.4	32.4	24.9	
DC117	498417	208214	47.4	40.8	28.1	32.5	30.4	26.7	25.9	21.6	31.6	34.8	52.2	32.9	33.7	26.0	
DC118	505508	207613	42.8	48	34.5	33.7	28.5	30.1	-	32.1	35.1	40.3	47.8	39	37.4	28.8	
DC119	505529	206298	52.5	48.7	40.4	41.4	35.1	36.6	36.9	26.7	39.9	45.1	57.1	-	41.9	32.2	
DC120	505529	206298	48.6	48.2	35	41.7	36.1	36.7	34.7	32.3	39.2	39.9	53.4	-	40.5	31.2	
DC121	505529	206298	35	49.5	38.5	46.8	34	35.4	35	36	42.4	45.9	55.8	-	41.3	31.8	
DC122	505551	206947	46.3	43.2	33.9	37.8	26.5	28.6	-	29.9	29.5	34.8	44.1	-	35.5	27.3	
DC123	498417	208214	39.5	48.2	36.6	41.4	35.6	31.4	31	31	39.3	40	-	37.5	37.4	28.8	
DC124	499108	207860	35.1	37.2	22.8	24.9	21.2	22.9	20.3	22.5	28.4	32.4	34.3	35.6	28.1	21.7	

DC125	499108	207860	32.8	-	20.4	32	20.9	23.4	20.4	19.1	24	-	32.1	26.8	25.2	19.4	
DC126	499208	208140	28.3	30.1	16.8	23.3	15.7	15	15.8	14.1	19.5	22	32.2	23.2	21.3	16.4	
DC127	498287	206978	51.4	44	32.2	44.9	34.1	34.8	28.9	26	31.7	37.6	52.3	33.3	37.6	29.0	
DC128	495608	208711	40.5	42.1	33.9	40.3	29.3	32.2	30.8	29.7	38	39.4	50.8	30.4	36.5	28.1	
DC129	498293	207011	39.6	39.6	30.4	31.7	27.3	25	23.5	23.9	29.8	30.8	42.3	30.6	31.2	24.0	
DC130	498313	206945	53.9	43.2	42.6	42.5	37.9	39.9	33.7	30.6	39.7	43	56.1	42.7	42.2	32.5	
DC131	499703	207838	38.8	40.7	27.5	40.2	28.3	29.9	29.4	24.8	32.7	29.9	40.1	31.4	32.8	25.3	

Local bias adjustment factor used

National bias adjustment factor used

Annualisation has been conducted where data capture is <75%

Where applicable, data has been distance corrected for relevant exposure in the final column

Notes:

(1) Exceedances of the NO₂ annual mean objective of 40µg/m³ are shown in **bold**.

(2) NO₂ annual means exceeding 60µg/m³, indicating a potential exceedance of the NO₂ 1-hour mean objective are shown in **bold and underlined**.

(1) See Appendix C for details on bias adjustment and annualisation.

(2) Distance corrected to nearest relevant public exposure.

Appendix C: Supporting Technical Information / Air Quality Monitoring Data QA/QC

QA/QC of Automatic Monitoring

The High Street, Northchurch automatic monitoring station has been operating a NO₂ chemiluminescent analyser since November 2012 and FIDAS for particulate matter since August 2015. The 2019 data validation and ratification was carried out by Ricardo – AEA.

The Local Site Operative (LSO) duties and bi – annual services of the NO_x analyser were undertaken by Enviro Technology Services; with the routine calibrations carried out once a month.

The particulate matter analyser bi-annual service in 2018 was completed by air monitors in accordance with the manufacturers' instructions. Quality control audits are undertaken twice yearly and supplied by the National Physics Laboratory (NPL).

QA/QC of Diffusion Tube Monitoring

During 2019, NO₂ monitoring was undertaken at 54 sites within the borough using passive diffusion tubes. The Northchurch diffusion tubes at location DC86, 87 and 88 were used as a co-location site with triplicate tubes co-located with the continuous monitor.

The tubes were supplied and analysed by SOCOTEC (a UKAS accredited laboratory). The tubes were prepared by spiking acetone:triethanolamine (50:50) onto the grids prior to the tubes being assembled. The tubes were desorbed with distilled water and the extract analysed using a segmented flow auto analyser with ultraviolet detection.

The exposure periods for the diffusion tubes are those of the UK Nitrogen Dioxide Diffusion Tube Network run by NETCEN which effectively is a four or five week duration. QA/QC procedures are as detailed in the UK NO₂ Diffusion Tube Network Instruction Manual which can be found in the link below:

<https://uk-air.defra.gov.uk/assets/documents/reports/cat06/no2instr.pdf>

All diffusion tube results have been corrected for bias by applying the local bias adjustment factor of 0.77 using the Local Bias Adjustment Factor Tool. A local bias adjustment factor has been applied, since at the time of writing, the national bias

adjustment factor dataset is incomplete and therefore provisional. For completeness a screenshot of the local bias adjustment tool calculator is presented below.

However the provisional national bias adjustment factor for results analysed by SOCOTEC (Didcot) provides an adjustment factor of 0.75. If applying the provisional national adjustment factor of 0.75 (compared with a local bias of 0.77), this would only result in a slight downward revision of 2019 results, and thus no correction is considered necessary.

The National Diffusion Tube Bias Adjustment Factors for 2019 diffusion tube monitoring data can be found here:

<https://laqm.defra.gov.uk/bias-adjustment-factors/national-bias.html>

SOCOTOEC confirms that the methods and procedures they follow meet the guidelines set out in Defra's "Diffusion Tubes for Ambient Monitoring: Practical Guidance". SOCOTEC also takes part in the WASP Proficiency Scheme and the laboratory performance is rated at the highest level of "good".

Checking Precision and Accuracy of Triplicate Tubes



Diffusion Tubes Measurements									
Period	Start Date dd/mm/yyyy	End Date dd/mm/yyyy	Tube 1 μgm^{-3}	Tube 2 μgm^{-3}	Tube 3 μgm^{-3}	Triplicate Mean	Standard Deviation	Coefficient of Variation (CV)	95% CI of mean
1	09/01/2019	06/02/2019	41.3	43.1	42.1	42	0.9	2	2.2
2	06/02/2009	06/03/2019	30.8	38.2	44.5	38	6.9	18	17.0
3	06/03/2019	03/04/2019	27.3	26.8	23.9	26	1.8	7	4.6
4	03/04/2019	02/05/2019	35.1	33.8	38.7	36	2.5	7	6.3
5	02/05/2019	06/06/2019	26.3	25.3	25.4	26	0.6	2	1.4
6	06/06/2019	03/07/2019	24.2	4.0	23.9	17	11.6	67	28.8
7	03/07/2019	08/08/2019	26.5	26.3	25.0	26	0.8	3	2.0
8	08/08/2019	05/09/2019	24.7	24.7	24.4	25	0.2	1	0.4
9	05/09/2019	02/10/2019	28.9	29.9	28.8	29	0.6	2	1.5
10	02/10/2019	06/11/2019	31.8	32.1	34.9	33	1.7	5	4.2
11	06/11/2019	05/12/2019	39.4	34.8	44.2	39	4.7	12	11.7
12	05/12/2019	09/01/2020	34.3	32.2	32.7	33	1.1	3	2.7
13									

Automatic Method		Data Quality Check	
Period Mean	Data Capture (% DC)	Tubes Precision Check	Automatic Monitor Data
37.7	99	Good	Good
32	99	Good	Good
21.6	99	Good	Good
25.5	99	Good	Good
21	95	Good	Good
17	100	Poor Precision	Good
18	78	Good	Good
18	99	Good	Good
20	99	Good	Good
22	99	Good	Good
31.6	99	Good	Good
23	69	Good	or Data Capture
		Good precision	Good Overall DC

It is necessary to have results for at least two tubes in order to calculate the precision of the measurements

Overall survey -->

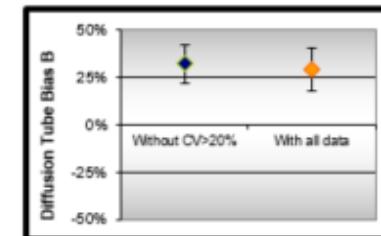
Site Name/ ID:

Precision 11 out of 12 periods have a CV smaller than 20%

(Check average CV & DC from Accuracy calculations)

Accuracy (with 95% confidence interval)	
without periods with CV larger than 20%	
Bias calculated using 10 periods of data	
Bias factor A	0.77 (0.72 - 0.83)
Bias B	30% (20% - 39%)
Diffusion Tubes Mean:	32 μgm^{-3}
Mean CV (Precision):	6
Automatic Mean:	25 μgm^{-3}
Data Capture for periods used:	97%
Adjusted Tubes Mean:	25 (23 - 27) μgm^{-3}

Accuracy (with 95% confidence interval)	
WITH ALL DATA	
Bias calculated using 11 periods of data	
Bias factor A	0.78 (0.72 - 0.86)
Bias B	28% (17% - 39%)
Diffusion Tubes Mean:	31 μgm^{-3}
Mean CV (Precision):	11 caution
Automatic Mean:	24 μgm^{-3}
Data Capture for periods used:	97%
Adjusted Tubes Mean:	24 (22 - 26) μgm^{-3}





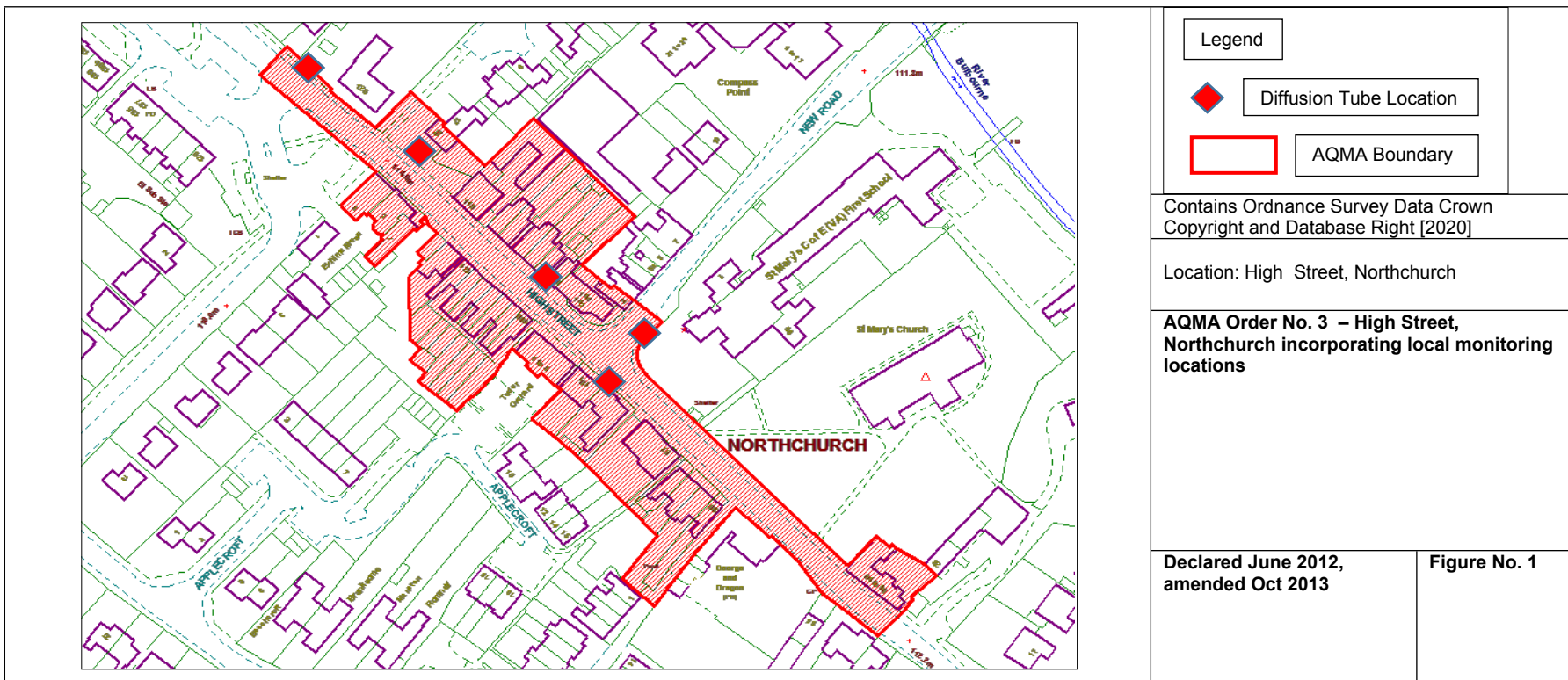
Jaume Targa, for AEA
Version 04 - February 2011

Appendix D: Map(s) of Monitoring Locations and AQMAs





<p>Legend</p> <p> Diffusion Tube Location</p> <p> AQMA Boundary</p>	
<p>Contains Ordnance Survey Data Crown Copyright and Database Right [2020]</p>	
<p>Location: London Road, Apsley</p>	
<p>AQMA Order No. 2 – London Road, Apsley incorporating local monitoring locations</p>	
<p>Declared June 2012</p>	<p>Figure No. 1</p>



Appendix E: Summary of Air Quality Objectives in England

Table E.1 – Air Quality Objectives in England

Pollutant	Air Quality Objective ⁶	
	Concentration	Measured as
Nitrogen Dioxide (NO ₂)	200 µg/m ³ not to be exceeded more than 18 times a year	1-hour mean
	40 µg/m ³	Annual mean
Particulate Matter (PM ₁₀)	50 µg/m ³ , not to be exceeded more than 35 times a year	24-hour mean
	40 µg/m ³	Annual mean
Sulphur Dioxide (SO ₂)	350 µg/m ³ , not to be exceeded more than 24 times a year	1-hour mean
	125 µg/m ³ , not to be exceeded more than 3 times a year	24-hour mean
	266 µg/m ³ , not to be exceeded more than 35 times a year	15-minute mean

⁶ The units are in microgrammes of pollutant per cubic metre of air (µg/m³).

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'
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
ASR	Air quality Annual Status Report
Defra	Department for Environment, Food and Rural Affairs
DMRB	Design Manual for Roads and Bridges – Air quality screening tool produced by Highways England
EU	European Union
FDMS	Filter Dynamics Measurement System
LAQM	Local Air Quality Management
NO ₂	Nitrogen Dioxide
NO _x	Nitrogen Oxides
PM ₁₀	Airborne particulate matter with an aerodynamic diameter of 10µm (micrometres or microns) or less
PM _{2.5}	Airborne particulate matter with an aerodynamic diameter of 2.5µm or less
QA/QC	Quality Assurance and Quality Control
SO ₂	Sulphur Dioxide

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5. Local Air Quality Management, Technical Guidance LAQM. TG (09) (2009)
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6. The Environment Act 1995, HMSO The Environmental Permitting (England and Wales) Regulations 2010 (as amended)
7. <https://laqm.defra.gov.uk/diffusion-tubes/qa-qc-framework.html>
8. Hertfordshire Local Authorities Report on Particulate Matter (PM2.5) in Ambient Air in 2018 for Hertfordshire County Council Public Health [November 2019]: www.hertsandbedsair.net