

**NORTH HERTFORDSHIRE DISTRICT COUNCIL**



20 December 2019

Our Ref Letchworth 07.01.20  
Your Ref.  
Contact. Committee Services  
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To: Members of the Committee: Councillor Gary Grindal, Councillor Helen Oliver, Councillor Daniel Allen, Councillor Kate Aspinwall, Councillor Morgan Derbyshire, Councillor Terry Hone, Councillor David Levett, Councillor Ian Mantle, Councillor Sean Prendergast, Councillor Sue Ngwala, Councillor Mike Rice, Councillor Adem Ruggiero-Cakir and Councillor Deepak Sangha

**NOTICE IS HEREBY GIVEN OF A**

**MEETING OF THE LETCHWORTH COMMITTEE**

to be held in the

**COUNCIL CHAMBER, DISTRICT COUNCIL OFFICES. GERNON  
ROAD, LETCHWORTH GARDEN CITY**

On

**TUESDAY, 7TH JANUARY, 2020 AT 7.30 PM**

Yours sincerely,

Jeanette Thompson  
Service Director – Legal and Community

**\*\*MEMBERS PLEASE ENSURE THAT YOU DOWNLOAD ALL AGENDAS AND REPORTS VIA THE MOD.GOV APPLICATION ON YOUR TABLET BEFORE ATTENDING THE MEETING\*\***

## **Agenda**

### **Part I**

<b>Item</b>		<b>Page</b>
<b>1.</b>	<b>APOLOGIES FOR ABSENCE</b>	
<b>2.</b>	<b>MINUTES - 16 OCTOBER 2019</b> To take as read and approve as a true record the minutes of the meeting of the Committee held on the 16 October 2019.	(Pages 5 - 14)
<b>3.</b>	<b>NOTIFICATION OF OTHER BUSINESS</b> Members should notify the Chairman of other business which they wish to be discussed at the end of either Part I or Part II business set out in the agenda. They must state the circumstances which they consider justify the business being considered as a matter of urgency.  The Chairman will decide whether any item(s) raised will be considered.	
<b>4.</b>	<b>CHAIRMAN'S ANNOUNCEMENTS</b> Members are reminded that any declarations of interest in respect of any business set out in the agenda, should be declared as either a Disclosable Pecuniary Interest or Declarable Interest and are required to notify the Chairman of the nature of any interest declared at the commencement of the relevant item on the agenda. Members declaring a Disclosable Pecuniary Interest must withdraw from the meeting for the duration of the item. Members declaring a Declarable Interest, wishing to exercise a 'Councillor Speaking Right', must declare this at the same time as the interest, move to the public area before speaking to the item and then must leave the room before the debate and vote.	
<b>5.</b>	<b>PUBLIC PARTICIPATION</b> To receive petitions and presentations from members of the public including:  (1) AccessAble; and  (2) Letchworth Garden City Festival Committee	
<b>6.</b>	<b>LETCHWORTH GARDEN CITY BID MANAGER</b> To receive a verbal presentation update from the Letchworth Garden City BID Manager.	

7. **GRANT POLICY REPORT** (Pages 15 - 26)  
This report outlines the proposed review of the Community Grants policy and criteria. It outlines a timetable regarding further consultation, with Councillors sitting on each of the five Area Committees; Overview and Scrutiny, Cabinet and Full Council with the view that any changes and updates will be in place for the new policy to commence at the start of the forthcoming financial year 2020/21.
8. **NHDC PARKING STRATEGY DRAFT PARKING OPERATIONAL GUIDELINES** (Pages 27 - 94)  
**REPORT OF THE SERVICE DIRECTOR – REGULATORY**  
  
To consider the detail on how the Council proposes to implement the policy framework set out in the adopted North Hertfordshire District Council Parking Strategy 2019-2031.
9. **GRANTS & COMMUNITY UPDATE** (Pages 95 - 104)  
**REPORT OF THE POLICY AND COMMUNITY ENGAGEMENT MANAGER**  
  
To update the Committee on the activities and actions of the Communities Officer, to advise on the current expenditure and balances of the delegated budgets and to consider applications for grant funding.
10. **WARD MATTERS AND OUTSIDE ORGANISATIONS - MEMBERS' REPORTS**  
To receive any verbal reports from Members regarding Ward matters and Outside Organisations.

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## NORTH HERTFORDSHIRE DISTRICT COUNCIL

### LETCHWORTH COMMITTEE

MEETING HELD IN THE COUNCIL CHAMBER, COUNCIL OFFICES, GERNON ROAD,  
LETCHWORTH GARDEN CITY ON WEDNESDAY, 16TH OCTOBER, 2019 AT 7.30 PM

#### MINUTES

**Present:** *Councillors Councillor Gary Grindal (Chairman), Councillor Helen Oliver (Vice-Chairman), Daniel Allen, Kate Aspinwall, Morgan Derbyshire, David Levett, Ian Mantle, Sean Prendergast, Sue Ngwala, Mike Rice and Adem Ruggiero-Cakir*

**In Attendance:** *Melanie Stimpson (Democratic Services Manager), Julie Williams (Electoral Service Manager), Simon Ellis (Development and Conservation Manager), Daniel Washington (Transport Policy Officer), Claire Morgan (Community Engagement Team Leader), Lea Ellis (Assistant Community Engagement Officer), Amelia McNally (Committee, Member and Scrutiny Officer) and Hilary Dineen (Committee, Member and Scrutiny Manager)*

**Also Present:** *At the commencement of the meeting approximately 12 members of the public, including 5 registered speakers.*

#### 19 APOLOGIES FOR ABSENCE

*Audio Recording – Start of Item – 52 Seconds*

Apologies for absence were received from Councillors Terry Hone and Deepak Sangha.

Councillor David Levett had sent his apologies due to a clash in meeting dates and times for Letchworth Committee Meeting and the BID Annual General Meeting. However, Councillor Levett arrived at 20.10.

#### 20 MINUTES - 19 JUNE 2019

*Audio Recording – Start of Item – 1 Minute 15 Seconds*

**RESOLVED:** That the Minutes of the Meeting of the Committee held on 19 June 2019 be approved as a true record of the proceedings and be signed by the Chairman.

#### 21 NOTIFICATION OF OTHER BUSINESS

*Audio Recording – Start of Item – 1 Minute 32 Seconds*

There was no other business notified.

#### 22 CHAIRMAN'S ANNOUNCEMENTS

*Audio Recording – Start of Item – 1 Minute 42 Seconds*

- (1) The Chairman thanked those who attended Town Talk and welcomed those present at the meeting, especially those who had attended to give a presentation in respect of grant applications;

- (2) The Chairman thanked Hilary Dineen who had been the Officer administering Letchworth Committee for the last 12 years, for all of her hard work and welcomed Amelia McNally who would be clerking future Letchworth Committee Meetings;
- (3) The Chairman advised that, in accordance with Council Policy, the meeting would be audio recorded. That members of the public and the press may use their devices to film/photograph, or do a sound recording of the meeting. Please do not use flash and disable any sound notifications that may emit from their device;
- (4) The Chairman drew attention to the item on the agenda front pages regarding Declarations of Interest and reminded Members that, in line with the Code of Conduct, any Declarations of Interest needed to be declared immediately prior to the item in question.

**23 PUBLIC PARTICIPATION - KINGS COMMUNITY CHURCH / TOWN CENTRE CHRISTMAS CAFE**

*Audio Recording – Start of Item – 5 Minutes 18 Seconds*

Mrs Christine Wheatley, Kings Community Church, thanked the Chairman for the opportunity to address the Committee and gave a verbal presentation regarding their application. She informed Members as follows:

- Wished to set up a Community Involvement run Christmas Café in Letchworth Town in conjunction with Letchworth Methodist Church.
- Would run the pop-up café on the 3 Saturdays prior to Christmas.
- Several organisations had shown interest and offered their support, including:
  - Citizens Advice Bureau
  - Home-Start
  - Best Before Café
- Provide a feel good community Christmas experience in a non-threatening environment....a safe place, where everyone would be welcomed.
- Perhaps run a free gift wrap service.
- Quiet Corner available for those people who struggle with Christmas Time.
- Children's activity, by way of a craft table.
- Provide a boutique food table
- Distribution of packs which would provide useful and beneficial information during holiday time in order that people have access to assistance if required:
  - Emergency numbers
  - Benefit Information
  - Opening Times for Food Banks
- Both The Salvation Army and Methodist Church had offered to play Christmas Carols.
- Any donations received would be split between The Salvation Army and The Need Project.

Mrs Wheatley thanked and congratulated the Community Engagement Team for all their hard work, provision of information and assistance.

The Chairman thanked Mrs Wheatley for her presentation.

**24 PUBLIC PARTICIPATION - RESOLVE**

*Audio Recording – Start of Item – 11 Minutes 25 Seconds*

Mr Joe Heeney, Resolve, thanked the Chairman for the opportunity to address the Committee and gave a verbal presentation regarding their grant application as follows:

- Founder and CEO of Resolve.
- Started business in 2008 with a community grant of £500 from Hertfordshire Community Foundation.
- Abstinence based drug and alcohol treatment day service for adults.
- Support with substance, alcohol addiction and homelessness issues.
- Success had grown since Resolve ran a 16 Week long community engagement pilot project 4 years ago that North Herts had put together along with CVS, (Centre for Voluntary Services).
- Outgrown Westmill Community Centre in Hitchin, but now had a brand new bespoke building in Letchworth Town Centre – strategically and perfectly positioned, for which a ten year lease had been secured.
- It was the only organisation of it's type in the whole of the district.
- Approximately 80 percent of their team, including Mr Heeney himself, were recovering addicts – showing a wealth of experience and empathy for all of their clients.
- Looking for capital funding for the re-fit of the new property and assistance with legal costs.

In response to a question raised by a Member, Mr Heeney provided the following information:

- Whilst Resolve did provide a drop in service, they primarily ran structured group therapy sessions with qualified Counsellors.
- Opening hours were Monday to Friday, however the point of moving into their own space was to allow expansion of current provision.

The Chairman thanked Mr Heeney for his presentation.

## **25 PUBLIC PARTICIPATION - HOWARD GARDEN SOCIAL AND DAY CARE CENTRE**

*Audio Recording – Start of Item – 18 Minutes 18 Seconds*

Mr Tony Page, Howard Garden Social and Day Care Centre, thanked the Chairman for the opportunity to address the Committee and gave a verbal presentation regarding their grant application and provided the following information:

- Been the honorary Treasurer since September 2014.
- Organisation was set up 3 September 1953, last year celebrating it's 65<sup>th</sup> anniversary.
- Registered Charity employing 4 Part-time and 20+ volunteers.
- Day Care Service for older members of the community, (aged between 55 and 95)
- Safe place for isolated individuals, to provide carers with a much needed break.
- Over 140 Members.
- Building was leased from North Herts District Council
- £230 daily running costs.
- They relied heavily on donations and rent fees from other organisations that use the building.
- Building maintenance costs were now urgently required, including much needed Security Shutters to protect the outer doors which had been funded in 2016 by NHDC.

Questions and comments were made by:

Councillor Kate Aspinwall;  
Councillor Helen Oliver;  
Councillor Kay Tart; and  
Councillor Mike Rice.

The Chairman thanked Mr Page for his presentation.

**26 PUBLIC PARTICIPATION - IMAJICA THEATRE COMPANY CIC**

*Audio Recording – Start of Item – 24 Minutes 15 Seconds*

The meeting paused whilst two members of Imajica Theatre Company provided the Committee with an entertaining sample of their cowboy pantomime production.

Ms Samantha Hough, Theatre Company CIC, thanked the Chairman for the opportunity to address the Committee and gave both a verbal and power point presentation regarding their grant application.

The presentation explained how the theatre company that had been running for four years, created interactive immersive musicals, interactive workshops and a theatre-in-education programme for the younger audience, which shared environmental and educational messages.

Imajica Theatre were requesting funds for their community pantomime programme that was taking place at St Christopher School Auditorium Theatre on Saturday 14<sup>th</sup> and Sunday 15<sup>th</sup> December respectively.

The Chairman thanked Ms Hough for the presentation.

**27 WOOF N WAG**

*Audio Recording - Start of Item – 35 Minutes 51 Seconds*

Two Members of Woof n Wag thanked the Chairman for the opportunity to address the Committee and gave a verbal presentation regarding their grant application, providing the following information:

- A relatively new organisation, which was set up in October 2018.
- Provided dog training and behavioural service.
- Their work supported people who both owned and were thinking of getting a dog. Support also provided to those individuals that were nervous of dogs.
- Founded within community routes, affordable and free to those unable to pay.
- Strong health and physical benefits to owning a dog – positive mental health.
- 250 users of their site were currently catered for, of which 100% come from North Hertfordshire District, the vast majority coming from Letchworth.
- The field location that had been provided by The Heritage Foundation, had been unused for a number of years so required a lot of investment in both time and money spent to make it a safe and secure environment for all concerned.
- They wished to create a sensory garden, which would include the planting of shrubs that had been shown to reduce stress levels in dogs.

In response to Member's queries, the Committee were informed:

- That the location of their site was on the Stotfold road, this being part Hertfordshire Boundary and part Bedfordshire boundary, but their aim was to fully service North Hertfordshire; and
- A 5 Year Lease was currently in place, however, negotiations were underway, in conjunction with The Heritage, to extend that lease for a further 25 years.

The Chairman thanked Woof n Wag for their presentation.

**28 GRANT APPLICATION - RESOLVE**

*Audio Recording – Start of Item – 49 Minutes 46 Seconds*

**RESOLVED:** That grant funding of £5,000 be awarded to RESOLVE to assist with costs toward setting up utilities in their new town centre premises.

**REASON FOR DECISION:** To improve services provided by local organisations and groups which are accessed by the community.

**29 GRANT APPLICATION - HOWARD GARDEN SOCIAL AND DAY CARE CENTRE**

*Audio Recording – Start of Item 50 Minutes 17 Seconds*

Councillor David Levett declared a declarable interest in the Grant Application for Howard Garden Social and Day Care Centre, he remained in the room but took no part in the vote.

**RESOLVED:**

- (1) That the Communities Engagement Team would provide Howard Garden Social and Day Care Centre with information to assist with the possibility of an application for funding through a Community Facility Capital Investment Grant to have CCTV installed;
- (2) That grant funding of £1,500 be awarded to Howard Garden Social and Day Care Centre to install new security shutters; and
- (3) Howard Garden Social and Day Care Centre contact Civic Trust to investigate the possibility of additional funding.

**REASON FOR DECISION:** To improve services provided by local organisations and groups which are accessed by the community.

**30 GRANT APPLICATION - IMAJICA THEATRE COMPANY**

*Audio Recording – Start of Item – 53 Minutes 34 Seconds*

**RESOLVED:** That grant funding of £1,450 be awarded to Imajica Theatre Company to assist with the December Community Pantomime.

**REASON FOR DECISION:** To improve services provided by local organisations and groups which are accessed by the community.

**31 GRANT APPLICATION - WOOF N WAG**

*Audio Recording – Start of Item – 54 Minutes 35 Seconds*

**RESOLVED:** That grant funding of £1,451 be awarded to Woof n Wag to build a sensory garden for dogs and humans.

**REASON FOR DECISION:** To improve services provided by local organisations and groups which are accessed by the community.

**32 GRANT APPLICATION - KINGS COMMUNITY CHURCH / TOWN CENTRE CHRISTMAS CAFE**

*Audio Recording – Start of Item – 55 Minutes 28 Seconds*

**RESOLVED:** Subject to a suitable venue being sourced and confirmed that grant funding of £1,000 be awarded to Kings Community Church for a joint project to run a Christmas Café in Letchworth Town Centre.

**REASON FOR DECISION:** To improve services provided by local organisations and groups which are accessed by the community.

### **33 REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS**

*Audio Recording – Start of Item – 1 Hour 18 Seconds*

The Democratic Services Manager and The Electoral Services Manager presented the report on the Review of Polling Districts, Polling Places and Polling Stations Consultation.

The following appendices accompanied the report:

Appendix A – Polling District Schedule - identified the polling districts, polling places and polling stations for the entire District, along with justification as to any proposed changes.

Appendix B – Consultation Responses

Appendix C – Maps (including District Boundaries)

The Democratic Services Manager explained to the Committee that it was a legal requirement for the Council to conduct a full review every 5 years of UK Parliamentary Polling Districts and Polling Places and that the current review must conclude by 31 January 2020. She further explained that the review was of polling districts and polling places, however, it was accepted that polling stations were linked and therefore the review had incorporated the stations.

It was reported that 6 consultation responses had been received in relation to Letchworth.

The Democratic Services Manager informed of a change of Polling Station Place in relation to Lordship Farm School, which had served two wards. Whilst various alternatives had been investigated, Cloisters Hall had been selected as the most suitable relocation.

The Democratic Services Manager referred Members to Appendix C of the report explaining district boundary changes.

The following Members asked questions and took part in discussion:

Councillor Kate Aspinwall;  
Councillor David Levett; and  
Councillor Mike Rice.

The Electoral Manager informed that requests had been made from the electorate to remove Lordship Farm School as a Polling Station due to an essential school closure on polling days, which was wholly unsatisfactory.

Both The Democratic Services Manager and Electoral Manager confirmed that when Polling Cards were distributed, it would be clearly and boldly marked on the card that there had been a change of Polling Station and where the new Polling Station was located.

A Member of the Committee suggested that, to be entirely sure that all voters who may be affected in respect of a Polling Station change of place, that a sign be put on the door of the Polling Station used previously directing people to the new location.

The Chairman thanked The Democratic Services Manager and The Electoral Services Manager for their presentation.

**RESOLVED:**

- (1) That Members agreed to draw electorate attention when out canvassing to any change in Polling Station location.
- (2) That Polling Places, as illustrated in the Returning Officer's Proposals set out in Appendices A and C be designated.

**REASON FOR DECISION:** The Electoral Registration and Administration Act 2013 introduced a change to the timing of compulsory reviews of UK Parliamentary Polling Districts and Polling Places. The compulsory review must commence and conclude between 1 October 2018 and 31 January 2020 (inclusive).

#### **34 ANNUAL UPDATE ON SECTION 106 OBLIGATIONS FOR LETCHWORTH COMMITTEE**

*Audio Recording – Start of Item – 1 Hour 14 Minutes 9 Seconds*

The Development and Conservation Manager presented his report entitled Annual Update on Section 106 Obligations for Letchworth and provided the following information:

The Development and Conservation Manager explained that unlike previous reports, the format of the information presented had been changed to more accurately reflect the diminishing role of discretionary Section 106 funds, and the changing restrictions around the collection and distribution of funds.

The Development and Conservation Manager drew Members' attention to table 1 on page 61 within the report - Summary of Financial Information for the last financial year. In Letchworth, no new legal agreements had been signed, which had illustrated that S106 Unilateral Undertakings and Legal Agreements were becoming less frequent as they could only apply to planning permissions of 11 dwellings or more. Table 2 was also highlighted in respect of unspent allocated funds, drawing attention to the affordable housing development of 47 flats in Leys Square. The trigger point of spending would be on first occupation of those dwellings. The Development and Conservation Manager reported that NHDC had an extremely efficient monitoring system for all on-going developments within the area.

The Development and Conservation Manager introduced the new Transport Officer, Daniel Washington, to the Committee and explained that he would be looking at ways in which the sustainable contributions element of the discretionary funding could be used. The new Transport Officer would also co-ordinate meetings with Hertfordshire County Council to assist in the process.

The Transport Officer informed the Committee of some of the already processed, new applications, and stated that he was looking for other schemes that required spending. He stated that a pilot scheme had commenced in Royston, however, he invited Members to make contact with any opportunities or ideas that they may have.

The Transport Officer stated that he had set himself a target which was to have all monies allocated or spent by the end of 2020.

The Development and Conservation Manager further reported:

- That at the next meeting in December 2019, Members of Cabinet would receive a draft planning obligations document that would replace the 2006 document.
- That after the Cabinet meeting in December 2019, a business case for a Small Sites Infrastructure Levy would be investigated.
- That the report set out the current position with respect to changing legislation, how future planning policy would perhaps reflect that, and outlined progress of a revised

strategy to seek wider community and Ward Member involvement in identifying relevant projects.

The following Members asked questions and contributed to discussion:

Councillor Daniel Allen;  
Councillor Gary Grindal;  
Councillor Helen Oliver;  
Councillor Ian Mantle; and  
Councillor Mike Rice

The Conservation and Development Manager explained that with regard to S106 funding to a Community Centre, this was not restricted to new centres, the definition had been stretched slightly to mean anything that improves the capacity and use of a facility.

It was confirmed by The Conservation and Development Manager that there was no Pitch Sport Funding available left to spend in Letchworth, however, The Community Engagement Team Leader explained that with respect to a specific surface replacement requirement, an application for grant funding would be encouraged at the next Letchworth Committee Meeting.

The Conservation and Development Manager answered further questions as they arose.

**RESOLVED:**

- (1) That the content of the report entitled Annual Update on S106 Obligations for Letchworth be noted;
- (2) That a report shall continue to be presented on Section 106 contributions to the Letchworth Committee on an annual basis; and
- (3) That, other than where a contribution has been negotiated for a specific purpose or project, Ward Members of the area where the Section 106 Obligation or Unilateral Undertaking funding is generated and the Area Committee be consulted prior to funding being allocated away from that area.

**REASONS FOR RECOMMENDATION:**

- (1) To ensure that there is a robust system for negotiating and managing Section 106 Obligations and Unilateral Undertakings, that records activity for each financial year and is placed in the public domain.
- (2) To ensure that the process is kept under constant review and Member scrutiny and that the risk associated with this activity is managed in an appropriate manner.

**35 GRANTS & COMMUNITY UPDATE**

*Audio Recording – Start of Item – 1 Hour 35 Minutes 33 Seconds*

The Community Engagement Team Leader informed the Members as follows:

- Engage North Herts Facebook group had been set up, specifically for community groups within the district, in order that they may share information, best practice and up and coming events.
- The formation of the Food Provision Group which brought together representatives of organisations working toward tackling food poverty including:
  - Best Before Café in Letchworth



- Hitchin Food Rescue Hub
  - Local Churches; and
  - School Holiday Scheme – Make Lunch
- Previous Grant recipient KIP Education had secured their first sessions at Letchworth School.
  - Councillor Surgeries would take place on the 3<sup>rd</sup> Saturday of each month.

**RESOLVED:** That the Committee endorses the actions taken by the Community Engagement Officer in order to promote greater community capacity and well-being for Letchworth.

**REASON FOR DECISION:** To keep Members of the Committee apprised of the latest developments in community activities in Letchworth.

### 36 WARD MATTERS AND OUTSIDE ORGANISATIONS - MEMBERS' REPORTS

*Audio Recording – Start of Item – 1 Hour 41 Minutes 19 Seconds*

In respect of Letchworth BID, Councillor David Levett informed the Committee as follows:

- BID Annual General Meeting had taken place that evening;
- BID AGM looked to elect a new board that night;
- Changed Government Member Structure meant for the first time there as a confirmed 16 Members elected to the Board;
- There had been a lot of involvement from the Business Community in Letchworth at the meeting;
- In respect of Anti-Social Behaviour - BID had just funded a new online data system named DISC; and
- There had been a rise in break-ins within the town.

The Chairman thanked Councillor Levett for his update.

Councillor Mike Rice reported that Citizens Advice Bureau (CAB) was holding their Annual General Meeting on 23 October at 2.30 in The Icknield Centre.

The Chairman thanked Councillor Rice for the information.

Councillor Gary Grindal asked for the Committee's indulgence and re-presented the Member's attention, to what was becoming a fairly regular discussion topic - Illegal Parking on Verges and Pavements.

The following Members took part in a lengthy discussion:

- Gary Grindal;
- D Levett;
- Ian Mantle;
- Sean Prendergast;
- Mike Rice; and
- Daniel Allen

and raised the following points:

- How we can encourage enforcement and take serious action.
- Push Council to fully investigate - take serious action.
- Encourage people to report to Council's Legal Department if the perpetrator is caught parking illegally.

**Wednesday, 16th October, 2019**

- Longer Term Strategies put in place and educate.
- Cost effective prevention rather than enforcement.
- Flexibility around land conditions put in place as an incentive.
- Lack of parking facilities available.
- Increased cost of fine.

The meeting closed at 9.30 pm

Chairman

**LETCWORTH COMMITTEE  
7 JANUARY 209**

**PUBLIC DOCUMENT**

**TITLE OF REPORT: COMMUNITY GRANTS POLICY REVIEW**

REPORT OF: POLICY AND COMMUNITY ENGAGEMENT MANAGER

EXECUTIVE MEMBER: EXECUTIVE MEMBER FOR COMMUNITY ENGAGEMENT

COUNCIL PRIORITY: ATTRACTIVE AND THRIVING / PROSPER AND PROTECT /  
RESPONSIVE AND EFFICIENT

**1. EXECUTIVE SUMMARY**

- 1.1. This report outlines the proposed review of the Community Grants policy and criteria. It outlines a timetable regarding further consultation, with Councillors sitting on each of the five Area Committees; Overview and Scrutiny, Cabinet and Full Council with the view that any changes and updates will be in place for the new policy to commence at the start of the forthcoming financial year 2020/21.

**2. RECOMMENDATIONS**

- 2.1. That the Committee be recommended to comment on the proposed review of the Community Grants policy and criteria and approve the outline consultation process with the Area Committees and Overview and Scrutiny.

**3. REASONS FOR RECOMMENDATIONS**

- 3.1 The awarding of grant funding awards to organisations, charities and voluntary groups, and the use of grant budgets devolved to Area Committees allows the Authority to further its aims and overarching Priorities of the Council and District.

**4. ALTERNATIVE OPTIONS CONSIDERED**

- 4.1 There are no alternative options being proposed other than those detailed within the text of this report. However in the course of debate at Committee, Councillors may wish to offer additional comments in relation to the contents of the document to be discussed which is outlined in Appendix 1.

## **5. CONSULTATION WITH RELEVANT MEMBERS AND EXTERNAL ORGANISATIONS**

- 5.1 Consultation has taken place with relevant officers in Legal, Finance, Policy and Community Engagement.
- 5.2 Consultation has taken place with Policy & Community Engagement team, the Executive Members and Deputy Executive Members for Community Engagement and Finance.

## **6. FORWARD PLAN**

- 6.1 This report contains a recommendation on a key Executive decision that was first notified to the public in the Forward Plan on the 15<sup>th</sup> November 2019.

## **7. BACKGROUND**

- 7.1. The grant policy was last reviewed in late 2015 and the current grant policy agreed by Cabinet in June 2016. Over the last three years Area Committee budgets have been decreasing by 20% each year and the general funding climate has been becoming more challenging for all. Officers are recommending that there is a need to simplify the criteria in order to make the process of applying for and assessing community grants more streamlined and accessible for a wide range of organisations.

## **8. RELEVANT CONSIDERATIONS**

- 8.1. Officers have researched the funding criteria used by other local authorities in the county and those of a similar size to North Hertfordshire District. We looked at the way Hertfordshire County Council assess their Locality Budget Grants and other authorities such as East Herts and Braintree who have a similar Community Grant scheme to NHDC.

The new policy has been drafted using the elements from these grant criteria that best fitted with the NHDC Area Committee system. The new criteria were then discussed with the Executive members and the following are a summary of the new criteria (*as outlined in Appendix 1 Draft Community Grant Policy*)

### **8.2 Changes to eligibility criteria**

- 8.2.1 The policy outlines a more inclusive approach to the types of organisations that can apply for Community Grants. In addition to the those organisations that have charitable status, voluntary sector groups, community groups Community Interest Companies (CIC) and Community Interest Organisations (CIO) we would also accept applications from Schools / Academies, Business Improvement District groups (Town Centre Partnerships), Parish and Town Councils. In terms of the Schools and organisations that set a precept the funding would have to be for a project or activity that is beyond their usual remit and for the benefit of the wider community.
- 8.2.2 The new policy does not make reference to the organisation having to find 30% of the funds towards any project / activity from other sources. Although projects that show partnership working and/or joint funding will strengthen their application.

8.2.3 The 2016 Policy states that applicants are ineligible for funding if they have had any other funding from NHDC within 2 years. This will no longer apply under the new policy however; officers will promote the grant scheme to encourage applications from organisations who have not applied in the past.

8.2.4 The 2016 criteria were also very prescriptive in regard to the organisations' financial position which necessitated detailed examination of the organisation's accounts.

In some cases organisations were ineligible as they had more than 6 months running costs held in their reserves. For larger organisations especially those operating a building or who have staff it would be prudent to have at least 12 months running costs held in reserve. The proposed criteria states that officers should check that the organisation is financially stable.

Officers will continue to use documents such as organisations' accounts and/or bank statements in order to assess their financial viability.

### 8.3 Grant Assessments

8.3.1 All applications for grant funding will be carefully assessed to ensure that funding is allocated to projects or activities and areas that will have the most beneficial impact on the residents of North Hertfordshire.

8.3.2 Any funding provided should be utilised within 12 months of receipt of the funds and if for any reason it hasn't been used the organisation should report back to the Committee and if necessary return the funds.

8.3.3 Priority will be given to projects that fulfil an identified need in the local community and provide good value for money.

8.3.4 Officers will also be looking for evidence of partnership working and efforts to seek joint funding.

### 8.4 Monitoring

8.4.1 Grant monies awarded must only be spent on activities as described in the application.

8.4.2 Officers will require details of how the grant was spent, and the provision of receipts, within one year of the decision.

8.4.3 Any unspent funds must be returned to the Council.

8.4.4 Details later proved to be incorrect may prejudice a subsequent application and could result in a requirement to repay any funding awarded.

## 8.5 Process

The grant process will not change substantially. Applicants will complete a similar application form which will be available via the NHDC website or on request. The contents of the application will be expressed in the Grant Report to the relevant Area Committee. Where required the applicants will provide a short presentation at the Committee meeting. The Committee will use its powers of delegation to decide to what level, if any, they wish to support the grant and whether they wish to place any conditions on the release of grant payments.

The policy does make mention of a central grant mechanism for applications that are District wide. It has been proposed to change to the remit of the Capital Grant Panel to include District wide applications and in this instance the same policy and criteria will apply as outlined in Appendix 1.

## 9. **LEGAL IMPLICATIONS**

- 9.1 Section 9.1 of the constitution states that 'Area Committees must operate within Council policy and decisions must be consistent with the Budget and Policy framework and service specific policies.'

In order to promote close working with our communities there are five Area Committees which cover different geographical areas of the district. The Area Committees are given substantial powers and responsibilities, within the parameters of the policies set by the Council and Cabinet and as set out in the terms of reference, including the ability to consider and report to Cabinet and Council on any matter affecting their area. Area Committees must operate within Council policy and decisions must be consistent with the Budget and Policy framework and service specific policies.

- 9.2 Section 9.3 sets the delegations as the following – 'The Council and Cabinet will include details of the delegations to Area Committees. The delegations to Area Committees will include budgets for the purpose of providing grants and discretionary budgets that may be used within the area of the Committee for economic, social and environmental well-being.

Section 9.8 sets the Terms of Reference for the Area Committees as:

9.8.1 Policy - exercise of decisions by resolution - (in relation to the budgets)

- (a) To allocate discretionary budgets within the terms determined by the Council.
- (b) To allocate devolved budgets and activities within the terms determined by the Council.

- 9.3 The current delegations are as follows:

### **Delegated powers**

The provision of revenue<sup>1</sup> grant aid/financial support where the grant aid/financial support is to facilitate an event which will take place prior to the next meeting of the Area Committee.

### **Delegated Members and Officers**

The Service Director: Legal and Community in consultation with the Chairman or Vice Chairman of the relevant Area Committee.

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<sup>1</sup> This does not include Capital Grants recommended through the Capital Grant Panel

- 9.3.1 Following proposed changes under the Constitution Review 2019/20 the Delegated Authority for both revenue and capital grants will be transferred to the appropriate Executive Member in consultation with the officer responsible for assessment of the grant application.

## **10. FINANCIAL IMPLICATIONS**

- 10.1. Cabinet considered the first draft of the budget for 2020/21 at their meeting in December. At that meeting they approved two proposals relating to community grants. Firstly, that the allocation for Area Committees should be retained at the 2019/20 level of £42k per year on an ongoing basis. Secondly, the creation of a one-off District-wide pot of £10k in 2020/21.
- 10.2. Previously Parish, Town and Community Councils and Business Improvement Districts were excluded from applying for Community Grants. This was partly due to the fact that they were able to raise their own funds through precepts and levies. For Parish, Town and Community Councils there are currently no limits on the extent to which they can increase their precept each year. The District Council is limited as to how much it can raise Council Tax by without the requirement for a local referendum. For 2020/21 it is expected that this increase will be 2% or £5 (band D equivalent). This therefore could provide Parish, Town and Community Councils with much greater scope to undertake discretionary activities than would be available to the District Council.
- 10.3. There are no specific capital implications. Community groups that operate community venues may be eligible to apply for capital grants via the Community Facilities Capital Projects Fund.

## **11. RISK IMPLICATIONS**

- 11.1. There are no relevant risk entries that have been recorded on Pentana Risk, the Council's performance and risk system. Individual events should have their own risk assessments in place to mitigate any health and safety issues. Whenever a request for grant funding for equipment is received, the recipient of the funding will be advised to obtain insurance for the item to avoid a repeat request for funding in the event of the equipment being stolen or damaged. There are no pertinent risk implications for the Authority associated with any items within this report.

## **12. EQUALITIES IMPLICATIONS**

- 12.1. In line with the Public Sector Equality Duty, public bodies must, in the exercise of their functions, give due regard to the need to eliminate discrimination, harassment, victimisation, to advance equality of opportunity and foster good relations between those who share a protected characteristic and those who do not.
- 12.2. For organisations to be compliant with both the current and new grant criteria they must demonstrate an open-door membership policy, and provide services that are accessible to all. This does not preclude single-gender organisations from applying as long as they can demonstrate that they comply with the Equality Act 2010.

### **13. SOCIAL VALUE IMPLICATIONS**

- 13.1. The Social Value Act and “go local” requirements do not apply to this report.

### **14. HUMAN RESOURCE IMPLICATIONS**

- 14.1 There should be no implication financially on staff time. As the process will be more straightforward given the streamlining of the assessment criteria it could take up less staff time than the current policy.

### **15. APPENDICES**

- 15.1 Appendix 1. - Draft Grant Policy Review

### **16. CONTACT OFFICERS**

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### **17. BACKGROUND PAPERS**

- 17.1. Review of Policies and Procedures for Financial Assistance to Voluntary and Community Organisations, November 2002.
- 17.2. Review of Grant Policy Cabinet June 2016.



## **Community Grants Policy**

### **1. INTRODUCTION**

1.1 North Hertfordshire District Council is committed providing support to community groups and organisations working in the district to deliver services, build capacity and sustainability, and contribute positively to the achievement of the Council's priorities for the District.

The Council recognises the significant contribution made by the voluntary and community sector to deliver services and contribute positively to the achievement of the Council's priorities for the District.

The Council's Area Committees will seek to establish and maintain relationships with outside bodies/voluntary organisations operating specifically within the area including, where appropriate, the provision of discretionary grant aid / financial support etc.

1.2 Any provision of grant funding will seek to support activities that are 'open to all' and do not exclude any specific group of people.

1.3 North Hertfordshire District Council will not authorise the award of a grant which goes against the Council's policies or seeks to reverse a previous decision.

1.4 This document sets out the terms and conditions under which applications to the council should be made, the criteria for the award and the context in which applications will be considered.

### **2. ELIGIBILITY CRITERIA**

2.1. **Applications will be accepted from organisations that are:**

**A. Volunteer led or operated on a not-for-profit basis, such as, but not limited to:**

- Registered Charities (*that have a charity number*)
- Un-registered Charities (with income under £5000), Constituted Groups or Clubs (*e.g. including children, youth and the elderly, etc*) -
- Community Interest Companies (CIC) or Community Interest Organisations (CIO)
- Schools / Academies (*providing the activity is beyond their statutory responsibilities*)
- Social Enterprises
- Sports Clubs
- Resident Groups / Clubs
- Faith based organisations (*where they are including the wider community*)
- Business Groups and Organisations (*including the BIDs*) (*on condition that the funding is for something that provides Additionality*)



- Parish, Town and Community Councils (*on condition that the funding is for something that provides Additionality*)
- B. Be for the benefit of residents of North Hertfordshire.
- C. Be able to demonstrate financial viability by providing details of income and expenditure and, where relevant, demonstrate compliance with previous grant conditions.
- D. Have an open-door membership policy, and provide services that are accessible to all. This does not preclude single-gender organisations from applying as long as they can demonstrate that they comply with the Equality Act 2010.
- E. Either be formally constituted or demonstrate a good governance structure, including a Management Committee or Board of Trustees that are not all immediately related.
- F. Be able to demonstrate financial need and that other sources and options for funding have been considered.
- G. Be able to demonstrate the award of the grant provides Additionality to the service provision of the organisation

**2.2 In the case of projects that involve work on a building or outdoor space, the group or organisation must:**

- *Own the freehold of the land or building, or have a lease which cannot be brought to an end by the landlord for at least five years after the work has been completed.*
- *Have the relevant permissions/ licences in place (e.g. planning consent).*

**2.3 In the case of projects that involve working with children, young people or vulnerable adults, the group or organisation must:**

- *Have a safeguarding policy.*
- *Have completed DBS checks as appropriate.*
- *Have undertaken safeguarding training as necessary.*

**3. FUNDING INFORMATION**

3.1. The Council may support and provide financial assistance for projects as outlined below:



Example of Projects ELIGIBLE for funding	Projects NOT ELIGIBLE for funding
<ul style="list-style-type: none"> <li>• Activities</li> <li>• Events</li> <li>• Equipment</li> <li>• Publicity and Publications</li> <li>• Repairs and Maintenance</li> <li>• Site and Building works</li> <li>• Training/Workshops</li> <li>• Travel and Transport (not overseas)</li> <li>• Venue Hire</li> <li>• Refreshments (not alcohol)</li> </ul>	<ul style="list-style-type: none"> <li>• Activities or events already commenced</li> <li>• Alcohol</li> <li>• A service that the state is obligated to provide.</li> <li>• Charitable donations.</li> <li>• Contingency cost, loans, endowments or interest.</li> <li>• Goods and Services already received or paid for</li> <li>• Land or building where ownership (freehold or eligible lease) is not yet established.</li> <li>• Political or religious activities.</li> <li>• Purchase of items on behalf of another</li> <li>• Recoverable VAT</li> </ul>

#### 4. APPLICATION SUBMISSION PROCESS

- 4.1. All requests for funding must be submitted on the council's Community Grant application form along with all the required supporting documentation.
- 4.2. The form is available as a Microsoft Word file downloadable from the Council's website. *(Wherever possible this should be completed and returned electronically in Microsoft Word.)*
- 4.3. Community Grant applications are considered quarterly at the relevant Area Committee and a listing of application deadlines is published on the Council's website.
- 4.4. District wide Community Grant applications may be considered by a District- wide panel. The panel will meet at least twice a year, and once in July of each civic year, after Cabinet have approved any revenue carry-forwards from the Area Committees and another date to be agreed. \*
- 4.5. You can find the Community Grant application forms at <https://www.north-herts.gov.uk/home/community/grants/area-committee-grants>



## 5. ASSESSMENT CRITERIA

5.1. All applications for grant funding will be carefully assessed to ensure that funding is allocated to projects or activities and areas that will have the most beneficial impact on the residents of North Hertfordshire

5.2. The assessment process will use three main criteria:

A. Feasibility Assessment	B. Priority Assessment
<ul style="list-style-type: none"><li>• Will the funding benefit residents of North Hertfordshire?</li><li>• Will it be spent within 12 months from receiving the funding)?</li></ul>	<ul style="list-style-type: none"><li>• Does the project fulfil a need for the local community?</li></ul>
	C. Economic Assessment
	<ul style="list-style-type: none"><li>• Does it provide good value for the money?</li><li>• Is the applicant financially viable</li></ul>

5.3. **Other areas for consideration, which may strengthen an application:**

- Partnership with other groups involved in this type of work.
- Efforts to seek additional joint funding from other sources
- If the organisation has not applied to NHDC in the past or for a long period of time

## 6. TERMS OF THE AWARD

6.1. Grant monies awarded must only be spent on activities as described in the application, within one year of the decision.

6.2. The Council will require details of how the grant was spent, and the provision of receipts, within one year of the decision.

6.3. Any unspent funds must be returned to the Council.

6.4. Details later proved to be incorrect may prejudice a subsequent application and could result in a requirement to repay any funding awarded.

*\* 4.4 – The District-wide panel referred to in this item is planned to be an addition to the remit of the Community Facility Capital Grant Panel.*



*At their meeting on the 17<sup>th</sup> December, Cabinet approved the inclusion of one-off funding for district-wide grants in 2020/21. If agreed by Full Council in February (as part of the budget process), the £10k would provide a guaranteed funding source in the first year. This will allow demand for the district-wide grants to be determined, as well as the impact on the area committees. Depending on the outcomes, alternative funding will need to be identified for 2021/22 and beyond.*

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**LETCWORTH COMMITTEE  
7 JANUARY 2020**

**PART 1 – PUBLIC DOCUMENT**

**TITLE OF REPORT: NHDC PARKING STRATEGY DRAFT PARKING OPERATIONAL GUIDELINES**

REPORT OF THE SERVICE DIRECTOR - REGULATORY

EXECUTIVE MEMBER FOR PLANNING & TRANSPORT: COUNCILLOR PAUL CLARK

CURRENT COUNCIL PRIORITY: ATTRACTIVE AND THRIVING / PROSPER AND PROTECT / RESPONSIVE AND EFFICIENT

NEW COUNCIL PRIORITY: BE A MORE WELCOMING AND INCLUSIVE COUNCIL / BUILD THRIVING AND RESILIENT COMMUNITIES / RESPOND TO CHALLENGES TO THE ENVIRONMENT / ENABLE AN ENTERPRISING AND CO-OPERATIVE ECONOMY / SUPPORT THE DELIVERY OF GOOD QUALITY AND AFFORDABLE HOMES

**1. EXECUTIVE SUMMARY**

- 1.1 The purpose of the Draft North Hertfordshire District Council Parking Operational Guidelines 2019 – 2031 is to detail how the Council proposes to implement the policy framework set out in the adopted North Hertfordshire District Council Parking Strategy 2019 – 2031 (January 2019). The document outlines the necessary guidance and assessment criteria to be followed to enable officers to deliver the Strategic Action Plan, as well as review and update the guidelines as required throughout the life of the Parking Strategy in consultation with the Executive Member and Deputy for Planning and Transport to reflect changes in parking trends, and ensure that these are aligned with the Council's priorities.
- 1.2 This report seeks the approval of the Council's Parking Operational Guidelines 2019 - 2031, as well as agreement of the associated Parking Issues Reporting Pack at Appendix A, B and C respectively.

**2. RECOMMENDATIONS**

- 2.1 That the Committee agrees and recommends the Draft North Hertfordshire District Council Parking Operational Guidelines at Appendix A to Cabinet in March 2020 for consideration and adoption.
- 2.2 That the Committee agrees and recommends the draft North Hertfordshire District Council Parking Issues Reporting Pack Part 1 and Part 2 at Appendix B and C to Cabinet in March 2020 for consideration and adoption.
- 2.3 That the Committee recommends to Cabinet that delegated authority is given to the Service Director - Regulatory to approve minor amendments and format changes to the draft Parking Operational Guidelines as required in consultation with the Executive Member and Deputy for Planning and Transport.

- 2.4 That the Committee recommends to Cabinet that officers proceed with the work associated with the key projects listed in the Parking Strategy Strategic Action Plan using the Parking Operational Guidelines to implement the policy framework.

### **3. REASONS FOR RECOMMENDATIONS**

- 3.1 The draft Parking Operational Guidelines will provide the necessary guidance and assessment criteria for the Parking Strategy policy framework for managing parking across the District in a most cost efficient way that accords with the Council's Corporate Objectives and its Medium Term Financial Strategy.

### **4. ALTERNATIVE OPTIONS CONSIDERED**

- 4.1 Due to the concerns raised by Members and stakeholders regarding the apparent lack of guidance within the Parking Strategy on how the policies would be implemented, not producing a Parking Operational Guidelines document was not considered a suitable alternative option.

### **5. CONSULTATION WITH RELEVANT MEMBERS AND EXTERNAL ORGANISATIONS**

- 5.1 Regular meetings have been held with the Executive Member for Planning and Transport and their deputy to ensure that the draft Parking Operational Guidelines aligns with the adopted Parking Strategy and documents are representative of the Council.
- 5.2 Contact will be made with town centre managers in the towns, Royston Town Council, Hertfordshire County Council and the Garden City Heritage Foundation in early January 2020 to seek their views and comments as they were involved with the stakeholder engagement project of the Parking Strategy.
- 5.3 Parish Councils will be made aware of the draft document and will be given the opportunity to make comment in January whilst the document goes through the Area Committees.

### **6. FORWARD PLAN**

- 6.1 Given that this report will be referred to Cabinet for consideration in March 2020, it will contain a recommendation on a key Executive decision that was first notified to the public in the Forward Plan on the 6 December 2019.

### **7. BACKGROUND**

- 7.1 The Council's role with regard to on-street car parking is one of the management and enforcement of all on-street parking restrictions in the District. This management and enforcement role also includes the off-street car parks that the Council owns and/or manages. NHDC is also the local planning authority responsible for parking standards for new development.
- 7.2 In respect of on-street parking (public roads and streets) enforcement, the Council acts on behalf of Hertfordshire County Council (as the Highway Authority) under the terms of an agency agreement between the two authorities. The Council's agreement with Hertfordshire County Council (HCC) does not include the implementation of other on-street parking controls that are intended to address safety or public amenity issues.



Any parking initiatives that the Council may wish to introduce that may impact on the highway will require the agreement of HCC as the highway authority.

7.3 The Council's parking policies must comply with the law (particularly the Traffic Management Act 2004); and have regard to the Secretary of State's Statutory Guidance to Local Authorities on the Civil Enforcement of Parking Contraventions, issued in 2014.

7.4 The Council adopted the NHDC Parking Strategy in January 2019. The main focus of the Strategy is to provide the Council's policy framework for managing parking across the District. It sets out how parking issues are currently dealt with and identifies a number of objectives and proposed actions for which future investment may be required. These objectives are reflected in the overall policy framework which covers four areas:

- *Management and resources to deliver the strategy*
- *Management of on and off street parking within town centres*
- *Management of parking within residential and non-town centre areas*
- *Management of parking at new developments*

The Strategy also seeks to embrace new technologies in making provision for electric vehicle charging in new developments and the potential to install public on-street charging points. The adopted Parking Strategy can be viewed on the Council's website at:

<https://www.north-herts.gov.uk/home/parking/parking-strategy>

7.5 There will be a number of ongoing parking challenges that the Council will need to address in future years, and careful management will be required to ensure that new parking provision and controls are aligned with the Council's economic, social, planning and transport priorities. It is often the detailed way in which parking policies are applied at the very local, street-by-street, level which requires the most careful consideration and generates most debate.

7.6 In order to enable officers to deliver the policies and Strategic Action Plan in the Strategy, reference is made to the preparation of a separate document 'North Hertfordshire District Council Parking Operational Guidelines'. This document is to be read alongside the Parking Strategy and outlines the necessary guidance and assessment criteria to be followed.

7.7 In order to facilitate the process it will therefore be important that the Operational Guidelines document remains a living document alongside the Parking Strategy which adapts to emerging issues and provides a flexible approach to identify opportunities to review the actions and ensure that they become deliverable in the future in the light of available resources.

## 8. RELEVANT CONSIDERATIONS

### The Draft Parking Operational Guidelines

8.1 The detail of how the Council proposes to implement the policy framework is contained in a separate document, the 'NHDC Parking Operational Guidelines' which sets out the necessary guidance and assessment criteria to be followed. Having these guidelines contained within a separate document will enable officers to review and update the guidelines as required throughout the life of the Strategy in consultation with the Executive Member and Deputy for Planning and Transport to reflect changes in parking trends and ensure that these are aligned with the Council's priorities. The NHDC draft Parking Operational Guidelines can be found in Appendix A.

8.2 The draft Operational Guidelines document follows the structure of the Parking Strategy Document and is broken down into three sections:

#### Section 1: Introduction, Context and Objectives

Section 1 outlines the purpose of the document, the national and local policies that should be considered in conjunction with the document and the objectives of the Parking Strategy and Parking Operational Guidelines.

#### Section 2: Policy Framework and Operational Guidelines

Section 2 outlines the detail of how the Council proposes to implement the policy framework set out in the Parking Strategy and states the necessary guidance and assessment criteria to be followed to enable officers to review and update the guidelines as required throughout the life of the Parking Strategy.

#### Section 3: Appendix

The Appendix includes the Parking Issues Reporting Pack.

8.3 As well as enabling the Council to approach parking issues in a fair and consistent manner, new opportunities to manage the parking stock across the District and generate additional income have been included in the draft Parking Operational Guidelines. These include:

- Other Services in Council Car Parks: In line with modern car park operations, there is potential for other services to be provided in off-street car parks in the District. Where appropriate some of these services may benefit car park users and the Council will consider opportunities on a case-by-case basis. The full criteria that the Council will use to consider providing other services and temporary uses within its car parks are set out in Policy 7.
- Charging for On-street Parking: whilst on-street parking in town centres is generally free, this is an anomaly given that off-street parking for the same duration is generally charged. The Council will consider the case for on-street charging on a case by case basis. The Parking Operational Guidelines now includes a number of categories the Council may consider to implement charges for, such as parking bay suspension requests from utility companies. The full criteria are set out in Policy 9.
- Employee Parking Schemes: The Council may consider proposals from employers and other organisations such as the BIDs representing employers in any of the town centres in the District for an employee parking scheme. The criteria for an employee parking scheme are set out under Policy 17.

- Sale of Permits to Non-residents in Controlled Parking Zones: The Council recognises that where CPZ's were previously designed to favour residents and exclude commuters or employees and have been successful, this has in some cases resulted in under-utilised road space where there is very little use of the available on-street space during the day. In several CPZ zones the take up of permits is low and the net effect is increased cost to the Council to manage these zones, due to lower than required income to cover costs and spare space in locations where demand for parking would be high if left unrestricted. There is potential to sell permits to non-residents in each zone on a managed basis. A decision on selling non-residential permits in underutilized zones will be based on the criteria set out under Policy 23.

### Parking Issues Reporting Pack

- 8.4 The Parking Issues Reporting Pack has been developed to introduce a formal structure for the reporting of parking issues to North Hertfordshire District Council and for making requests for measures to control parking on the public highway across the District.

The pack includes an overview of the legal process that the Council has to follow in order to introduce a new Traffic Regulation Order, and the information that the applicant will need to include before they submit their case evidencing a genuine parking issue. This process will assist the Council with understanding the reported issue and, where needed, allow a priority to be given when compared to other requests.

It is anticipated that adopting this structured approach to reporting parking issues will help streamline the Work Programme and ensure that only essential schemes are progressed which will ensure a more effective use of Council resources.

- 8.5 The delivery of the Strategy, associated Action Plan and the Operational Guidelines are very much reliant on the efficient use of available resources. In delivering this Strategy the Council will face the challenge of delivering value for money while maintaining and developing the parking function/service so that it remains, and is seen to be, fair, efficient, effective and responsive to change and where possible should cover the cost of providing the service. Opportunities for third party funding (directly or through grants) must also be explored where considered appropriate, for example as a part of investigating improvements to the Council's multi-storey car parks, there may be opportunities for some joint funding from town centre management as part of the BIDs and other relevant stakeholders (See Financial Implications Section 11 below).
- 8.6 It will therefore be important that this Parking Operational Guidelines document, alongside the Parking Strategy remains a living document which adapts to emerging issues and provides a flexible approach to identify opportunities to review the actions and ensure that they become deliverable in the future in the light of the available resources (both financial and staffing). To this end it is recommended that Committee recommends that the draft Parking Operational Guidelines are put forward to Cabinet for adoption and that delegated authority is given to the Service Director - Regulatory to review and agree updates/amendments to the Operational Guidelines and Strategic Action Plan as required in consultation with the Executive Member for Planning and Transport.

## **9. LEGAL IMPLICATIONS**

- 9.1 Under the Terms of Reference for Cabinet Paragraph 5.6.1 of the Constitution states that the Cabinet can prepare and agree to implement policies and strategies other than those reserved to Council.
- 9.2 Under the Responsibilities for Functions-Summary Paragraph 14.3 of the Constitution states that decisions about executive functions may be taken by Officers.
- 9.3 Specific legal implications of the policies within the adopted Parking Strategy and draft Parking Operational Guidelines will need to be considered as the projects commence within the Action Plan, such as the requirement for any new and revised Traffic Regulation Orders to implement changes to on and off street parking arrangements. Any parking initiatives that are likely to impact on the highway will need to be undertaken in consultation with Hertfordshire County Council as the Highway Authority and other relevant statutory undertakers as required in the Traffic Management Act 1984 (and subsequent revisions).
- 9.4 Should on-street charging proposals come forward then the requirements of the Traffic Management Act 1984 (and subsequent revisions) will need to be considered. This may require a review of the agreement between the Council and Hertfordshire County Council regarding Decriminalised Parking Enforcement.

## **10 FINANCIAL IMPLICATIONS**

- 10.1 The Draft Operational guidelines have been prepared by officers and funded through existing budgets.
- 10.2 The main financial commitments arising from the delivery of the Strategic Action Plan in the adopted Parking Strategy for next financial year are as follows (subject to Corporate Business planning considerations):
  - Completing the Letchworth and Royston Parking Reviews and addressing issues relating to existing Traffic Regulation Orders (TRO), such as the review of the off-street TRO and any associated implementation of lines and signs. There is an existing Town Wide Parking review reserve of £347k and an additional £89k in the lines and signs maintenance budget for this work. The town wide budget is an annual budget of £65k.
  - Undertaking necessary reviews and feasibility work associated with the wider actions. At present there is £53k of Growth Area Funding within the revenue budget and £285K of funds within the capital budget that has been put forward as a capital bid for 2020/2021 to fund the projects identified in the Action Plan that will require further investigation, feasibility studies and funding for implementation such as the pay-on-foot trial. Outside of these budgets future actions will require capital/revenue bids as part of the annual budget setting process, unless third party funding, either through grants or direct funding, can be secured.

- 10.3 Feasibility and review works are intended to help identify efficiencies or where investments can be justified to improve the service to the customer and be financially justified. Identifying financial and risk implications will form part of the feasibility/review works.
- 10.4 It is the intention for the Parking Strategy and draft Operational Guidelines to ensure that the costs of car parking (e.g. providing, enforcing and maintaining car parking) is efficient and covers the cost of the service and where available and appropriate to fund contributions towards other related parking initiatives and transport services identified through the Parking Strategy and the NHDC Transport Strategy. It is also possible that parking income may be in excess of the costs of running costs, initiatives and other transport services. This would reflect that charges have been set on the basis of managing demand, to reflect alternative parking locations and to encourage the use of other modes of transport.

## **11. RISK IMPLICATIONS**

- 11.1 Adoption of the draft Operational Parking Guidelines will provide the Council with the opportunity to proceed with short-term and mid-term projects as set out in the Strategic Action Plan to improve parking across the district within the context of a new policy framework.
- 11.2 “The Parking Service” and “Implementation of Parking Strategy” are already identified as risks on the Council’s Risk Register, although these risks will be reviewed comprehensively and reassessed to reflect the adopted Strategy following adoption of the Operational Parking Guidelines. Currently, officers have assessed “Implementation of the Parking Strategy” as a Medium risk in terms of both Impact and Likelihood.
- 11.3 Some of the main risks associated with the Operational Parking Guidelines and the Strategic Action Plan include:
- The management of member and customer expectations in terms of delivery of the actions;
  - Income estimates or costs associated with new payment methods are significantly different from those estimated;
  - Improvements to multi-storey car parks and other initiatives do not improve usage and contribute to the vibrancy of the town centres;
  - Budget constraints mean that suggested priorities cannot be progressed in line with the Strategic Action Plan; and
  - There will be insufficient staff resource to deliver the action plan either on time or to the quality required.
- 11.4 The review of risk implications associated with each specific action and the related approach to managing these risks, will form part of the delivery process and officers will update the Risk Register accordingly.
- 11.5 There will be a number of ongoing budgetary and parking challenges facing the Council over the lifetime of the Strategy, and it will therefore be important that the Parking Strategy and the draft Parking Operational Guidelines remains a living document which adapts to emerging issues and provides a flexible approach to identify opportunities to review the actions and associated risks to ensure that they become deliverable in the future in accordance with available resources.

## **12. EQUALITIES IMPLICATIONS**

- 12.1 In line with the Public Sector Equality Duty, public bodies must, in the exercise of their functions, give due regard to the need to eliminate discrimination, harassment and victimisation, to advance equality of opportunity and foster good relations between those who share a protected characteristic and those who do not.
- 12.2 There are not considered to be any direct equality issues arising from this report. The guidelines provide clarity, consistency and transparency of approach for all users and officers. Any individual schemes or consideration that arises from the Strategy will be subject to appropriate review to ensure they comply with the Public Sector Equality Duty. NHDC has a process for the reporting of parking issues for those who are experiencing issues.

## **13. SOCIAL VALUE IMPLICATIONS**

- 13.1 As the recommendations made in this report do not constitute a public service contract, the measurement of 'social value' as required by the Public Services (Social Value) Act 2012 need not be applied, although equalities implications and opportunities are identified in the relevant section at Section 13.

## **14. HUMAN RESOURCE IMPLICATIONS**

- 14.1 There are limited resources available within the Regulatory Service to be able to deliver the Parking Strategy, Action Plan and Work Programme. However, the NHDC Parking Operational Guidelines and Parking Issues Reporting Pack will provide a structured process to determine which parking controls should be prioritised. It is anticipated that this will provide additional capacity for the Parking Projects Officer to deliver the Parking Strategy Action Plan and Work Programme.
- 14.2 Resourcing and training requirements will need to be considered for any changes to the Car Park Management System, new internal processes and the introduction of any technological changes. It is noted that the intention is for the service to be self financing with the revenue received from on and off street parking.

## **15. APPENDICES**

- 16.1 Appendix A – Draft North Hertfordshire District Council Operational Guidelines
- 16.2 Appendix B – Parking Issues Reporting Pack 1 – User Guide
- 16.3 Appendix C – Parking Issues Reporting Pack 2 – Application Form

## **16. CONTACT OFFICERS**

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## **17. BACKGROUND PAPERS**

17.1 [Cabinet Report – 29 January 2019 – NHDC Parking Strategy Review](#)

17.2 [North Hertfordshire District Council Parking Strategy 2019-2031 and associated Strategic Action Plan](#)

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# **North Hertfordshire District Council Draft Parking Operational Guidelines 2019-2031**

**December 2019**



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## **SECTION 1: INTRODUCTION, CONTEXT AND OBJECTIVES**

### **Introduction**

This document should be read in conjunction with the adopted North Hertfordshire District Council Parking Strategy 2019-2031<sup>i</sup>. The main focus of the strategy document is to provide the Council's policy framework for managing parking across the District. It sets out how parking issues are currently dealt with and identifies a number of objectives and proposed actions for which future investment may be required.

The detail of how the Council proposes to implement the policy framework set out in the Parking Strategy is contained within this document and details the necessary guidance and assessment criteria to be followed to enable officers to review and update the guidelines as required throughout the life of the Parking Strategy in consultation with the Executive Member for Transport to reflect changes in parking trends, and ensure that these are aligned with the Council's priorities.

### **Policy Context**

The Council's parking policies must comply with the law (particularly the Traffic Management Act 2004); and have regard to the Secretary of State's Statutory Guidance to Local Authorities on the Civil Enforcement of Parking Contraventions, issued in 2014. This Guidance states that enforcement authorities should design their parking policies with particular regard to:

- managing the traffic network to ensure expeditious movement of traffic, (including pedestrians and cyclists);
- improving road safety;
- improving the local environment;
- improving the quality and accessibility of public transport;
- meeting the needs of people with disabilities, some of whom will be unable to use public transport and depend entirely on the use of a car; and
- managing and reconciling the competing demands for kerb space.

The Council's role with regard to on-street car parking is one of the management and enforcement of all on-street parking restrictions in the District. This management and enforcement role also includes the off-street car parks the Council owns and/or manages mainly in town centres. North Hertfordshire District Council (NHDC) is also the local planning authority responsible for parking standards for new development.

In respect of on-street parking (public roads and streets) enforcement, the Council acts on behalf of Hertfordshire County Council (the Highway Authority) under the terms of an agency agreement between the two authorities. The Council's agreement with Hertfordshire County Council (HCC - i.e. the Highway Authority) does not include the implementation of other on-street parking controls (i.e. Traffic Regulation Orders – TROs) that are intended to address safety or public amenity issues.

As well as complying with relevant legislation the Parking Strategy must also be read alongside the County Council's Local Transport Plan (LTP4), the NHDC Transport Strategy, the emerging North Central Hertfordshire Growth Transport Plan, Town Centre Strategies, the Local Development Framework and other relevant supporting documents to provide the full picture on how a balance can be struck between environmental protection, economic growth, accessibility, health improvement and social inclusion.

There is also a range of national, regional and local policy that is relevant to the Parking Strategy. Some of the key aims and objectives of these policies are set out below:

1. The National Planning Policy Framework (NPPF) 2018 sets out the Government's planning policies for England and how these should be applied. It provides a framework within which locally-prepared plans for housing and other development can be produced with reference to setting parking standards and policies at paragraphs 105 – 107. The NPPF must be taken into account in preparing the development plan, and is a material consideration in planning decisions.
2. The Secretary of State for Transport also issued in 2016 Statutory Guidance to Local Authorities on the Civil Enforcement of Parking Contraventions, which sets out the policy framework for Civil Parking Enforcement. It explains how to approach, carry out and review parking enforcement.
3. Countywide policy on parking is set out in the Local Transport Plan 4 (LTP4), which was adopted by Hertfordshire County Council (HCC) in May 2018. The Local Transport Plan adopts a transport user hierarchy policy which gives priority to more sustainable modes of transport such as walking, cycling and public transport. Policy 4 of the LTP4 stresses the importance of parking as a traffic demand management tool.

*The County Council considers greater traffic demand management to be essential in the county's urban areas in the next five years to achieve modal shift and improve sustainable travel provision. 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. The county council will work with the district and borough councils and other key stakeholders to develop locally appropriate strategies.*

4. The main principles of the County's transport vision have been replicated in the NHDC Transport Strategy, published in October 2017 as supporting evidence to the Submission Local Plan.
5. The NHDC Proposed Submission Local Plan contains parking standards and refers to the NHDC Supplementary Planning Document (SPD) *Vehicle Parking at New Developments*. The emerging Local Plan also identifies several transport related policies which will affect North Hertfordshire's town centres:

- Parking is one tool that can be used to influence travel demand and mode of travel. It is now recognised and accepted that, in most locations, demand management through parking is most appropriate at the trip destination (for example commercial, leisure and retail parking).
- The locations of parking areas should ensure that they create safe and secure places to leave and access vehicles.

## **Objectives**

Based on the above background, policy and the available information on parking in the District, the core objectives of the Parking Strategy and the Operational Guidelines are proposed as follows:

1. To manage the volume and type of on- and off-street parking in a balanced approach to meet NHDC, HCC and national policy objectives, including the need to achieve mode shift away from private car use and to help support the vitality of town centres.
2. To ensure that the quantity and type of on-street parking provision and kerbside space is managed and enforced to seek to balance the current and future demands of residents, businesses and visitors.
3. To keep under review the effectiveness of on-street restrictions within the District, and to work with HCC where safety and congestion is or could be an issue.
4. To ensure that Council-owned car parks are maintained to an appropriate standard, that there is sufficient space to meet demand and to aid traffic circulation.
5. To operate the car parking service with an efficient and effective use of available resources and within the financial constraints and objectives set by the Council.

These objectives are reflected in the overall policy framework and operational guidelines set out in section 2 of this document.

## **SECTION 2: POLICY FRAMEWORK AND OPERATIONAL GUIDELINES**

The guidelines set out in this section are in relation to where there is reference made to further guidance specified in the relevant policies within the adopted Parking Strategy. These include the following policies:

- Policy 4 - Off Street Car Park Management System
- Policy 5 - Off-street Car Park Tariff Reviews
- Policy 6 - Charging for Evenings, Sundays and Bank Holidays
- Policy 9 - Charging for On-street Parking
- Policy 16 - Electric Vehicle Charging in Town Centres
- Policy 17 - Employee Parking Schemes
- Policy 18 - Commuter Parking
- Policy 19 - Identifying On-street Parking Problem Areas and Potential Solutions
- Policy 20 - Small Scale Parking Improvements
- Policy 23 - Sale of Permits to Non-residents in Controlled Parking Zones
- Policy 24 - Parking at New Development and Existing Controlled Parking Zones

Where considered useful the Council has also set out further guidance for other policies not specified in the above list, or repeated the criteria already specified in the Parking Strategy these include:

- Policy 1 - Management and Resources
- Policy 2 - Off-street Car Park Capacity in Town Centres
- Policy 3 - Physical Improvements and Maintenance of Car Parks
- Policy 7 - Other Services in Council Car Parks
- Policy 8 - On-Street Parking Provision
- Policy 10 - Parking for Disabled Badge Holders
- Policy 13 - Powered Two-Wheeler and Bicycle Parking
- Policy 21 - Review of Existing Controlled Parking Zones
- Policy 22 - On-Street Disabled Badge Holder Parking Bays
- Policy 25 - Electric Vehicle Charging in New Developments and On-street



## Management and resources

### Policy 1 - Management and Resources

*In order to deliver this Parking Strategy the Council is committed to finding the most efficient and effective use of resources to implement improvements and manage the parking services on a day to day basis.*

To do this the North Hertfordshire District Council will seek to (but is not limited to):

1. Ensure effective enforcement of on and off-street parking across the District in accordance with North Hertfordshire District Council's Parking Strategy.
2. Implement a process to enable the Parking Services Team to report parking issues and Traffic Regulation Order (TRO) inconsistencies for inclusion in the NHDC Parking Work Programme.
3. Enhance the Parking section of the NHDC website to facilitate self-service for service users to reduce waiting times and enable instant information for parking services.
4. Signpost customers wishing to report a parking issue to the Parking Issues Reporting Pack to allow priority to be given to parking controls that meet the criteria as set out within the guidance notes. (Appendix A and B)
5. Where there is a justified parking issue which meets the criteria set out in the Parking Issues Reporting Pack, the issue will be investigated by the Parking Projects Officer and recommendations will then be discussed and reviewed with relevant Senior Officers in consultation with the Executive Member for Planning and Transport and agreed schemes will then be added to the NHDC Parking Work Programme.
6. Review the Councils approach to continuing with town-wide parking reviews for Baldock, Hitchin, Letchworth, Royston and the larger settlement of Knebworth based on available resources and ongoing parking pressures. Parking reviews will be undertaken on a periodic rolling programme; with no more than one parking review taking place at any one time.
7. Work jointly with Hertfordshire County Council as Highways Agency and liaise regularly to review the NHDC Parking Work Programme to facilitate joint working, where possible.
8. NHDC will undertake regular inspections of council-owned car parks to ensure they remain fit for purpose in line with any service agreements with third parties. (Further information is outlined in Policy 3 – Physical Improvements and Maintenance of Car Parks).
9. Regularly maintain Pay and Display charging machines to ensure they are in good working order.
10. Investigate and utilise technology and software subject to a suitable business case to increase internal operational capacity and convenience for parking services users, such as pay by phone, issuing of virtual permits and, introducing other forms of payments for parking sessions.
11. Review the management of the service in line with changes in legislation, the Council's priorities and against NHDC Mid Term Financial Strategy.

## **Town Centres**

### **Policy 2 - Off-street Car Park Capacity in Town Centres**

*The Council will periodically review the level of off-street car parking capacity in each of the town centres. The Council will aim to manage the overall level of capacity in line with policy objectives for town centre vitality, while seeking to minimise environmental impacts, recognising the need for encouraging sustainable travel and adapting to new technology and trends in parking. The Council will consider the balance required between short and longer-stay parking needs in its reviews.*

*The Council will manage its off-street car parks in a financially responsible manner. Where appropriate, the Council will work with other off-street parking operators to seek to ensure that the combined car parking capacity in town centres meets policy objectives and is financially sustainable.*

To ensure that there is suitable off-street parking provision available in our car parks that meet user needs, the Council will (but is not limited to):

1. Support the objectives of the Town Centre Strategies to protect the vitality, social and environmental amenity of the towns.
2. Consider parking provision in the context of the Local Transport Plan (LTP4) and Transport Strategy objectives, to create towns where walking, cycling and public transport are encouraged and support strategies to address climate change and air quality.
3. Improve the ease of use of all parking facilities, i.e. the customer experience, and ensure a smooth transition to new technologies.
4. Provide information for users and decision makers to aid the management of parking.
5. Ensure that on-street and off-street parking should cover the cost of providing the service.
6. Work in partnership with relevant stakeholders where appropriate.
7. Review on a regular basis, the location of car park spaces in the car parks and whether they continue to meet the demands of user needs and in line with the Town Centre Strategies.
8. Introduce a procedure to enforce all users of car parks to take a Pay and Display ticket from the Pay and Display machine so that the Council can better understand the car park usage.
9. Manage off-street car parks in a financially responsible manner. Where appropriate, the Council will work with other off-street parking operators to seek to ensure that the combined car parking capacity in town centres meets policy objectives and is financially sustainable.

### **Policy 3 - Physical Improvements and Maintenance of Car Parks**

*The Council will prepare and periodically review a programme of physical improvements for its car parks, in conjunction with relevant stakeholders where appropriate and subject to funding availability.*

Some of the general areas that the Council may consider to include in the car park improvement work plan are (but not limited to):

1. Continuing to engage the services of Stevenage Borough Council through a Service Level Agreement to undertake regular site inspections and maintenance of NHDC off-street car parks.
2. To develop a regular work programme of maintaining car park surfacing and lining.
3. To investigate physical improvements to the council multi-storey car parks to encourage usage by reviewing access and signage to car parks, and engaging with town centre management to improve safety.
4. To develop a management plan to tackle anti-social behaviour and vandalism in the multi-storey car parks.
5. To utilise technology to improve town centre traffic management and car park usage to direct users through signage advising on the location and capacity of each car park.
6. Further investment in lighting and security measures in the most popular evening car parks.

Some of the specific issues that the Council may consider to include in the car park improvement work plan are:

7. The Lairage multi-storey car park in Hitchin is accessed from the top and exited at the bottom. Car park users have no way of knowing whether spaces are available in lower levels. A bay monitoring system to inform drivers in advance of the number of available spaces would address this problem.
8. Vehicular signage to the Lairage multi-storey car park needs to be improved with a more prominent sign on Old Park Road adjacent to the Waitrose sign. It is also recommended that clear pedestrian signage is installed on Paynes Park to indicate the presence of a car park.

### **Policy 4 – Off-Street Car Park Management System**

*The Council will continue to assess the most appropriate off-street parking management systems and payment mechanisms on a case-by-case basis.*

The Council will evaluate its car park management systems and replace these as necessary, subject to the appropriate business case. There is likely to be different solutions for different car parks and on-street locations, and flexibility is required in a fast-changing field of technology.

In evaluating alternative systems, the Council will consider but not limited to the following:

1. The user interface and likely user benefits.
2. User adoption and ongoing support from service provider.
3. 24/7 access and customer support from service provider.
4. Ability to cater for different users e.g. disabled, staff, permit, visitor and season ticket holders.
5. The resourcing cost.
6. Whole life investment and maintenance costs versus potential income stream.
7. The resourcing cost.
8. Flexibility for future change.
9. Practical application in the location and possible highway impacts.
10. Integration with other council systems.
11. Data collection and Management Information potential.
12. Payment collection and revenue processing.
13. Parking inventory management.
14. Software integration with Variable Message Signage systems, barrier gate equipment and payment machines.
15. Enforcement management.
16. Instant reporting of incident, maintenance and parking issues.

## **Policy 5 – Off-street Car Park Tariff Reviews**

*The Council will review tariffs and season tickets on an annual basis in accordance with its Medium Term Financial Strategy to determine an appropriate level of inflationary change.*

*The Council will also undertake a more detailed review of its tariffs and season tickets structure at reasonable intervals, and at least once during the life of the NHDC Parking Strategy.*

This review will consider but not be limited to the following:

1. Usage and demand for car parks within towns as a whole.
2. Differences in demand for parking within car parks.
3. Differences in demand for parking between days and times of the day.
4. Economic vitality and viability of town centres.
5. Tariffs and timings used in other private car parks within towns.
6. Tariffs and timings used in other nearby towns.
7. Tariff rebate or discount schemes.
8. Short stay tariffs should reflect the key objectives of Town Centre Strategies with specific regard to supporting duration of stay.
9. Long stay tariffs should remain higher than return local bus or rail fares in order to encourage alternative modes of travel to town centres.
10. The practicalities of implementing tariff increases depending on the types of parking management system in operation.

11. Other issues such as the need to prevent unnecessary circulating traffic due to big tariff differences between on- and off-street parking, and between different car parks.
12. Other financial considerations such as the rate of inflation, cost of managing the parking service and cost of implementing new tariffs.
13. The potential for, and the practicality of, linking parking charges to vehicle emissions.

As part of this process the Council will monitor the usage of its car parks and undertake discussion with the relevant town centre managers and organisations to understand the impact of proposed tariff changes.

The Council will charge for replacement lost, stolen or damaged parking permits, the charge will be levied to cover administration costs only. The level of charge will be reviewed alongside other parking charges,

### **Policy 6 - Charging for Evenings, Sundays and Bank Holidays**

*The Council will consider charging for parking for evenings, Sundays and Bank Holidays. Any review will be carried out in consultation with relevant stakeholders, and implementation of evening and Sunday and Bank Holiday charging will consider (but not limited to):*

1. Demand for evening, Sunday and Bank Holiday parking,
2. The economic circumstances of town centres at the time and the options of phasing in such charges, for example on a trial basis in certain car parks and in incremental steps.
3. Resource implications for managing car parks outside current charging hours, as well as;
4. Impact on surrounding streets and the cost associated with having to undertake any reviews of existing Traffic Regulation Orders and/or Parking Place Orders within these streets.

### **Policy 7 - Other Services in Council Car Parks**

*The Council will consider opportunities for providing other services and temporary uses within its car parks. In some cases, services may be provided by third parties and in all cases, consideration will be given to the appropriateness of the service provided and/or the use as well as the implications for use of the car park and town centre generally.*

Services could include (but not limited to):

1. Advertising on tickets, ticket machines or elsewhere.
2. Promotion or marketing initiatives.
3. Other events associated with town centre promotion or activities.
4. Other appropriate commercial activities.

Each proposal will be considered on an individual basis and where considered necessary must be accompanied by:

- Evidence of appropriate insurance cover with a minimum of £5,000,000 public liability insurance (depending on the nature of the event a higher limit if indemnity may be required).
- Evidence of relevant permissions (including submission to the North Herts Safety Advisory Group, if applicable.)
- A risk assessment to be approved by the appropriate service area within the Council and
- Will be expected to adhere to the relevant NHDC standard terms and conditions.

The Council will seek to consider charging for the service or for the temporary use of its car parks. The agreed charge will be dependent on:

- How many parking bays the proposed service or event require,
- The duration, and
- The administration resource of the relevant NHDC staff (e.g. parking services, parking enforcement, environmental health).

Any application for the use of the Councils car parks are to be submitted to [parking.services@north-herts.gov.uk](mailto:parking.services@north-herts.gov.uk)

## **Policy 8 - On-Street Parking Provision**

*In consultation with relevant stakeholders the Council will review provision of on-street parking as and when circumstances change in town centres. Consideration will be given to the overall quantum and balance in duration of stay of on-street parking spaces. The Council will aim to manage the overall level of capacity in line with policy objectives for town centre vitality, while seeking to minimise environmental impacts, recognising the need for encouraging sustainable travel and adapting to new technology and trends in parking. The Council will also consider during the design and enforcement of on-street controls the needs of bus operations.*

*The Council will seek to continue to pursue a general policy of very short-stay parking in core streets, short and medium stay parking in peripheral streets and medium to longer stay parking in streets further out from the centre, subject to provision not conflicting with other demands or giving rise to safety, access or amenity concerns.*

From time to time there may be a need to review the provision of on-street parking in town centres on a case by case basis. Cases in which the Council may review On-Street Parking Provision are (but not limited to):

1. Servicing, emergency vehicles and buses have reported difficulty accessing key destinations;

2. There is a frequent build up of circulating traffic searching for on-street parking which creates congestion;
3. Making provision for other more sustainable modes of travel, such as bus, pedestrian or cycle priority schemes; or where
4. Parking issues are reported via the Parking Issues Reporting Pack and the relevant criteria are met.

## **Policy 9 - Charging for On-street Parking**

*The Council will seek to consider the case for on-street parking charges on a case-by-case basis in consultation with relevant stakeholders. Consideration will also be given to appropriate parking management and payment mechanisms.*

Key issues the Council will seek to consider, but not be limited to, are:

1. The economic vitality and viability of town centres and the implications of introducing on street charging.
2. The cost of implementing and managing on-street charging.
3. Appropriate tariffs for on-street charging relative to off-street parking charges.
4. Appropriate charging times and days for on-street parking.

The following examples of categories of on street charging areas will be considered in conjunction with the above:

- Core shopping streets with the lowest duration of stay and highest turnover of spaces.
- Next to core shopping streets with short to medium stay duration.
- Longer stay on the edges of town centres, with specific regard to the potential for parking migrating to non-town centre areas.
- Longer stay elsewhere e.g. for employee, commuter, or education users.
- Bays with Electric Vehicle charging points.
- Requests for parking suspensions/reserving a parking bay.
- Requests for a parking dispensation notice.

## **Policy 10 - Parking for Disabled Badge Holders**

The Council will maintain its policy of providing free parking for Disabled Badge Holders both on-street and off-street in a variety of locations around town centres for a maximum of three hours on-street and the maximum stay in accordance with the respective off-street car park tariff. Where circumstances change (for example associated with a new car park management system, development proposals or demand for more pedestrian priority) the views of relevant stakeholders will be sought on future provision for Disabled Badge holders. Areas the Council may consider but not be limited to are:

1. Where demand justifies it, the Council will also seek to identify and provide parking space for mobility scooters.
2. Pedestrian priority measures will be designed with the needs of Disabled Badge holders' parking needs as a key consideration.
3. The guidance in NHDC Supplementary Planning Document Vehicle Parking at New Development document will be adhered to.

### **Policy 13 - Powered Two-Wheeler and Bicycle Parking**

*The Council will consider, as part of reviews or changes in town centres, how appropriate parking facilities for powered two wheelers and bicycles can be provided. The most appropriate mechanism for delivering improvements is via the NHDC Transport Strategy or Town Centre Strategies and/or new development proposals, and the principle of small-scale provision at a variety of locations in town centres is the starting point.*

To encourage the use of powered two-wheeler and bicycle use to deliver environmental improvements the Council will seek to maintain:

1. Provision for powered two wheelers and bicycles will continue to be made in off-street car parks.
2. Opportunities for increasing provision, particularly for cycle parking will be made where they can be identified in accordance with the Councils emerging Local Cycling & Walking Infrastructure Plan (LCWIP).

### **Policy 16 - Electric Vehicle Charging in Town Centres**

*The Council will consider the case for electric vehicle charging points in off-street car parks and review the use of existing bays. The Council may offer discounted or free parking to electric vehicles whilst being charged for a limited period to encourage their take-up, although over time these bays will revert to standard tariffs.*

*The Council, in conjunction with Hertfordshire County Council as Highway Authority will also consider the case for on-street electric vehicle charging points where this is regarded as viable, practical and necessary.*

An Electric Vehicle Strategy is currently under preparation which will outline the Council's approach to electric vehicle (EV) charging provision in town centres. The criteria the Council may include but not limited to is as follows:

1. A percentage or quota of current bays both on and off street being converted to EV charging points based on government guidance and demand.
2. Providing a mix of fast to ultra-rapid charge points depending on whether the parking bay is very short stay or long stay.
3. Providing discounted parking tariffs for EV vehicles to encourage their adoption within the district.
4. Providing incentives to encourage EV parking for taxis.



## **Policy 17 - Employee Parking Schemes**

*The Council will consider proposals from employers and other organisations such as the BIDs representing employers in any of the town centres in the district for an employee parking scheme.*

The following criteria for an employee parking scheme could involve (but not limited to):

1. Discounted season tickets being eligible in a defined parking area of one or more car parks that have been identified to be under-utilised during weekdays. The BID/sponsor would reimburse NHDC with a block payment for this allocation of parking spaces and any associated implementation costs.
2. The BID/sponsor would manage the application and selection process. NHDC would continue to be responsible for issuing the season tickets and enforcement of the car parks.
3. The discounted season tickets would be issued (and regularly reviewed) on the basis of a set of eligibility criteria to be administered by the BID/sponsor and agreed by NHDC:
  - Beneficiaries must demonstrate that they work in the town centre (rail commuters excluded).
  - Beneficiaries must demonstrate that their income does not exceed a threshold value to be determined and justified by the BID.
  - Priority should be given to employees on the basis of a set of criteria reflecting NHDC transport policy priorities, such as (a) disability, (b) car sharing, (c) low vehicle emissions, and (d) priority to users who do not live within 10 minutes' walk of an hourly bus or rail service.
4. The discounted season ticket scheme should only be introduced where it is accompanied by a multi-modal Travel Plan produced by the BID/sponsor and covering the town centre employers with a stake in the BID.
5. The discounted season ticket price must not be lower than the bus and rail fares from the town centre employment catchment (the boundary of the core employment catchment can be determined from the Travel Plan data, and daily return fares are to be used as a benchmark).

## **Residential and Other Non-Town Centre Areas**

### **Policy 18 - Commuter Parking**

*The Council will consider measures to manage commuter parking demand and supply through a combination of demand management, parking controls and additional commuter parking capacity.*

The Council recognises that there are still some areas of the District that suffer from excessive amounts of long stay parking that is a problem, and identified areas that will need attention over the course of the current Parking Strategy. The continued

growth in commuter parking around stations is the most pressing issue in several areas. The following objectives summarise the Council's priorities in dealing with on-street parking problems:

- Where residents compete for road parking space in their own streets with other groups (local workers, commuters etc.) new schemes will give greater priority to residents.
- Where local businesses compete for road parking space in their local industrial areas with other groups, (commuters etc.) new schemes will give greater priority to local businesses.

Ultimately the problem of commuter parking is one of demand and supply where some of the factors, such as rail season ticket prices, lie outside the control of the Council. The approach to dealing with commuter parking demand in the medium-term will differ in the four towns and Knebworth and will be reviewed as part of the town-wide parking reviews outlined under Policy 1.

### **Policy 19 - Identifying On-Street Parking Problem Areas and Potential Solutions**

*The Council will continue to implement measures to manage on-street parking in accepted problem areas, subject to funding availability and according to a regularly updated and prioritised programme of work.*

The Council has limited resources, and needs to make efficient use of these. Consequently it will only investigate parking problems where there is clear evidence of the issue and of public support for dealing with it. This will also enable the Council to prioritise amongst different problems.

The core method of providing evidence of a problem is a parking survey, and guidance on carrying these out is provided in the Parking Issues Reporting Pack. As most reported problems relate to residential parking issues, the surveys are aimed at these, but can be adapted for other issues. In addition photographs of issues will also assist the investigation.

Once provided with satisfactory information to this effect, the Council will seek to investigate and take action where necessary according to the following initial appraisal:

- Where residents, with no off-street parking provision, are regularly prevented from parking in their streets or reasonable walking distance from their homes by commuters, local workers, students or other long-stay parkers.
- Where businesses are impeded in their daily activities, by parked vehicles associated with commuters, local workers, students or other long-stay parkers.
- Where the local Area Committee, Hertfordshire County Council and Hertfordshire Police are agreed that action needs to be taken to reduce the risk of accidents.

- Where the Council, Hertfordshire County Council and Hertfordshire Police are agreed that action needs to be taken to prevent regular significant queuing and congestion as a result of obstructive parking.
- Where the Council, Hertfordshire County Council and Hertfordshire Police are agreed that pedestrian, cycle or passenger transport routes are regularly impeded by obstructively parked vehicles.

In deciding the best approach to take to removing undesirable long-stay parking the Council will seek to consider but not be limited to the following:

1. The possible amount of non-residential parking and the amount of residential or operational business parking competing for road space.
2. The likely availability of off-street parking.
3. Locations where long-stay parking is impeding private accesses and junctions
4. Locations where non-residents' parking is causing other concerns, such as verge parking, blocking pedestrian routes, causing highway safety concerns or preventing safe and convenient access especially for cyclists, buses, servicing and/or emergency vehicles.
5. Locations where additional on-street charged parking, including long-stay commuter bays, can be accommodated safely.
6. The extent to which other parking generators influence demand (e.g. local businesses, schools and other organisations).
7. The potential for other issues such as speeding to become more prominent when parking is removed.
8. Whether removing non-residential parking will lead to a clear and unacceptable worsening of parking conditions elsewhere.
9. If a Controlled Parking Zone (CPZ) is implemented what are the resource implications for the Council, including an estimate of permit take up by local residents/businesses and the potential for paid on-street parking to cover implementation and management costs.
10. The views of Local Councillors, Hertfordshire County Council and Hertfordshire Constabulary on the above as well as initial views on the best method to addressing problems including whether a CPZ is appropriate.

## **Policy 20 - Small-Scale Parking Improvements**

*The Council will keep under review an implementation programme, subject to funding and resources availability, of small-scale parking improvements in locations where parking is hindering service and emergency vehicle access or public transport operations or is having other significant impacts.*

Some criteria that the Council may consider but not be limited to are:

1. Parking is hindering service and emergency vehicle access.
2. Parking is hindering public transport operations.
3. Parking is impacting the safety of pedestrians or other road users.
4. Parking is affecting traffic conditions and is increasing congestion.
5. Parking is impacting on the local environment.

As resource is limited, all small-scale parking improvement suggestions will be assessed by the Parking Project Officer to recommend an order of priority to be reviewed and approved by Senior Managers in consultation with the Executive Member for Planning and Transport and relevant organisations, such as Hertfordshire County Council.

Both Hertfordshire County Council and North Hertfordshire District Council have distinct priorities and motivations for taking the lead in implementing parking relating Traffic Regulation Orders (TROs).

North Hertfordshire District Council is likely to take the lead in:

1. The provision of parking for various users through the introduction of minor controls, or more extensive controlled parking zones. For example, Resident Parking Schemes are considered in areas, often near railway stations or town centres, which experience persistent parking problems with commuters, shoppers and others who do not live or have businesses on typically residential streets.
2. The management of parking to meet wider, corporate objectives as set out in the adopted Parking Strategy, such as the provision of disabled parking in town center's and management of pavement parking where considered appropriate in accordance with legislation
3. Obstruction to a driveway or dropped kerb pedestrian crossing point, or if the issue relates to parking on existing restrictions.

Hertfordshire County Council is likely to take the lead in:

- The promotion of parking controls to tackle potential / perceived highway safety issues.
- Parking controls to accompany planned highway improvements, including those required by third-party developers.

The County Council can exercise their duties by proposing a TRO when it is deemed expedient to address the following statutory purposes:

- (a) For avoiding danger to persons or other traffic using the road or any other road or for preventing the likelihood of any such danger arising
- (b) For preventing damage to the road or to any building on or near the road
- (c) For facilitating the passage on the road or any other road of any class of traffic (including pedestrians)
- (d) For preventing the use of the road by vehicular traffic of a kind which, or its use by vehicular traffic in a manner which, is unsuitable having regard to the existing character of the road or adjoining property
- (e) (Without prejudice to the generality of paragraph (d) above) for preserving the character of the road in a case where it is specially suitable for use by persons on horseback or on foot
- (f) For preserving or improving the amenities of the area through which the road runs

- (g) For any of the purposes specified in paragraphs (a) to (c) of subsection (1) of section 87 of the Environment Act 1995 (air quality).

## **Policy 21 - Review of Existing Controlled Parking Zones (CPZ)**

*The Council may as and when circumstances require, review an existing CPZ in order to determine whether it remains 'fit for purpose'. In consultation with relevant stakeholders, a programme for amending such CPZs will then be drawn up where it is considered appropriate to do so.*

The circumstances for which the Council may consider reviewing existing Controlled Parking Zones may include (but not limited to):

1. As part of a scheduled town-wide parking review.
2. The Council is notified of an issue via the Parking Issues Reporting Pack process.
3. The uptake of a residents parking scheme is undersubscribed or oversubscribed.
4. There is a justified significant change in parking behaviour on street to warrant a review.

As resource is limited, all CPZ review suggestions will be assessed by the Parking Project Officer to recommend an order of priority to be reviewed and approved by Senior Managers in consultation with the Executive Member for Planning and Transport and relevant organisations, such as Hertfordshire County Council.

## **Policy 22 - On-Street Disabled Badge Holder Parking Bays**

*Applications for on-street Disabled Badge Holder parking bays will be directed towards Hertfordshire County Council where applications will be assessed on case-by-case basis and the assessment will focus on eligibility criteria as well as site specific circumstances.*

Considerations will include but not be limited to the following:

1. The availability and distance from the applicant's destination of off and on street parking.
2. The ability of the applicant to walk or otherwise manoeuvre to the nearest parking provision, possibly via confirmation from a medical professional.
3. Whether a formal or informal parking bay is the most appropriate course of action.
4. Site specific safety or amenity issues for other road users.
5. The views of Local Councillors, Hertfordshire County Council and Hertfordshire Constabulary.

It should be noted that on-street disabled parking bays with an associated sign can be legally enforced. These are usually near shopping centres, stations and public

buildings. Disabled parking bays installed on residential roads to assist blue badge holders to park close to their homes tend to be advisory and are usually respected by most drivers. It is to be noted that disabled parking bays are for the use of any driver displaying a disabled badge and cannot be reserved for a specific resident where the street is public highway.

### **Policy 23 - Sale of Permits to Non-residents in Controlled Parking Zones**

*The Council may consider selling permits to non-residents in Controlled Parking Zones. A decision on whether to sell permits to non-residents will be made based on evidence of available spare capacity and in consultation with relevant stakeholders including Hertfordshire County Council as Highway Authority.*

A decision on selling non-residential permits in CPZs will be based on but not be limited to consideration of:

1. The likely demand for non-residential parking in a Zone or part of a Zone.
2. The level of permit take up and use by residents compared to number of properties eligible.
3. The extent that permit take up varies between streets within the Zone and whether specific streets or lengths of streets can be identified as preferred locations for non-residents parking.
4. The availability of space for non-resident parking based on daytime observation survey and especially at morning/evening peak demand times.
5. The extent that spare space should be kept available for visitors/deliveries to residents.
6. The extent that space is required for parking in accordance with any permitted limited waiting, disabled or loading space in some Zones.
7. The amount of dropped kerb and other site specific circumstances that may dictate the actual amount of space available.
8. The price of competing long stay non-residential parking.
9. All other highway user considerations.

Non-residents permits may be offered in combination with season tickets for allocated bays in car parks or as stand-alone permits. Non-resident permits will be sold on a first come, first served basis and a list of applicants will be retained by the Council as a live waiting list. Where initial applications and subsequent waiting lists exceed supply, priority will be determined based on local needs. Where there is limited off-street commuter parking, the priority should be the provision of managed commuter parking.

Non-residents that are sold permits eligible for CPZs will be required to comply with the terms and conditions of use. This requires strict observation of any requirement to park vehicles in specific named streets or part of streets.

## **Parking at New Developments**

### **Policy 24 - Parking at New Development and Existing Controlled Parking Zones**

*The Council will continue to adopt and periodically review their Supplementary Planning Document Parking Standards at New Development on parking policy and standards for new development. The Council will consider the need for including residents of new developments in existing CPZs on a case by case basis.*

As general guidance, considerations will include but not be limited to the following:

1. The amount of off-street parking provided formally or informally in the new development.
2. The extent to which the parking standards used in the new development comply with the 'Parking Standards at New Development' guidance.
3. Measures to encourage more sustainable modes of travel.
4. The availability of existing road space for additional residential parking.
5. Any constraints on a development site that may have restricted the provision of parking (e.g. need to retain Listed Buildings).
6. The potential for imposing a limit on the amount of permits provided per household for new developments.
7. Any other issues for example Planning Conditions or Legal Agreements that may prevent or restrict the issuing of permits.
8. Costs for amendments to traffic regulation orders, signs, lines and other administrative work required to add eligible properties to CPZ's from new developments should be met in full by developers.
9. Any guidance on parking provision at new developments needs to be based on car ownership trends, measured to encourage more sustainable modes of travel, new and advancing technologies including the provision of charging facilities at both origin and destination points for electric vehicles as well as changes in government legislation
10. Further information on provision of Electric Vehicle Infrastructure can be found in the NHDC Air Quality Planning Guidance document.

### **Policy 25 - Electric Vehicle Charging in New Developments and On-street**

*All new development should provide active and passive off-street provision for electric vehicles in accordance with the guidance in the NHDC Air Quality Planning Guidance document. The Council will review its Supplementary Planning Document Parking Standards at New Development at appropriate times to reflect where appropriate changing requirements including advice from Hertfordshire County Council.*

The Council, in conjunction with Hertfordshire County Council as Highway Authority, will also consider the need and viability of on-street charging points. These could potentially be funded by developer contributions, either in the form of planning obligation payments from new developments or the Pollution Damage Costs compensation mechanism included within the *NHDC Air Quality Planning Guidance*

document for Major Scale Developments. Grant funding and business arrangements with private companies specialising in the provision of EV charging infrastructure would also represent a means of provision of on-street charging.

An Electric Vehicle Strategy is currently in development which will outline the Council's approach to electric vehicle charging provision in new developments and on-street. The criteria the Council may include, but not be limited to, is as follows:

1. Determining the most appropriate EV charging units based on local conditions and infrastructure.
2. Recommendations on how to promote/ facilitate EV uptake amongst those reliant on on-street parking.
3. Involvement of local communities via the Parking Issues Reporting Pack.

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<sup>i</sup> North Hertfordshire Parking Strategy 2019-2031 adopted by Full Council on 29 January 2019 and can be viewed at: <https://www.north-herts.gov.uk/home/parking/parking-strategy>



# North Hertfordshire District Council Parking Issues Reporting Pack

## Part 1 - User Guide



**Version 1 - November 2019**

North Hertfordshire District Council  
<https://www.north-herts.gov.uk/home/parking>

NORTH HERTFORDSHIRE  
DISTRICT COUNCIL



DRAFT

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## Further Information

Should you require assistance or further information to complete this pack, please contact North Hertfordshire District Council:

Phone:



01462 474000

E-mail:



[transport@north-herts.gov.uk](mailto:transport@north-herts.gov.uk)

Write to:



North Hertfordshire District Council  
PO Box 10613, Nottingham, NG6 6DW

## Section 1 - Introduction

This Parking Issues Reporting Pack is a guide for reporting parking issues to North Hertfordshire District Council and for making requests for measures to control parking on the public highway. Parking, where a vehicle is typically left unattended for a period of time, is often the main source of complaint, however waiting, stopping and loading / unloading is also covered within this pack.

This Part 1 provides an overview of the parking control measures that are typically applied, when they are likely to be considered and the process by which they are brought into effect. Having read this information, if a valid parking issue remains that needs to be reported then Part 2 provides details of the information that needs to be submitted to North Hertfordshire District Council in order for the request to be considered further.

It should be noted that North Hertfordshire District Council receive a large number of requests for parking controls which will invariably outweigh the resources available to progress them. There is therefore no guarantee that parking related schemes will be chosen for progression, nor that any chosen schemes will be progressed in priority order.

Traffic Regulation Orders, the legal document that gives effect to many parking control measures, is referred to throughout this pack. For ease, this has been abbreviated to TRO or TROs.

Hertfordshire County Council as Highways Authority permits North Hertfordshire District Council to produce TRO's on its behalf under an agency agreement.

## Section 2 - What are parking controls?

Parking control is a generic term used in this pack for measures that control where and when vehicles wait (park), stop or load / unload on the public highway. More specifically they may form one or a combination of the more commonly used measures outlined in this section.

**Waiting restrictions.** These are indicated by yellow lines at the side of the road and a yellow time plate located on lamp columns or posts at the edge of the pavement. Where there are yellow lines on the road the waiting restrictions apply to the whole of the public highway, up to the centre of the road and also include adjoining verges, footways and cycleways:

- **Double yellow lines.** These lines prohibit parking 24 hours a day, everyday of the year. Sign plates are no longer required unless the restrictions are in force during certain months of the year only e.g. March through to September.



- **Single yellow lines.** These lines prohibit parking for less only apply on certain days of the week only. Sign plates are required to indicate the details of the restriction.





There are exemptions for parking on double or single yellow lines. Drivers may wait on yellow lines as long as is reasonably necessary to load and unload bulky goods or to pick up or drop off passengers.

Exemptions also apply to:

- Blue Badge holders displaying a valid badge
- Emergency service vehicles
- Statutory undertakers vehicles

**Yellow kerb markings.** These indicate that there are loading restrictions in force that prohibit a vehicle from stopping to load / unload. Double blips indicate that the restriction is in force at all times, single blips for specified times of the day or days of the week. There are no exemptions to wait while the restriction is in force. Blue badge holders are not allowed to wait where there are loading blips.



**Verge and Footway restrictions.** Where there are no waiting restrictions in force on the road that would also apply to adjoining public verges and footways, a prohibition can be introduced separately by way of signing that prohibits parking on verges and footways for the times and durations shown on the signs.



**Clearways / Bus Stop Clearways.** A clearway prohibits stopping at all times along a main carriageway or may restrict stopping except for certain vehicle types such as buses. At a bus stop a no stopping except buses clearway restriction is marked by a thick solid yellow line within a bus stop cage marking, and has a sign showing the times of the restriction that can be less than 24 hours a day.



**School zig-zag markings.** School zig-zag markings are covered by a TRO which prohibits waiting and loading / unloading of passengers typically between the hours of 8am to 5pm Monday to Friday on school days, or as otherwise shown on the accompanying sign. These restrictions are in place to maintain road safety for children and parents around the entrance to the school.



**Prohibition of waiting by Goods Vehicles and Buses.** Signs give effect to a TRO prohibiting waiting (but not loading) by any goods vehicle with a maximum gross weight as indicated on the signs. The TRO may also refer to buses, either in addition to, or in place of goods vehicles. Restrictions are normally applied overnight and at weekends as an environmental measure, in zones or on individual roads.



**Parking Places.** Parking places are indicated by white dashed lines on the road with an accompanying road sign adjacent to the bay. Drivers must park within the limits of the marked out bay.



**Resident Parking Zone.** A resident parking zone is an area where parking is controlled to benefit residents and visitors. During controlled hours you need a parking permit to park. Different Resident Parking Zones have different operational hours and days.

**Other types of parking places include:**

- Limited waiting bays
- Loading only bays
- Disabled badge holders only
- Bus Stops (buses only)
- Taxi ranks



### Section 3 - When might parking controls be needed?

The public highway can consist of a carriageway, footpath, pavement and grassed verge and in law nobody has any right to do anything on the highway except to pass and re-pass (i.e. to travel along the road or footway).

Parking on the highway, however wide, is an obstruction and an enforceable offence. No driver has a legal right to park on the road, though in reality such are the demands of modern life that on-street parking on most roads is condoned where the degree of obstruction is relatively small.

In the first instance, before parking controls are considered, issues relating to parking that causes a road safety concern or an obstruction, including parking on footways, should be referred to Hertfordshire Constabulary for them to advise whether the matter can be addressed through enforcement action. Hertfordshire Constabulary can be contacted on their non-emergency telephone number 101 or via their website [www.herts.police.uk](http://www.herts.police.uk)

The Highway Code is the official guide that all drivers are required to abide by. Knowing and applying the rules contained in the Code could significantly reduce road casualties.

The following are two sections of the Code that relate to parking:

#### 242

You **MUST NOT** leave your vehicle or trailer in a dangerous position or where it causes any unnecessary obstruction of the road.

#### 243

**DO NOT** stop or park

- Near a school entrance
- Anywhere you would prevent access for Emergency Services
- At or near a bus or tram stop or taxi rank
- On the approach to a level crossing or tramway crossing
- Opposite or within 10 metres (32 feet) of a junction, except in an authorised parking space
- Near the brow of a hill or hump bridge
- Opposite a traffic island or (if this would cause an obstruction) another parked vehicle
- Where the kerb has been lowered to help wheelchair users and powered mobility vehicles
- In front of an entrance to a property
- On a bend
- Where you would obstruct cyclists' use of cycle facilities (except when forced to do so by stationary traffic)

It is often when the demand for parking outweighs the opportunities available that the above guidelines get impinged upon, with the likely result being an adverse effect on the normal operational use of the highway. This is typically when a request is made for controls to address a resulting issue.



Parking controls are therefore typically required to uphold and improve road safety and to prevent obstruction of the highway. Other reasons include:

- Protecting visibility at junctions and pedestrian crossings
- Maintaining access (including emergency access) along narrow streets
- Increasing the turn over of use of short stay parking spaces in town centres to meet parking demand
- Maintaining bus route access and keeping bus stops clear of parked cars
- Increasing road safety for children around schools
- Maintaining disabled parking provision in town centre areas
- Managing commuter parking through the use of permits in areas surrounding the town centres and railway stations
- Preserving or improving the amenities of the area through which the road runs

#### **Section 4 – Responsibility for promoting new parking controls**

Traffic Authorities are receiving increasing demands relating to the management of roads, requiring consideration of placing both negative and permissive parking measures on the highway by way of TROs. Both will place controls on where and when parking (waiting), stopping and loading / unloading can occur with negative measures placing prohibitions and permissive measures providing controlled on-street parking and loading / unloading provision.

Under The Road Traffic Regulation Act 1984, the Traffic Authority for all roads in Hertfordshire (except motorways and trunk roads) is Hertfordshire County Council (Hertfordshire County Council), with North Hertfordshire District Council carrying out certain functions through delegated agency agreements including enforcement of most parking controls.

Both Hertfordshire County Council and North Hertfordshire District Council have distinct priorities and motivations for taking the lead in implementing parking relating TROs.

#### **North Hertfordshire District Council is likely to take the lead in:**

- The provision of parking for various users through the introduction of minor controls, or more extensive controlled parking zones. For example, Resident Parking Schemes are considered in areas, often near railway stations or town centres, which experience persistent parking problems with commuters, shoppers and others who do not live or have businesses on typically residential streets.
- The management of parking to meet wider, corporate objectives as set out in the adopted Parking Strategy, such as the provision of disabled parking in town center's and management of pavement parking where considered appropriate in accordance with legislation
- Obstruction to a driveway or dropped kerb pedestrian crossing point, or if the issue relates to parking on existing restrictions.



### Hertfordshire County Council is likely to take the lead in:

- The promotion of parking controls to tackle potential / perceived highway safety issues.
- Parking controls to accompany planned highway improvements, including those required by third-party developers.

The County Council can exercise their duties by proposing a TRO when it is deemed expedient to address the following statutory purposes:

- for avoiding danger to persons or other traffic using the road or any other road or for preventing the likelihood of any such danger arising
- for preventing damage to the road or to any building on or near the road
- for facilitating the passage on the road or any other road of any class of traffic (including pedestrians)
- for preventing the use of the road by vehicular traffic of a kind which, or its use by vehicular traffic in a manner which, is unsuitable having regard to the existing character of the road or adjoining property
- (without prejudice to the generality of paragraph (d) above) for preserving the character of the road in a case where it is specially suitable for use by persons on horseback or on foot
- for preserving or improving the amenities of the area through which the road runs
- for any of the purposes specified in paragraphs (a) to (c) of subsection (1) of section 87 of the Environment Act 1995 (air quality).

If the issue remains following consultation with the Police and / North Hertfordshire District Council then a new parking control measure may need to be considered by Hertfordshire County Council.

Please note that it is unlikely for issues that occur wholly on private roads to be considered. However these, plus any that occur partially on private roads, maybe considered if there is a knock-on effect to the use of the public highway.

## Section 5 – Considering the request

On receipt of the completed pack (Part 2), the contact details supplied in Section 2 of Part 2 will be used to acknowledge receipt (e-mail will be used if supplied).

The information in the completed pack will then be **reviewed** to determine whether:

- The location has already been reported to North Hertfordshire District Council. In this case, the new information supplied will be used to supplement the previous request(s).
- The location is already in the process of being considered. It maybe that parking controls are being considered or already in the process of being promoted, either directly to address the reported issue or that will indirectly address it as part of a wider proposal.

If this is a new request that will not be addressed by an on-going or impending process, the information in the pack will then be **verified** during up to three visits by North Hertfordshire District Council at the times when the issues have been reported to occur.

If the reported issue is not verified through observations during the visits, or the issue is better addressed by other means e.g. through enforcement action, then the initiator of the request will be advised accordingly.

Requests that are verified and deemed suitable will be discussed with the respective North Hertfordshire District Councillors and the Executive Member for Planning and Transport.

NHDC has a modest budget towards producing TRO's which is funded through parking income and S106 funding. Additionally, since the beginning of April 2012, Hertfordshire County Council has introduced Highways Locality Budgets (HLBs) across the entire county as part of its Herts Local Programme of Projects. HLBs provide each County Councillor with a budget to fund highway projects within their respective Electoral Division and represents a commitment to giving local people more say and control over local services. A proportion of the HLB budget can be used to consider new parking control requests.

It should be noted that North Hertfordshire District Council receive a large number of requests for parking controls which will invariably outweigh the resources available to progress them. There is therefore no guarantee that parking related schemes will be chosen for progression, nor that any chosen schemes will be progressed in priority order.

Parking control requests are prioritised on:

- safety
- traffic conditions
- environment and economy
- how people will benefit from the new proposals.

It is likely that no information will be given at this time regarding the timescale to consider the request further, other than the request will be held on a list for consideration of future progression should funding become available.

## **Section 6 - The Traffic Regulation Order process**

The majority of parking controls require a Traffic Regulation Order (TRO), and if an opportunity becomes available to start the process, it should be noted that starting the process does not guarantee the eventual outcome of new parking controls being introduced. In addition to the promoted measures being installed, it is not uncommon for measures to be altered, deferred or cancelled at any stage in the TRO process.

It is understandable that there could be a perception that 'it is a simple case of turning up and painting the lines' when a request is made to control parking. In reality, to promote a TRO requires a mandatory legal process to be followed, that is lengthy and requires both significant resources and time to complete. As a guide, promoting new parking controls at a single location could cost upwards of £5,000 and take between 6 and 18 months to complete.

The very nature of parking controls mean that those who currently park in the proposed controlled area will be affected and opposition to the process is likely to be encountered, especially in residential areas.

The TRO process is designed to engage both statutory stakeholders and the surrounding local community. This is to ensure that those potentially affected have an opportunity to participate into the consultation process and for any feedback to be used to develop any resulting proposal.

Once the request for new parking controls has been received and verified, and funding has been allocated to commence the TRO process, it is typical for the TRO process to progress as follows:

#### **Initial Consultation –**

Officers will undertake the initial consultation, referred to as the informal consultation. This will usually involve a letter and plan showing a potential scheme being issued to the properties fronting the proposal, as well as obtaining the views of statutory consultees, such as Hertfordshire County Council as Highway Authority, Local Councillors and the Emergency Services. The aim of the informal consultation is to identify whether there is community support for the introduction of the proposal, or if applicable, refine the proposal to take account of any feedback.

Based on the feedback received to the informal consultation, in liaison with the respective NHDC Councillors and the Executive Member for Planning & Transport, a decision will be made on whether a draft scheme will be prepared. The potential scheme at the initial consultation is based upon the information provided in the application.

#### **Draft Scheme –**

Where the informal consultation has identified a potential scheme, and the respective North Hertfordshire District Councillors supports progressing the scheme further, a draft scheme will be prepared for formal advertising. Once a draft scheme has been submitted for advertising, it is not possible to extend the proposal or make it more prohibitive without re-starting the informal consultation again.

#### **Advertising –**

Any proposed scheme **MUST** be consulted on and advertised. In addition to the initial, informal consultation, the advising stage, referred to as the formal consultation, invites formal comment from statutory consultees and from other interested parties e.g. local residents and businesses.

A notice is advertised in the local newspaper containing details of the proposed TRO and stating a 21 day period within which formal representation can be made. During this period, the notice is also displayed on site notices mounted in any roads that are affected. All relevant documentation, including a copy of the Draft TRO, associated plans, Statement of Reasons and copy of the notice can be viewed at the North Hertfordshire District Council office during normal office hours and on the Council website.

Objections to the proposals and comments of support must be made during this period in writing to the postal or email addresses specified in the notice.

All objections must be considered. Any objections and contentious issues are then reported to and considered by relevant officers in liaison with the respective North Hertfordshire District Councillors and the Executive Member for Planning & Parking, with a recommendation given to the delegated officer. When considering the objections, the delegated officer must decide whether to (a) allow the scheme to proceed as advertised, (b) modify the scheme, or (c) abandon it.

Any recommended modifications can only lessen the advertised proposal e.g. shorten restrictions or make them less prohibitive. Extended or more prohibitive restrictions would need to be re-advertised.

### **Implementation –**

Once agreement has been reached the scheme will then be implemented. This usually requires the installation of signs and lines appropriate to the proposal.

### **Making the TRO –**

To coincide with the installation of the signs and lines as necessary, the TRO can then be formally sealed providing all standing objections have been considered. This is done by way of a further notice advertised in the local newspaper.

### **Commencement –**

Enforcement of the new restrictions can commence following notification of the making the TRO.

Invariably the introduction of new parking controls will be viewed with differing opinions; with varying levels of either support or opposition, and often an individual's view of any problem will understandably be formed on how they are affected by the proposal. It therefore may not be possible to conclude the process with an outcome that meets with overall public acceptance or that fully meets the desired outcome of the initial request made in the pack.

The proposal needs to consider the potential impact on current parking trends, and therefore if appropriate the proposal will try to seek the optimum balance between addressing the perceived issue whilst maximising any remaining areas for safer on-street parking. Furthermore, the knock-on effect to nearby areas that displaced parking may cause will also be considered, and whilst it is not possible to precisely predict where parking will be displaced, 'blanket' parking restrictions over a wider area are unlikely to be considered unless designed to address a specific issue.

## **Section 7 – Information required**

The information required by North Hertfordshire District Council in order for the request to be considered further is outlined in **Parking Issues Reporting Pack Part 2 – Application Form**

# **North Hertfordshire District Council Parking Issues Reporting Pack**

## **Part 2 – Application Form**



**Version 1- November 2019**

## Parking Issues Reporting Pack

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## Parking Issues Reporting Pack

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Section 3	-	Details of the parking issue being reported
Section 4	-	Timing and frequency of the parking issue being reported
Section 5	-	Log of Evidence
Section 6	-	Any further information
Section 7	-	Suggested solution to the reported parking issue
Section 8	-	Details of others that support this request
Section 9	-	Endorsements
Section 10	-	Declaration

### Further Information

Should you require assistance or further information to complete this pack, please contact North Hertfordshire District Council:

Phone:



01462 474000

E-mail:



[transport@north-herts.gov.uk](mailto:transport@north-herts.gov.uk)

Write to:



North Hertfordshire District Council  
PO Box 10613, Nottingham, NG6 6DW



## Parking Issues Reporting Pack

### Section 1 – Completing this reporting pack

Part 1 – User Guide outlines the comprehensive processes that need to be followed.

To assist these processes it is essential that North Hertfordshire District Council gathers as much detailed information as possible. Completing this pack will help us understand the reported issue and, where needed, allow a priority to be given when compared to other requests. It is therefore important to complete each of the following sections in full wherever possible.

The location of the request could be made available for public viewing although the personal details will remain confidential.

Please complete this form using a blue or black ballpoint pen and ensuring that all information provided is legible. Completing the form in CAPITAL letters is preferable where space permits.

**Please feel free to use and attach additional sheets to provide further information to the space provided in each section of this form.**

### Section 2 - Contact details of the person reporting the parking issue

*If this issue is being reported by more than one person, please complete this section for the person who will act as the main contact for any future correspondence, and add the details of any others involved with this report in Section 8.*

*Please note that your name, postal address and at least one contact telephone number or e-mail address is required. Failure to supply this information may prevent the matter being considered further.*

Name:

Postal address:

Postcode:

Daytime telephone:

Evening telephone:

Mobile telephone:

E-mail address:





## Parking Issues Reporting Pack

The information provided in this Parking Issues Reporting Pack will be processed in accordance with the Data Protection Act 2018. The information is held by North Hertfordshire District Council for the purpose of logging requests for new parking controls. Under the Freedom of Information Act / Environmental Information Regulations your personal details will not be passed to any third party without your prior consent.

**Are you reporting this issue in an official capacity e.g. as a Councillor or a Police Officer, or on behalf of an organisation e.g. a Resident Association?**

Yes / No  
(delete as applicable)

If Yes, please state:

### Section 3 - Details of the parking issue being reported

**Location of reported issue:**

*Please write an exact location of where the reported issue occurs e.g. High Street junction with North Road or along a particular section of 'named' road.*

**Town / Village:**

## Parking Issues Reporting Pack

### Description of reported issue:

*Please write an exact description of how the parking occurs and what issue this is reported to cause e.g. parking occurs close to the junction which blocks visibility to oncoming traffic. Please use the following page to provide a sketch to help describe the issue.*

**To the best of your knowledge, are all the roads subject to this report part of the Public Highway (roads that are maintained at public expense?)**

Yes / No / Don't Know  
(delete as applicable) \*

If No, do you know who owns the road(s):

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\* - further information on which roads are maintained at public expense (public highway) can be found at:

<https://www.hertfordshire.gov.uk/services/highways-roads-and-pavements/highways-roads-and-pavements.aspx>

## **Parking Issues Reporting Pack**

**Sketch of the reported parking issue:**

DRAFT

## Parking Issues Reporting Pack

### How do you classify the reported parking Issue?:

Please tick the category that best suits the reported issue. If you feel more than one category applies, please tick more than one box and then provide an additional score of 1, 2, 3 etc with 1 being the highest concern, 2 the secondary concern, and so on.

Category:	Category applies (please tick ✓)	Where more than one category applies, please mark 1, 2, 3 etc to indicate the order in which you prioritise each category (1 being the highest concern)
Safety <i>e.g. the potential for collision between road users is increased.</i>		
Congestion <i>e.g. normal traffic flows are obstructed.</i>		
School Access <i>e.g. access in and out of school is obstructed.</i>		
Commuter Parking <i>e.g. parking is a result of users of a nearby town centre or railway station.</i>		
Residents Parking <i>e.g. on-street parking needs to be controlled that gives priority for parking to local residents.</i>		
Access <i>e.g. access for delivery vehicles, refuse vehicles and emergency vehicles is blocked or impeded.</i>		
Impact on Existing Zone <i>e.g. where there has been a significant change caused by a change in a nearby land use/activity and the restrictions require review or the zone reaching over capacity.</i>		

## Parking Issues Reporting Pack

### Section 4 – Timing and frequency of the parking issue being reported

**When does the parking occur, for how long and how often?:**

Days of the week:

Duration	Reported issue occurs (please tick ✓ one box only)	Additional information <i>e.g. parking only occurs on a Saturday when there are football matches on the nearby playing fields.</i>
Everyday		
Monday to Friday only		
Weekends only		
Other <i>e.g. Saturday only.</i>		

Times of the day:

Duration	Reported issue occurs (please tick ✓ one box only)	Additional information <i>e.g. parking only occurs between 9am and 11am on a Saturday when there are football matches on the nearby playing fields.</i>
24 hours a day		
Daytime only <i>e.g. 8am to 6pm.</i>		
Evenings only <i>e.g. 6pm to 10pm.</i>		
Overnight <i>e.g. 8pm to 8am.</i>		
At school times <i>e.g. Monday to Friday around 9am and 3pm.</i>		
Other <i>e.g. only between 9am and 11am on a Saturday.</i>		

## Parking Issues Reporting Pack

How frequent:

Frequency	Reported issue occurs (please tick ✓ one box only)	Additional information
Constant <i>e.g. it happens all the time.</i>		
Regular <i>e.g. it happens most of the time.</i>		
Varies <i>e.g. there maybe weeks between the issues occurring.</i>		

Additional information:

### How long have you been aware of the issue?

*If this is 'for as long as I can remember' or 'for as long as we have been living here' then please try to quantify this with an actual timescale e.g. for ten years.*

### Are you aware of a change locally that may have resulted in this parking issue?

*e.g. a nearby car park has closed or a new business has opened that attracts parking.*

Yes / No  
(delete as applicable)

If Yes, please provide details:

### If this is a likely result of a change locally, do you know whether this is a temporary change that may end and return the parking to its previous levels?

Not applicable / Yes / No../.. Don't Know  
(delete as applicable)

If Yes, please provide details:

## Parking Issues Reporting Pack

### Section 5 - Log of Evidence

To support your request we require a detailed log of evidence to consider the reported issue.

Please use the log below to collate evidence over a period **of at least four weeks**, to log the dates and times the issue occurs, the observed cause and resulting issue.

'Issue' – this could include visibility issues between vehicles, or vehicles and pedestrians, parking that obstruct dropped kerbs for pedestrians, driveways or garages, or that hampers deliveries. Could also include the perceived source of the parking issue e.g. school related or commuters.

'Users affected' - please highlight the type of road users that are impacted by the reported parking issue. There could be high numbers of children, elderly pedestrians, and cyclists etc that are more vulnerable than others.

An example of how to complete this log is shown in italics at the top of the following table:

NB: When describing issues in the log, please ensure that no individual is specifically named. The location and number of cars at the time of reporting is sufficient.

Date	Time	Description	Issue	Users affected
26/04/2019	8am to 6pm	<i>Parking on the junction. 4 cars on the southern side and 2 cars and a van on the northern side.</i>	<i>Parked vehicles are difficult to pass and you are forced into oncoming traffic. Very hard to see traffic on the main road when trying to exit the junction.</i>	<i>Large vehicles, including emergency service and delivery vehicles.</i>

## Parking Issues Reporting Pack

Evidence log continued:

Date	Time	Description	Issue	Users affected



## Parking Issues Reporting Pack

Evidence log continued:

Date	Time	Description	Issue	Users affected

Page 85

### Photographs of the reported parking issue:

Photographs are very useful to help demonstrate a reported parking issue. If photographs are available please supply these with the completed pack electronically (please note that file sizes will need to be kept to a minimum to transfer electronically). Alternatively, photos can be supplied as hard copies (e.g. paper prints).



## Parking Issues Reporting Pack

### Section 6 – Additional Information

In order to assist your application, please complete the table below detailing how many properties in the area highlighted in your application do and do not have off-street parking.

	Number
Number of properties in street with off-street parking	
Number of properties in street without off-street parking	
Capacity of the street for on street-parking (e.g. number of potential parking spaces)	

Please use the space below to write any further information on the reported parking issue.

## Parking Issues Reporting Pack

### Section 7 - Suggested solution to the reported parking issue

Before suggesting a possible solution, please provide the following information:

**Have you tried to address this issue before with other authorities?**

*e.g. have you contacted the Police regarding obstructions.*

Yes / No  
(delete as applicable)

If Yes, what was the outcome:

*e.g. has enforcement been attempted and the issue has re-occurred.*

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**Have you raised this issue before with North Hertfordshire District Council?**

Yes / No  
(delete as applicable)

If Yes, what was the outcome:

*e.g. was the request rejected or only partially addressed.*

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**Will this solution likely to have further impact on adjacent/other roads/routes?**

Yes / No  
(delete as applicable)

If Yes, please provide further information:

*e.g. if a Controlled Parking Zone is proposed, what other roads in the immediate vicinity would be affected by the displacement of vehicles?*

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The information provided in Part 1 – User Guide outlines the typical parking controls that could be applied to place controls on where and when vehicles can wait (park), stop or load / unload, to address the issue reported. If you have your own suggestions on how this issue could be addressed, please write your suggestion(s) below and include a sketch to help describe your idea(s).

Please note that should this request be considered, an independent assessment will be carried out by North Hertfordshire District Council and if considered necessary in consultation with Hertfordshire County Council as the Highway Authority and the Police -any suggestion(s) made below will be fully considered although any resulting measures promoted may vary:

## Parking Issues Reporting Pack

### **Suggested solution:**

*e.g. single yellow lines are needed to restrict parking during the day for a certain period or/and a resident parking permit scheme is required, or double yellow lines are needed to prevent parking 'at any time' at the junction.*



## **Parking Issues Reporting Pack**

**Sketch of the suggested solution:**

## Parking Issues Reporting Pack

### Section 8 - Details of others that support this request

Those listed below support this request and agree with the suggested solution (where applicable) –

#### Notes:

1. **You must attempt to seek support from all properties fronting where the proposed parking solution is suggested, plus a minimum of five properties beyond in any direction.**
2. **The completed pack cannot be returned until you have at least 80% of the consulted properties indicating their support (at least one indication per property).**
3. **Addresses shown that are not directly at the location of the proposal must be accompanied by an explanation of how their support is relevant to the issue.**

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*If you consent to your personal information and comments being made public, should we receive a request under the Freedom of Information Act / Environmental Information Regulations for copies of the information, please indicate below.*

Name	Address	Signature	If applicable, I support the suggested solution included in Section 7 (please tick below)	I consent to my personal information and comments being made public (please tick below).



### Parking Issues Reporting Pack

Name	Address	Signature	If applicable, I support the suggested solution included in Section 7 (please tick below)	I consent to my personal information and comments being made public (please tick below).



### Parking Issues Reporting Pack

Name	Address	Signature	If applicable, I support the suggested solution included in Section 7 (please tick below)	I consent to my personal information and comments being made public (please tick below).





## Parking Issues Reporting Pack

**Are you aware of others who may oppose any course of action?**

Yes / No / Don't Know  
(delete as applicable)

If Yes, please indicate the level of  
opposition expected:

.....

.....

.....

.....

### Section 9 - Endorsements

Before returning this completed pack you **must** contact the relevant District Councillor and Town / Parish Council to seek their initial feedback on the reported issue.

Contact details can be obtained at the following links on our website:

<https://democracy.north-herts.gov.uk/mgMemberIndex.aspx?bcr=1>

<https://www.north-herts.gov.uk/home/council-and-democracy/councillors/your-councillors>

#### Councillor Feedback:

**Name of Councillor:**

.....

**Feedback:**

.....

.....

.....

**Date:**

.....

#### Town / Parish Council Feedback:

**Person contacted:**

.....

**Feedback:**

.....

.....

.....

**Date:**

.....



## Parking Issues Reporting Pack

### Section 10 - Declaration

The information contained in this Parking Issues Reporting Pack is true to the best of my knowledge and belief:

**Name (print):** .....

**Signed:** .....

**Date:** .....

**Please ensure that the pack is completed in full and contains as much detail as possible. Please check that all information is legible before it is returned, with all attachments and supporting information, to:**

**North Hertfordshire District Council  
PO Box 10613  
Nottingham  
NG6 6DW**

**Or if completed electronically or in a scanned format, to [transport@north-herts.gov.uk](mailto:transport@north-herts.gov.uk)**

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#### *North Hertfordshire District Council Use Only*

*Date Parking Issues Reporting Pack received:* .....

*Electoral Division where issue relates:* .....

**LETCHWORTH COMMITTEE  
7 JANUARY 2019**

**PUBLIC DOCUMENT**

**TITLE OF REPORT: GRANTS & COMMUNITY UPDATE**

**REPORT OF: THE POLICY & COMMUNITY ENGAGEMENT MANAGER**

**EXECUTIVE MEMBER: COMMUNITY ENGAGEMENT**

**COUNCIL PRIORITY: ATTRACTIVE AND THRIVING / PROSPER AND PROTECT /  
RESPONSIVE AND EFFICIENT**

**1. EXECUTIVE SUMMARY**

- 1.1 To advise the Committee on the current expenditure and balances of the Committee Grant budgets.
- 1.2 To bring to the Committee's attention details of recent requests received for Committee Grant Funding, made by community groups and local organisations.
- 1.3 To advise the Committee of the activities and schemes with which the Community Engagement officers have been involved in.
- 1.4 To bring to the Committee's attention some important community based activities that will take place during the next few months.

**2. Recommendations**

- 2.1 That the Committee considers allocating funding from their discretionary community budget towards the projects below:
- 2.2 **£2,000** to Letchworth Festival 2020 towards setting up staging for next years' arts and culture as outlined in 8.1.1.
- 2.3 That the Committee endorses the actions taken by the Community Engagement team to promote greater community capacity and well-being for Letchworth.

### **3. REASONS FOR RECOMMENDATIONS**

- 3.1 To ensure the Committee is kept informed of the work of the Community Engagement Team.
- 3.2 This report is intended to inform Members of the financial resources available to the Committee. It draws attention to the current budgetary situation by assisting in the effective financial management of the Area Committee's budget. This ensures that all actions are performed in line with the Authority's Financial Regulations, the Council's Constitution, and the guidance of the existing Grants policy as agreed by Cabinet in June 2016.
- 3.3 The awarding of financial assistance to voluntary organisations and the use of discretionary spending allows the Committee to further the aims of the Corporate Plan.

### **4. ALTERNATIVE OPTIONS CONSIDERED**

- 4.1 There are no alternative options being proposed other than those detailed within the text of this report. However in the course of debate at committee, Members may wish to comment and offer additional views on any of the items included within this report.

### **5. CONSULTATION WITH RELEVANT MEMBERS AND EXTERNAL ORGANISATIONS**

- 5.1 Consultation with Members has occurred in connection with the allocation of funds for Community Projects
- 5.2 Consultation with the respective officers and external bodies/groups has taken place with regard to funding proposals for Committee Funds.

### **6. FORWARD PLAN**

- 6.1 This report does not contain a recommendation on a key decision and has not been referred to in the Forward Plan.

### **7. BACKGROUND**

- 7.1 With reference to the Council's Constitution, Section 9.3 Area Committees will include budgets for the purpose of providing grants and discretionary budgets that may be used within the area of the Committee for economic, social and environmental well-being. Under the current grant criteria there is no upper limit outlined for the amount of grant funding to be allocated which can be decided at the Committee's discretion.
- 7.2 Members are asked to note the information detailed in Appendix 1. Letchworth Committee Budget Spread sheet, which relates to the Committee budget balances for 2019/20. The spreadsheet also details pre-allocated sums carried forward from the previous financial years, including balances and past expenditure.

## 8. RELEVANT CONSIDERATIONS

### 8.1 Grant Applications

#### 8.1.1

<b>Applicant</b>	<b>Letchworth Garden City Festival Committee</b>
<b>Project</b>	Stage Hire
<b>Sum requested</b>	£2,000
<b>Total project cost</b>	£5,312
<b>Match funding</b>	£5,750 has been applied for and not yet secured
<b>Annual expenditure</b>	£5,114.09
<b>Funds held</b>	£3,186.28
<b>Previous support</b>	£13,700 since 2009 the last grant they received was £1,500 in December 2016
<b>NHDC Policy met</b>	Yes
<b>Strategic objective met</b>	Attractive and Thriving

Letchworth Festival is a celebration of the whole community- put on by local people for local people. It emphasises the thriving and diverse community found in Letchworth by showcasing local talent (musicians, artists, performers; from school children via the art competition to senior citizens in the ukulele band). Many events are held across the town including Broadway Cinema, The Cloisters, Howard Park, The Outdoor Pool and William Church, all of which introduce new people to local architecture and outdoor spaces.

The finale is a family music festival in Howard Park and the stage is the largest cost-£2,491.20 provided by Concept, a previously used and reputable company.

The Chair of the festival Hilary Kemp tells us:

*“The situation is that we have NO confirmed funding yet for this year ie 2019/2020 in order to stage the festival in June 2020.*

*We are in the process of applying to the Arts Council (that takes 6 weeks for the sub £15k grant application) so we probably won't know whether we have been successful in that request until January at the earliest.*

*We have also not applied to the Heritage Foundation yet either. I was hoping to stagger the requests to NHDC and the Heritage so that we knew the outcome of one before requesting the second.*

*But we have to bear in mind that we need to spend the majority of the budget approx 2 months in advance of the Festival (printing and banner costs 2 months ahead, insurance has to be in place 2 months in advance, stage hire at least a month in advance...) . So it doesn't leave us that much leeway for applying or sourcing alternative funds if we are unsuccessful with this application.*

*So just to be clear... the funding is what we aim to ask for, not what we have had it confirmed that we will receive. We have a strike rate of about 50% with grants, based on past years experience (generally closer to 20% success rate for sponsorship, which is always really hard to secure).”*

**Community Officers recommend the consideration of this application as if the funding requested is agreed it will encourage other funders to support the festival. The match funding appears to exceed the total project cost because the staging is a small part of the overall cost for the festival.**

**For instance; the Festival Committee are applying to the Arts council for a 'pleasure palace' programme which involves bringing the festival activities to the outlying estates and using the community facilities.**

**If the local authority is seen to support the Festival it is more likely that the Arts Council will follow suit.**

## **8.2 Community Engagement and update on Previous Grants awarded**

### Letchworth Garden City Eagles Football Club

This group were awarded £1,350 at the Area Committee meeting in September 2018 to purchase new goals. A year on and the new goals have enabled the club to be more flexible in terms of pitches, for example double marking a pitch so it can be played on by 9 v 9 or 11 v 11. Goal sizes will vary for the two formats but with movable goals that can be rolled into position this is no longer a problem. .

Since 2018/19 season the number of registered junior players has continued to grow, particularly in the older age groups; the club has almost reached capacity at its home ground now.

### The Wednesday Drop In Club

The Wednesday Drop In Club was awarded a grant of £1000 in September 2018 to go towards room hire and excursions. The club continues to meet each week and the grant funds provided by the Letchworth Committee have been utilized as intended to keep the Club running.

A Christmas lunch was enjoyed by members at The Broadway Hotel last December and excursions arranged to the coast during the summer. The biggest expense the Club incurs is for room hire with grant aid utilized to meet the shortfall. All costs are kept under review with appropriate steps taken to minimize outgoings with a significant reduction obtained in our insurance premium during the past year.

The club are grateful to NHDC Letchworth Committee for their continued support and interest in the Club.

### Letchworth Nordic Walking Group

The Nordic Walking group were awarded £500 in December 2018. The group is going well with 23 members and an average of 8 walkers per week. The grant funded 2 sets of trainer poles. They offer taster sessions at £5 and this will be used to purchase sundry equipment (straps and paws for poles). All instruction and walks are free to members.

### 8.2.1 Policy and Community Engagement Team

The team have been continuing to engage and network with local community groups and initiatives. For example:

- We supported and liaised with the Electoral Team and YC Herts to run a Democracy Day event in the Council Chambers for 31 young people from North Herts.
- We collated and distributed a range of Half Term activities available to families and in particular those who are disadvantaged.
- Collated and distributed a list of food provision places across the district during the half term (when families on free school meals particularly struggle).
- Attended Families First stakeholder meeting.
- Coordinated the North Herts Youth Action Networking meeting.
- Continue to administer the Engage North Herts Face Book Group now have 250 members.
- Working with Howard Garden Social & Day Care Centre to provide funding for the building – either CFCGF or S106 in addition to Community Grant funding for new shutters on the entrance.
- Liaising with partners to assist with the set up of a Christmas Café targeting people who find it a difficult time of year. £1000 funding has been allocated by the Letchworth Committee to purchase equipment and resources. The team are assisting partners to liaise and to find a suitable town centre location.
- Resolve drug and alcohol service received funding from Letchworth Committee towards the cost of their new premises based in Letchworth Town Centre.
- We helped YC Herts to secure a new venue for a meeting night for local young people, at the Howard Garden Social Centre.

### 8.3 **Highways Matters**

- 8.3.1 This section is included within the community update report for each committee cycle to facilitate debate and enable appropriate feedback on any of the proposed or listed Highways related schemes.

Any new proposals or revised schemes will be forwarded to the respective Herts County Councillor for consideration who will in turn report back and advise the Committee accordingly.

## 9. **LEGAL IMPLICATIONS**

- 9.1 The Area Committees have delegated power under section 9.8.1 (a) & (b) to allocate discretionary budgets and devolved budgets within the terms determined by the Council and outlined in the current Grant Policy agreed by Cabinet in June 2016. Section 9.8.2 (g) of the Constitution in respect of Area Committees' Terms of Reference provides that they may: "establish and maintain relationships with outside bodies/voluntary organisations operating specifically with the area including, where

appropriate, the provision of discretionary grant aid/financial support etc. but excluding grants for district-wide activities”.

- 9.2 Chapter 1, s1-8 of the Localism Act 2011 provides a General Power of Competence which gives local authorities the powers to do anything provided that it is not specifically prohibited in legislation.
- 9.3 Section 137 of the Local Government Act 1972 provides specific authority for the Council to incur expenditure on anything which is in the interests of and will bring direct benefit to its area. This includes a charity or other body operating for public service.

## **10. FINANCIAL IMPLICATIONS**

- 10.1 As outlined in Appendix 1 Committee budget 2019/20

The agreed budget for this financial year is £11,000 in line with the 20% reduction in grant budgets as agreed by full council.

The carry over amount from 2018/19 was £17,732 of which £12,852 (with £1,800 allocated for 2020) has been used.

This leaves £3,080 in the carry over amount and these funds will be utilised prior to spending the 19/20 budget.

The total grant funding applied for in this round equates to **£2,000**. Therefore, if members are minded to agree these applications this would use up the remaining 2018/19 budget and start to utilise the 2019/20 budget, leaving a figure of £12,080 (£11000 + £3,080 - £2000) for the next round of meetings.

## **11. RISK IMPLICATIONS**

- 11.1 There are no relevant risk entries that have been recorded on Pentana Risk, the Council's performance and risk system. Individual events should have their own risk assessments in place to mitigate any health and safety issues. Whenever a request for grant funding for equipment is received, the recipient of the funding will be advised to obtain insurance for the item to avoid a repeat request for funding in the event of the equipment being stolen or damaged. There are no pertinent risk implications for the Authority associated with any items within this report.

## **12. EQUALITIES IMPLICATIONS**

- 12.1 In line with the Public Sector Equality Duty, public bodies must, in the exercise of their functions, give due regard to the need to eliminate discrimination, harassment, victimisation, to advance equality of opportunity and foster good relations between those who share a protected characteristic and those who do not.
- 12.2 Area committee funding is awarded to community groups that clearly demonstrate positive impact on the community and wider environment. The projects outlined in this report seek to advance equality of opportunity and foster good relations.



### **13. SOCIAL VALUE IMPLICATIONS**

- 13.1 The Social Value Act and “go local” policy do not apply to this report.

### **14. HUMAN RESOURCE IMPLICATIONS**

- 14.1 There are no pertinent Human Resource implications associated with any items within this report.

### **15. APPENDICES**

- 15.1 Appendix 1 - 2019/20 financial year budget sheet

### **16. CONTACT OFFICERS**

- 16.1 Author: Lea Ellis, Assistant Community Engagement Officer  
Email: [lea.ellis@north-herts.gov.uk](mailto:lea.ellis@north-herts.gov.uk) ext.: 4830

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### **17. BACKGROUND PAPERS**

- 17.1 Review of Policies and Procedures for Financial Assistance to Voluntary and Community Organisations, November 2002.
- 17.2 Review of Grant Policy Cabinet June 2016.

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**LETCWORTH BUDGET 2019/20**

<u>SUMMARY/ TOTALS</u>	<u>Funding</u>	<u>Allocated</u>	<u>Spent</u>	<u>Outstanding</u>	<u>Unallocated Budget</u>					
<u>Discretionary Grants brought forward from 2018/19</u>	£17,732	£14,652	£12,852	£1,800	£3,080					
<u>Discretionary Grants 2019/20</u>	£11,000	£0	£0	£0	£11,000					
<b>Total</b>	<b>£28,732</b>	<b>£14,652</b>	<b>£12,852</b>	<b>£1,800</b>	<b>£14,080</b>					

**DISCRETIONARY BUDGETS**

	<u>Funding</u>		<u>Code</u>	<u>Project</u>	<u>Allocated</u>	<u>Date</u>	<u>Spent</u>	<u>Outstanding</u>	<u>Unallocated</u>	
Funds Brought Forward from 18/19	£17,732	<b>BV</b>	<b>11910006826</b>	Knowledge Is Power (KIP) Education	£1,200	19/06/19	£1,200	£0		
		<b>BV</b>	<b>11910006826</b>	Small Acts Of Kindness	£3,600	19/06/19	£1,800	£1,800		<b>£1800 in June 2020</b>
		<b>BV</b>	<b>11910006826</b>	Flags Banners and Case	£66	03/07/19	£66	£0		
				Project 15	£385	07/10/19	£385	£0		Check on Decisions sheets Oct 2019
				Woof N Wag	£1,451	24/10/19	£1,451	£0		Check on Decisions sheets Oct 2019
				Resolve	£5,000	24/10/19	£5,000	£0		Check on Decisions sheets Oct 2019
				Howard Garden & Day Care	£1,500	24/10/19	£1,500	£0		Check on Decisions sheets Oct 2019
				Imajica Theatre Company	£1,450	24/10/19	£1,450	£0		Check on Decisions sheets Oct 2019
								£0		
								£0		
								£0		
								£0		
								£0		
								£0		
<b>Total</b>	<b>£17,732</b>		<b>11910006980</b>		<b>£14,652</b>		<b>£12,852</b>	<b>£1,800</b>	<b>£3,080</b>	

**DISCRETIONARY BUDGETS**

	<u>Funding</u>			<u>Project</u>	<u>Allocated</u>	<u>Date</u>	<u>Spent</u>	<u>Outstanding</u>	<u>Unallocated</u>	<u>Comments</u>
2019/20										
Base Budget	£11,000							£0		
								£0		
								£0		
<b>Total</b>	<b>£11,000</b>		<b>11910006980</b>		<b>£0</b>		<b>£0</b>	<b>£0</b>	<b>£11,000</b>	

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