



# HIGHWAYS FORUM

**Wednesday, 7th October, 2015**

**6.30 pm**

**Town Hall, Watford**

**Publication date: 25 September 2015**

**CONTACT**

If you require further information or you would like a copy of this agenda in another format, e.g. large print, please contact Alan Garside in Democracy and Governance on 01923 278376 or by email to [legalanddemocratic@watford.gov.uk](mailto:legalanddemocratic@watford.gov.uk) .

Welcome to this meeting. We hope you find these notes useful.

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# COMMITTEE MEMBERSHIP

Councillor I Sharpe (Chair)

Councillors S Bashir, K Hastrick, M Hofman, B Mehta and S Williams

## AGENDA

### PART A - OPEN TO THE PUBLIC

1. **APOLOGIES FOR ABSENCE**
2. **DISCLOSURES OF INTEREST**
3. **UPDATE ON ACTIONS** (Pages 5 - 6)
4. **THE WATFORD PARKING STRATEGY SUMMARY REPORT** (Pages 7 - 38)  
Report of Ove Arup and Partners Ltd.
5. **HIGHWAYS FORUM REPORT** (Pages 39 - 54)  
Report of the Transport and Infrastructure Section Head.



**Actions agreed by the Highways Forum on Tuesday, 24 March 2015**

Agenda Item No	Topic	Action
<b>Part A – Items considered in public</b>		
1	Apologies for Absence/ Committee Membership	<ul style="list-style-type: none"> <li>• <b>The Committee and Scrutiny Support Officer</b> to update the attendance record.</li> </ul>
2	Disclosures of interest	<ul style="list-style-type: none"> <li>• None</li> </ul>
3	Follow-up on actions	<ul style="list-style-type: none"> <li>• <b>Councillors</b> to let the Transport and Infrastructure Section Head know if they require a copy of the Parking Service Annual Report.</li> </ul>
4	Watford Borough Council Parking and Highway Works	<ul style="list-style-type: none"> <li>• <b>The Transport and Infrastructure Section Head</b> to circulate the results of the consultation with residents in the CPZ zone M/N when they are available.</li> <li>• <b>The Transport and Infrastructure Section Head</b> to circulate the updated version of the TRO works list (Appendix B).</li> <li>• <b>The Chair</b> to note Councillor Bell's comments about the need to progress the schemes at the Vicarage Road precinct and at Scammell Way.</li> <li>• <b>The Transport and Infrastructure Section Head</b> to let councillors know how much the additional lighting and signage for the new market has cost.</li> <li>• <b>The Transport and Infrastructure Section Head</b> to provide councillors with information about how to arrange for festive lights to be installed in parts of their ward.</li> <li>• <b>The Transport and Infrastructure Section Head</b> to circulate the Department for Transfer report relating to changes to parking enforcement.</li> <li>• <b>Councillors</b> to report to the Police non-emergency number 101 any suspected antisocial behaviour in subways.</li> <li>• <b>The Transport and Infrastructure Section Head</b> to note the suggestions that electric charging points be installed near the Police Station and at Woodside.</li> <li>• <b>The Transport and Infrastructure Section Head</b> to raise the issue of buses idling in the High Street at the next Intalink meeting. <b>(Completed)</b></li> <li>• <b>The Transport and Infrastructure Section Head</b> to check whether the new 10 min grace period would apply in areas of permitted parking when no ticket is purchased.</li> <li>• <b>Councillors</b> to let the Transport and Infrastructure Section Head know if they are aware of areas where there are repeated parking infringements and little enforcement.</li> </ul>

**Actions agreed by the Highways Forum on Tuesday, 5 March 2013**

<b>Agenda Item No</b>	<b>Topic</b>	<b>Action</b>
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Watford Borough Council  
**Watford Parking Strategy**  
Summary Report

239298-00

Issue | 15 July 2015

This report takes into account the particular instructions and requirements of our client.

It is not intended for and should not be relied upon by any third party and no responsibility is undertaken to any third party.

Job number 239398-00

**Ove Arup & Partners Ltd**  
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London  
W1T 4BQ  
United Kingdom  
[www.arup.com](http://www.arup.com)

# Document Verification

# ARUP

<b>Job title</b>		Watford Parking Strategy		<b>Job number</b>	
				239398-00	
<b>Document title</b>		Summary Report		<b>File reference</b>	
<b>Document ref</b>		239298-00			
<b>Revision</b>	<b>Date</b>	<b>Filename</b>	20150708 Summary Report_landscape.docx		
Draft 1	7 Jul 2015	<b>Description</b>	First draft		
			Prepared by	Checked by	Approved by
		Name	Anne Clarke	Susan Claris	Susan Claris
		Signature			
Issue	15 Jul 2015	<b>Filename</b>	20150715 Summary Report_issue.docx		
		<b>Description</b>	Issue		
			Prepared by	Checked by	Approved by
		Name	Anne Clarke	Susan Claris	Susan Claris
		Signature			
<b>Issue Document Verification with Document</b> <input checked="" type="checkbox"/>					



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## Appendices

### Appendix A

Parking policies and objectives matrix

## 1 Introduction

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This report provides a summary of the Watford Parking Strategy report.

Following this introductory section:

- **Section 2** summarises the scope of the parking strategy and the approach to its development;
- **Section 3** outlines the parking strategy;
- **Section 4** sets out the policies for parking to enable the strategy to be realised, including the monitoring and review process for the strategy; and
- **Section 5** sets out the delivery plan for the strategy.

## 2 Approach and Scope

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The development of the parking strategy was based on four key principles:

1. The importance of involving stakeholders early on in the process of developing the strategy in order to maximise the effectiveness of the strategy;
2. The recognition that parking in Watford has a long history and that the parking situation in Watford has been shaped over time by other policies;
3. The recognition of the need for the strategy to consider the parking situation holistically and to recognise the interrelationship between parking and other land uses and parking and travel patterns; and
4. That the purpose of the strategy document is to provide a framework for more detailed decisions.

### Consultation

Consultation was a key part of the development of the parking strategy. This included:

- **Meetings with stakeholder representatives:** A range of stakeholders was consulted via face to face ‘surgery-style’ meetings to inform the development of the strategy.
- **Public consultation:** An online public consultation covering parking for different transport modes as well as questions on other topics related to accessing the town centre (including wayfinding, taxi ranks and bus stops) was carried out in November and December 2014. Around 250 people responded.

- **Meeting with Borough and County Council officers, the Watford Parking Services and parking enforcement operator (Vinci).**

The parking strategy was also discussed at the Highway Forum (which is made up of Council Members from both the Borough and County Council) held on Tuesday 9<sup>th</sup> December 2014.

## Historical parking policies

The history of parking policy and provision in Watford was considered in the development of the parking strategy. This includes:

- The introduction of Controlled Parking Zones (CPZs) in 1996-7;
- The use of maximum, demand-based car parking standards using a zonal system since the approval of the Watford District Plan in 2000; and
- The impact of the type of building stock on the local parking situation in different areas of Watford (e.g. limited parking on roads with older terraced housing and greater parking availability where driveways and garages have been provided for semi-detached and detached houses.

## Scope

The parking strategy covers all types of parking and related kerbside activities where relevant. It covers parking for all the modes of transport which require parking (car, bicycle, powered two wheelers [PTWs],<sup>1</sup> taxi, coach, servicing vehicles) and parking for different land uses (residential, retail, leisure, business). It does not cover parking standards for new development which are being developed separately as part of the *Local*

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<sup>1</sup> Motorcycles, mopeds and scooters

*Plan Part 2*. However, the parking strategy includes detail on the objectives which these parking standards should aim to achieve.

## 3 The Parking Strategy

### Policy context

Parking-related policy exists at national, regional and local level.

**National policy documents** include:

- *National Planning and Policy Framework* (DCLG, 2012) which outlines policies on town centre parking;
- *Planning Update: Written statement HCWS488* (DCLG, 2015) which states that local planning authorities should only impose local parking standards where there is justification that this is necessary to manage their road network;
- *Operational guidance to local authorities: parking policy and enforcement* (DfT, 2015); and
- *Civil enforcement of parking contraventions* (DfT, 2015).

**Regional policy documents** include:

- Hertfordshire's third Local Transport Plan *LTP3* (Hertfordshire County Council, 2011); and
- Hertfordshire County Council's *Active Travel Strategy* (HCC, 2013).

Watford Borough Council's *Local Plan Part 1: Core Strategy* (WBC, 2013) is the **key local policy document**.

### Related studies

Studies which overlap with the parking strategy include the *Watford Town Centre Multi Modal Review* (HCC, 2014) and the *Taxi Review for Watford Borough Council* (Douglas Brodie Ltd, 2014) and subsequent related reports.

Watford Borough Council will work with HCC and other partners to progress the schemes within the Watford Town Centre Multi Modal Review, the Taxi Review and this Watford Parking Strategy in tandem, to ensure a synergy between the schemes being implemented and a shared overall approach to the designation of space in Watford town centre.

### The local parking situation and problems, challenges and opportunities

The majority of parking provision across Watford is for cars rather than for other modes such as bicycles and PTWs. Within the town centre over 5,000 public car parking spaces are available. Further car parking is provided at supermarkets, retail/business parks, workplaces, parks, the hospital and other key locations. Controlled or uncontrolled on-street car parking exists on the majority of Watford's streets; this is used primarily for residential parking. There is a limited number of roads where on-street car parking is not available (generally the main routes into and through Watford).

Some areas of parking are already performing well whilst other areas could be improved. Key parking issues identified include:

- The constrained space available in the town centre for different uses;
- A lack of parking at key locations for Blue Badge holders, motorcycles and bicycles;
- A lack of parking for coaches;
- A lack of ranking and drop-off/pick-up space for the high number of taxis operating in Watford;
- Significant scope for improvement for some of the town centre car parks in terms of overall quality and the pricing structure and payment methods available;
- Constrained space for residential parking in several areas of Watford;
- Constrained space for workplace parking at several locations in Watford; and
- Unwanted adverse effects of parking on other road users.

The main parking strategy document identifies challenges and opportunities related to these problems and the broader parking situation.

## Wider context

Watford is expected to grow substantially in coming years: the Local Plan *Core Strategy* (WBC, 2013) target for housing delivery is 6,500 homes from 2006-2031 (an average of 260 dwellings per annum) and the target for jobs growth over the same period is 7,000. Major development proposals in Watford include the Watford Health Campus, the redevelopment of Charter Place and the Croxley Rail Link. There are also aspirations related to redevelopment of the area around Watford Junction

and the Western Gateway (an area focused on Watford Business Park) to provide more housing, employment space and other land uses.

Within this context of expected growth, the Parking Strategy aligns with Watford Borough Council's approach to transport provision (which is to reduce congestion, to promote environmentally sustainable movement and to reduce the overall need to travel, see details below). It focuses on making the best use of existing space and provision within a framework which prioritises travel behaviour which is sustainable (environmentally, socially and economically).

## The parking strategy vision and objectives

The parking strategy vision and objectives are based on the local objectives for transport in Watford and national best practice guidance objectives for parking strategies and policies.






The objectives of the parking strategy are broadly based upon those listed in *Parking Strategies and Management* (IHT, 2005) and are set out in **Table 1**.

**Table 1: Best practice guidance objectives for parking**

Main objective	Sub-objective
Accessibility	To retain a reasonable level of access by private car.
	To enhance access by other modes of transport.
	To promote a quantity and type of parking stock which is in accordance with the two objectives above.
	To allocate space in locations appropriately to achieve the two objectives above (e.g. locating short stay more conveniently than long stay parking).
	To ensure parking at new developments achieves these objectives.
Economic vitality	To facilitate good access by all modes.
	To manage parking to encourage short stay/leisure or retail visits (rather than commuting) to the town centre and at local shopping destinations.
	To set charging to ensure a reasonable balance between supply and demand at all times.
	To ensure parking revenues cover parking costs.
Efficiency	To pursue use of shared parking where possible, particularly at new developments.
	To explore where parking controls could be used to ensure road space is used more efficiently e.g. to provide space for bus or cycle lanes.
	To prevent inconsiderate or inappropriate parking activity obstructing other road users.
	To increase the proportion of parking that is under local authority control.
	To use Travel Plans to reduce demand for private non-residential parking.
Environmental quality	To minimise visual intrusion caused by parked cars.
	To design parking areas, structures, signs and markings so they don't detract from the surrounding environment (and adapting existing ones).
Safety and security	To improve the quality and standard of car parking provision.
	To prevent inconsiderate or inappropriate parking activity endangering other road users.
	To achieve Secured Car Park status for all Watford car parks.
Social inclusion and equity	To ensure priority for pedestrian movement over parking at new developments.
	To ensure on-street space is used fairly by considering a hierarchy of needs.
	To ensure guidance on parking fits within an overall hierarchy for the allocation of space in the town centre which reflect wider objectives.

The objectives for the specific types of parking in Watford were developed by considering the best practice guidance objectives in relation to the parking situation in Watford for the different types of parking. They are set out in **Table 2**.

**Table 2: Objectives for specific types of parking in Watford<sup>2</sup>**

Type of parking	Objective	Reason
	<b>The control and management of residential parking (existing and future)</b>	To ensure that there is a balance between supply and demand.
		To ensure parking does not occur in inappropriate locations and create traffic problems.
		To ensure that the limited space available is used in the most efficient way possible.
	<b>Using parking policy to achieve a reduction in unsustainable car commuting into Watford</b>	To reduce the problems associated with car commuting e.g. congestion, air quality, detracting of the local environment.
		To strengthen Watford economically by optimising use of the road network, ensuring businesses continue to be attracted to Watford and encouraging healthier commute patterns among the workforce.
	<b>Ensuring limited town centre kerbside space is allocated to those who need it most</b>	There is not enough space in the centre of town to fully meet the demands of those who wish to use this space, and so compromise is necessary.
		In combination with other policies being taken forward on this, the parking strategy can support a hierarchical approach which can be applied to determine the best use of town centre space.
	<b>Supporting retail viability through parking policy (town centre and local shops)</b>	To ensure there is adequate parking for shoppers who arrive by car whilst taking a balanced approach, so that parking policy also encourages the use of more sustainable modes.
	<b>Ensuring the parking strategy enables provision of parking for different modes and space for different kerbside uses</b>	To ensure the parking needs of Blue badge holders are considered.
		To ensure adequate cycle parking is provided to facilitate mode shift to cycling.
		To ensure the parking needs of powered two wheeler users are considered, including the provision of secure locking points where provision for powered two wheelers is made.
		To ensure space is available for other parking needs and kerbside uses, such as loading and taxi bays and bus stops.
		To ensure that parking policy supports more sustainable types of car travel (e.g. car club/car share vehicles and electric vehicles).

<sup>2</sup> These objectives were initially identified in the *Watford Parking Strategy Scoping Study* (Arup, 2014).

## Watford street type hierarchy

In order to determine what type and level of parking should be provided on different roads, a street type hierarchy for Watford has been developed and forms the basis for the parking strategy as a whole. The hierarchy includes a matrix of street types which can be used to classify streets based on their place and movement qualities. Each street type has a set of general and parking-specific priorities which should be considered when determining how to allocate limited road space fairly. These priorities are set out in full in the main parking strategy document.

The street type hierarchy is based on the Transport for London Roads Task Force's 'London's street family' (TfL, 2013),<sup>3</sup> adapted for Watford. The street type hierarchy provides a framework for balancing different demands, functions and priorities on streets and makes 'trade-offs' a transparent, conscious and easily understood part of decision-making process.

The hierarchy also allows a flexible approach to parking policy for different streets. Policy can be flexible to the variety in road space uses at certain times of day or days of the week so that the use of space can be optimised. The hierarchy can also be used to structure changes to a street where an aspiration for it to serve a different function to its existing configuration exists, or where its type will change as a result of development.

The street type matrix is intended to be used to consider both network- and location-specific needs so that the local and strategic priorities of a street

are considered. A single road may be more than one street type along its length as its function and configuration changes. For example, the single carriageway and dual carriageway sections of St Albans Road would be different street types.

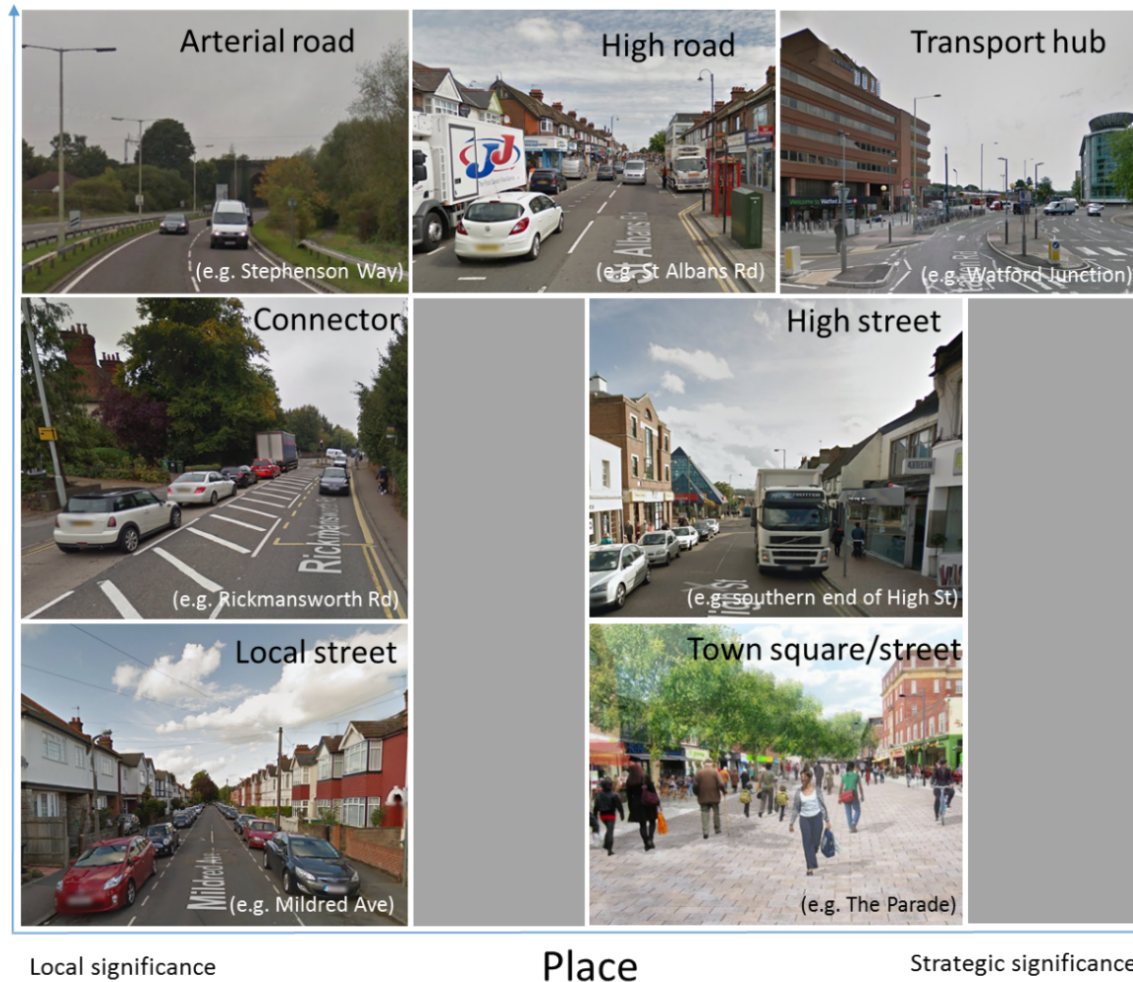
Applying the Watford street type hierarchy to the roads in the borough will enable balanced solutions to parking and other transport challenges on Watford's streets and is a distinct policy within the parking strategy.

**Figure 1** shows the street type hierarchy for Watford.

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<sup>3</sup> TfL. 2013. *London's street family: Theory and case studies* [online]. Available from: <https://www.tfl.gov.uk/corporate/about-tfl/how-we-work/planning-for-the-future/roads-task-force/rtf-supporting-documents>





**Figure 1: Watford street type hierarchy** <sup>4</sup>

<sup>4</sup> Source for images: Google. 2015. Google Streetview; [http://www.watfordobserver.co.uk/news/9740512.Plans\\_for\\_revamped\\_Parade\\_unveiled/?ref=rss](http://www.watfordobserver.co.uk/news/9740512.Plans_for_revamped_Parade_unveiled/?ref=rss) (The Parade) [original source unknown]

## 4 The Parking Policies

A set of parking strategy policies has been developed based on:

- The street type matrix parking priorities;
- The problems and opportunities identified through consultation and analysis of the existing parking situation; and
- The parking strategy objectives.

A matrix of how the parking policies will meet the objectives outlined in **Section 3** is included as **Appendix A** at the rear of this report.

It is intended that the parking policies contained within the strategy be reviewed on a regular basis and refreshed to take into account progress on initial policies, new policy aspirations and changes to the parking situation which may mean that proposed policies are no longer relevant.

**Table 3** summarises the parking strategy policies.

In implementing these policies, three key points are significant:

- **The multi-modal nature of the parking strategy** should be used to make alternatives to the car attractive. The parking strategy should work in tandem with other transport strategies and policies which enable greater use of alternatives to the car;
- **Working with partners will be critical for the successful delivery of the parking strategy:**
  - Responsibilities for the roads in Watford are split between Watford Borough Council and Hertfordshire County Council.
  - There are several schemes (such as those included in the *Watford Town Centre Multi Modal Review*) which will interact with schemes proposed in this parking strategy and so a high level of coordination will be required.
  - Much of the parking in Watford, for example the parking at the stations and parking provided by workplaces for their staff, is not directly within Watford Borough Council's remit. It will be important to ensure objectives are shared with partners and good relationships are established early on.
- The parking strategy should be periodically reviewed and updated to ensure that it remains relevant.

**Table 3: Summary of parking strategy policies**

Mode	Policy
<b>General (all modes)</b>	<b>G1: Street type matrix analysis</b> <i>Use the street type matrix to classify all of Watford's streets. This classification will then form the basis for future decision-making.</i>
	<b>G2: On-street space in the town centre</b> <i>Develop a comprehensive plan of desired space allocation in the town centre, in collaboration with HCC and other partners. Implement the plan of space allocation via progression through the necessary consultation and design processes.</i>
<b>Car</b>	<b>Ca1: Improve the car parking offer in the town centre</b> <i>Improvements to:</i> <ul style="list-style-type: none"> <li>• Car park quality;</li> <li>• Pricing structure;</li> <li>• Payment methods;</li> <li>• Signage and wayfinding.</li> </ul> <i>Development of a user experience strategy for the car parks.</i>
	<b>Ca2: Formalise short-stay parking provision within the town centre</b> <i>Development of specifically designated short stay parking provision in the town centre.</i>
	<b>Ca3: Implement 'pay-by-phone' or similar modern payment system at pay and display locations within Watford</b> <i>To make paying for parking more convenient for users.</i>
	<b>Ca4: Continue reviewing options for the multi-storey car parks</b> <i>Review options for the multi-storey car parks in more detail, focusing on transport, economic and financial objectives.</i>
	<b>Ca5: Ensure car parking revenue is used to fund transport interventions</b> <i>This will ensure that revenue raised from parking is used for transport improvements.</i>
	<b>Ca6: Work with businesses to encourage employees to commute by alternative modes to ease parking pressure and congestion</b> <i>Enhance links between businesses and existing initiatives such as Network Watford, set up a business travel planning forum and develop a town-wide Travel Plan.</i>
	<b>Ca7: Improvements to parking in residential CPZs and residential parking in the town centre</b>

Mode	Policy
<p><b>Car</b></p>	<p><i>This policy includes:</i></p> <ul style="list-style-type: none"> <li>• <i>Reviewing where shared use pay and display bays in residential roads around shops or altered hours of operation could be introduced;</i></li> <li>• <i>Reviewing whether parking for residents living in the town centre should be provided in town centre car parks; and</i></li> <li>• <i>Trialling an e-permit system for residential parking permits.</i></li> </ul> <p><b>Ca8: Improvements to on-street parking outside the town centre</b>  <i>Improvements could include amending the parking layout, altering time restrictions, signage to alternative parking locations and increased enforcement.</i>  <i>The policy includes identifying location for reviews, undertaking reviews and implementing changes to improve the parking situation, including developing a strategy for locations where this is inconsiderate parking-related behaviour.</i></p>
<p><b>Blue Badge and Shopmobility</b></p>	<p><b>BB1: Improve Blue Badge parking offer in the town centre</b>  <i>This policy includes:</i></p> <ul style="list-style-type: none"> <li>• <i>Modifying the Blue Badge parking on the High Street to ensure that those with the greatest need to park closest to amenities along the High Street were able to find a parking space when they needed to;</i></li> <li>• <i>Completing a review of whether Blue Badge holders should be charged for using off-street car parking (as is currently the case); and</i></li> <li>• <i>Implementing changes to charging (if applicable).</i></li> </ul> <p><b>BB2: Improve Blue Badge parking offer in other key locations</b>  <i>This policy involves reviewing locations (in collaboration with partners where necessary) to determine solutions for increasing the availability of parking for Blue Badge holders and then implementing these solutions. Locations identified during the development of the parking strategy for review include the stations, the hospital and other key locations such as the library, mosques and local shopping streets.</i></p> <p><b>BB3: Improvements to access to Shopmobility Watford</b>  <i>This policy includes:</i></p> <ul style="list-style-type: none"> <li>• <i>Reviewing options for improving the pedestrian access route in collaboration with Shopmobility Watford;</i></li> <li>• <i>Detailed design of recommended options;</i></li> <li>• <i>Implementation of recommended options; and</i></li> <li>• <i>Increased marketing of Shopmobility Watford in any promotional material and information on accessing Watford town centre.</i></li> </ul>

Mode	Policy
PTW	<p><b>P1: Increase PTW parking at key locations and review existing parking</b>  <i>This policy includes increasing the amount of PTW parking in Watford and reviewing the time restrictions and security provision of existing PTW parking to determine whether improvements could be made.</i></p>
	<p><b>P2: Improved signage/information provision on parking for PTW users</b>  <i>This policy involves improving signage to make it easier for motorcyclists to access PTW parking in Watford.</i></p>
Cycle	<p><b>Cy1: Increase short stay cycle parking at key locations</b>  <i>The policy involves introducing more short stay cycle parking at key locations such as the town centre, stations, local shopping streets and retail centres, employment areas and key leisure facilities.</i></p>
	<p><b>Cy2: Develop a secure long-stay cycle parking facility in the town centre</b>  <i>This policy involves looking into the feasibility of introducing a secure long-stay cycle parking facility in the town centre and then, if feasible, working with partners for detailed design, acquisition of property (if necessary), identifying funding and then implementing/building the facility.</i></p>
	<p><b>Cy3: Provide small-scale secure cycle parking at relevant locations</b>  <i>This policy involves providing small-scale secure cycle parking (such as individual cycle lockers or a small-scale secure facility) at locations where a demand for this type of facility might be expected (for example places people might want to visit in the evening which would lack natural surveillance due to low footfall e.g. sports centres).</i></p>
	<p><b>Cy4: Pilot secure residential cycle parking provision</b>  <i>This policy includes:</i></p> <ul style="list-style-type: none"> <li>• <i>Identifying potential locations for secure residential cycle parking (involving stakeholders including residents, housing providers etc.);</i></li> <li>• <i>Setting up a system and developing a programme for design and implementation, as well as identifying further locations; and</i></li> <li>• <i>Implementing secure residential cycle parking provision according to the programme.</i></li> </ul>
Taxi	<p><b>T1: Optimise taxi rank and drop-off/pick-up facility provision in line with other changes in the town centre</b>  <i>This policy involves improving taxi rank and drop-off/pick up facilities near to key trip attractors.</i></p>
	<p><b>T2: Improve signage to taxi ranks within the town centre</b>  <i>This policy involves reviewing existing signage to taxi ranks and improving signage as necessary based on this review.</i></p>
Coach	<p><b>Co1: Develop a coach drop off facility in the vicinity of the town centre and long stay coach parking</b>  <i>This policy involves scoping, detailed design and implementation of a coach drop off facility which is convenient for the town centre as well as a designated long stay coach parking location, to provide for coach travel to Watford.</i></p>

Mode	Policy
<p><b>Freight vehicles</b></p>	<p><b>F1: A pilot Delivery and Servicing Plan (DSP) for the council</b></p> <p><i>This policy involves developing a pilot Delivery and Servicing Plan for the council including measures such as a delivery booking system, out-of-hours or off-peak deliveries, reducing delivery, servicing and collection frequencies, establishing a centralised ordering system and so on. The aim of this policy is to reduce the impact of freight activities on the council and surrounding area, achieve efficiencies in delivery and servicing activities and demonstrate the benefits of a DSP to other organisations in Watford.</i></p>

## 5 The Parking Delivery Plan

The main element of the Parking Delivery Plan is the Action Plan, set out in **Table 4** below. The Parking Delivery Plan also identifies the key resources and potential funding sources for implementing the parking strategy, as well as an overview of the key risks to the delivery of the parking strategy, the monitoring and review process and the importance of communicating the strategy (see sections below).

### Key resources required

The key resources required for implementing the parking strategy policies are:

- WBC staff time for further research, liaison with partners such as HCC, consultation and detailed design of schemes;
- Civil Parking Enforcement staff time for increased enforcement activities; and
- Funding for:
  - Consultation materials/publication;
  - Improvements to parking including changes to road layouts, upgrading or installing new infrastructure (e.g. parking payment system, cycle parking stands);
  - Improvements related to parking such as signage; and
  - Setting up and managing policy initiatives such as a town-wide Travel Plan.

### Potential funding sources

Potential funding sources include:

- Funding from parking revenue (e.g. for car park refurbishment);
- Renting out advertising space associated with parking facilities;
- Return on investment (e.g. people making greater use of the refurbished car parks, generating increased car park revenue);
- Developer contributions (S106 and CIL);
- Contributions from or funding by partners who will benefit from an improved parking offer for certain types of parking (e.g. at the stations);
- Local transport funding schemes (e.g. LSTF equivalent);
- Integrated Transport Block funding, via HCC; and
- LEP Growth Deal funding.

### Risks to delivering the parking strategy

Risks associated with delivering the parking strategy include:

- **Funding.** If suitable funding cannot be identified it may not be possible to deliver some of the parking policies.
- **Working with partners.** Several of the policies will require partner buy-in to be delivered and will be dependent on securing funding sources or permissions outside of WBC control.

- **Consultation.** The consultation process may hinder progress on some of the parking policies.

## Monitoring and review process

Progress against the Action Plan should be monitored at the end of each timeframe for action (e.g. six months, one year, eighteen months etc.). If an action has not been completed within the target timeframe it should be reviewed and amended.

As well as assessing progress against targets, monitoring should assess the impacts of the parking policies against the parking strategy objectives and policy-specific objectives. Any unforeseen adverse effects should also be identified as part of the monitoring process to inform any amendments to the parking strategy and to enable any remedial actions to be taken.

Monitoring information should be reported internally within the Council to relevant Council officers.

The parking strategy policies should be reviewed regularly to ensure that the strategy remains up to date. This will include removing policies which have been fully delivered and adding new policies which are relevant to a current parking situation. The objectives of the parking strategy should also be periodically reviewed.

An annual review should be reported to Council Members either at the end of the calendar year or at the end of the financial year. This could be incorporated with the Watford Parking Services annual report to form a general parking review report or could be reported separately alongside the Watford Parking Service annual report.

## Communication

Communication will be important for the success of the parking strategy. Once the strategy is adopted it should be publicised via the Council website, Twitter feed and so on. Communication will also be important for continued buy-in to the parking strategy from stakeholders, who have had a significant role in the development of the strategy. Communication of information about the parking strategy is necessary to engage and inform the public. Information should serve two purposes: helping people to use the parking in Watford; and explaining the reasoning behind certain parking policies (e.g. by emphasising the positive outcomes that are expected).



**Table 4: Parking Strategy Action Plan**

Action (* indicates that this action is dependent on the outcome of earlier actions)	Timescale (Lighter shading indicates that the timescale is dependent on the outcome of earlier actions)					Responsibility for action (in addition to WBC)	Resources required (in addition to staff time), <i>potential funding sources</i>
	2015/16	2016/17	2017/18	2018/19	2019/20		
<b>General</b>							
<b>G1: Street type matrix analysis</b>							
Classify all of Watford's streets using the street type matrix.							Use HCC Traffic Sensitive Roads as a guide
<b>G2: On-street space in the town centre</b>							
Create a plan of the desired allocation of space in the town centre area.						HCC	Started June 2015
Identify where any displaced parking/kerbside uses will be relocated.						HCC	Started June 2015
Detailed design and consultation on changes to on-street space.						HCC	Design resources <i>HCC funding (if combined with HCC schemes)</i>
Implementation of changes to on-street space.						HCC	Capital cost of implementing changes <i>HCC funding (if combined with HCC schemes)</i>
<b>Car parking</b>							
<b>Ca1: Improve the car parking offer in the town centre</b>							
Develop a 'User Experience Strategy' for the car parks.						CPO	Work with Property Services and Citiparks

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<b>Action</b> (* indicates that this action is dependent on the outcome of earlier actions)	<b>Timescale</b> (Lighter shading indicates that the timescale is dependent on the outcome of earlier actions)					<b>Responsibility for action</b> (in addition to WBC)	<b>Resources required</b> (in addition to staff time), <i>potential funding sources</i>
Decide on an evening car parking pricing structure.						CPO	Work with Property Services and Citiparks
Implement any changes to evening car parking pricing.						CPO	Minor capital cost <i>CPO funded</i>
Review and make changes to The Avenue pricing structure.*						CPO	Minor capital cost <i>Parking capital budget</i>
Research pay-by-phone (or alternative modern payment method) and suppliers.							Included within Parking Services Managers PDR + AJS
Introduce pay-by-phone (or alternative).							Capital cost of procuring and implementing system <i>Parking capital budget</i>
Implement and monitor the 'User Experience Strategy'.						CPO	Capital cost of implementing changes <i>CPO or parking capital budget funded</i>
Review additional measures; add to the strategy where appropriate.							Capital cost of implementing any changes <i>CPO or parking capital budget funded</i>
<b>Ca2: Formalise short-stay parking provision within the town centre</b>							
Explore short stay parking options; decide whether to progress any.						private car park owners	Started June 2015

Action (* indicates that this action is dependent on the outcome of earlier actions)	Timescale (Lighter shading indicates that the timescale is dependent on the outcome of earlier actions)					Responsibility for action (in addition to WBC)	Resources required (in addition to staff time), potential funding sources
Implement new short stay parking arrangement.*						private car park owners	Capital cost of implementing changes <i>Parking capital budget</i>
<b>Ca3: Implement 'pay-by-phone' or similar modern payment system at pay and display locations within Watford</b>							
Research pay-by-phone (or alternative modern payment method) and suppliers.							Parking Services Manager + Section Head introduce with new contract
Introduce pay-by-phone (or alternative).							Capital cost of procuring and implementing system <i>Parking capital budget</i>
<b>Ca4: Continue reviewing options for the multi-storey car parks</b>							
Assess options for the multi-storey car parks.						including WBC property management staff	
Progress preferred option.						including WBC property management staff, CPO	Cost of associated interventions <i>Parking capital budget</i>
<b>Ca5: Ensure car parking revenue is used to fund transport interventions</b>							
Set up the process for using car parking revenues for transport.							Section Head and Traffic Engineer
<b>Ca6: Work with businesses to encourage employees to commute by alternative modes to ease parking pressure and congestion</b>							
Contact businesses to gauge interest in a business travel planning forum.							Section Head and HCC

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Action (* indicates that this action is dependent on the outcome of earlier actions)	Timescale (Lighter shading indicates that the timescale is dependent on the outcome of earlier actions)					Responsibility for action (in addition to WBC)	Resources required (in addition to staff time), potential funding sources
Set up a business travel planning forum.						Watford businesses	Revenue cost of setting up and running forum <i>S106 contributions, CIL + Watford 2025 project</i>
Develop a town-wide Travel Plan.							Cost of associated interventions <i>S106 contributions, CIL, council car park revenue</i>
<b>Ca7: Improvements to parking in residential CPZs and residential parking in the town centre</b>							
Identify locations for shared use bays or different CPZ operating hours near to local shops.							Section Head / Traffic Engineers / Portfolio Holder
Review whether parking for residents living in the town centre should be provided in town centre car parks.							Discussions had with Citiparks and ongoing work with Property Team
Trial an e-permit system.						WPS/CPE	Capital cost of procuring and implementing system <i>Parking capital budget</i>
Consult on and implement changes to CPZs.							Section Head and Traffic Engineers Capital cost <i>Parking capital budget</i>
Implement changes to allow residents living in the town centre to park in the town centre car parks.*						CPO	Discussions had with Citiparks Capital cost <i>Parking capital budget</i>
<b>Ca8: Improvements to on-street parking outside the town centre</b>							

Action (* indicates that this action is dependent on the outcome of earlier actions)	Timescale (Lighter shading indicates that the timescale is dependent on the outcome of earlier actions)					Responsibility for action (in addition to WBC)	Resources required (in addition to staff time), potential funding sources
Identify locations for reviewing on-street parking.							Include within TRO Programme discuss with Traffic Engineer and Portfolio Holder
Identify locations where inconsiderate parking is a problem and develop a strategy to tackle it.						HCC/police	Ongoing as part of TRO Reserve List Programme agree with Traffic Engineers and Portfolio Holder
Review on-street parking outside the town centre.						HCC	Include within TRO Programme discuss with Traffic Engineer and Portfolio Holder
Implement changes to on-street parking.						HCC	On Going works - Agree with Members and Portfolio Holder Capital cost <i>Parking capital budget</i>
Implement strategy for inconsiderate parking.						HCC	Ongoing as part of TRO Reserve List Programme agree with Traffic Engineers and Portfolio Holder
<b>Blue Badge car parking and Shopmobility</b>							
<b>BB1: Improve Blue Badge parking offer in the town centre</b>							
Review whether Blue Badge holders should be charged for using off-street car parking.							Report to be produced
Change Blue Badge holder charging.*						CPO	Capital cost <i>CPO, parking capital budget</i>
<b>BB2: Improve Blue Badge parking offer in other key locations</b>							

<b>Action</b> (* indicates that this action is dependent on the outcome of earlier actions)	<b>Timescale</b> (Lighter shading indicates that the timescale is dependent on the outcome of earlier actions)					<b>Responsibility for action</b> (in addition to WBC)	<b>Resources required</b> (in addition to staff time), <i>potential funding sources</i>
Meetings with the stations, hospital and other key locations to discuss Blue Badge parking.							Section Head to undertake at Sustainable meetings
Decide whether to carry out CPE of disabled car parking spaces in private car parks.						WPS	Traffic Engineer
Improve access to the Blue Badge parking at Watford Junction.						LM/NR	Section Head to Work with London Midland and WJ Working Group. Capital cost <i>NR/LM funding; apply for HCC funding</i>
Review hospital Blue Badge parking.						WHHT	Section Head to Work with London Midland and WJ Working Group. Capital cost <i>NR/LM funding; apply for HCC funding</i>
Review Blue Badge parking at other key locations.							Section Head to Work with London Midland and WJ Working Group. Capital cost <i>NR/LM funding; apply for HCC funding</i>
Work with private car park owners to enforce disabled car parking spaces.*						private car park owners	Revenue cost (increased CPE) <i>Parking capital budget or general council funds</i>
Increase Blue Badge parking at Watford Junction.						LM/NR	Work with London Midland and WJ Working Group Capital cost <i>NR/LM funding</i>
Alter the provision of Blue Badge spaces/signage at the hospital.*						WHHT	Capital cost <i>Parking capital budget, WHHT funding</i>
Increase Blue Badge parking at other (non-Watford Junction) stations.						NR/TfL/other rail stakeholders	Capital cost <i>Parking capital budget, funding from partners</i>

Action (* indicates that this action is dependent on the outcome of earlier actions)	Timescale (Lighter shading indicates that the timescale is dependent on the outcome of earlier actions)					Responsibility for action (in addition to WBC)	Resources required (in addition to staff time), potential funding sources
Make changes to Blue Badge parking at other key locations.*						Various partners	Capital cost <i>Parking capital budget, funding from partners</i>
Implement order(s) and begin enforcing disabled spaces in private car parks.*						WPS/CPE	Capital and revenue cost <i>Parking capital budget or general council funds</i>
<b>BB3: Improvements to access to Shopmobility Watford</b>							
With Shopmobility Watford, review options for improving the pedestrian access route						Shopmobility Watford	Work with Citiparks and Property Services
Carry out detailed design of recommended option(s).						CPO	
Implement recommended option(s).						CPO	Capital cost <i>CPO, parking capital budget</i>
Include Shopmobility Watford in promotional material on accessing Watford.							
<b>Powered Two Wheeler (PTW) parking</b>							
<b>P1: Increase PTW parking at key locations and review existing parking</b>							

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<b>Action</b> (* indicates that this action is dependent on the outcome of earlier actions)	<b>Timescale</b> (Lighter shading indicates that the timescale is dependent on the outcome of earlier actions)					<b>Responsibility for action</b> (in addition to WBC)	<b>Resources required</b> (in addition to staff time), <i>potential funding sources</i>
Review existing PTW parking provision and identify suitable locations for further PTW parking.	■						Report to be produced
Make any changes to PTW parking provision.		■	■				Section Head Capital cost <i>Parking capital budget</i>
Detailed design for new PTW parking facilities.		■					Section Head Capital cost <i>Parking capital budget</i>
Implement new PTW parking.			■			HCC	Section Head Capital cost <i>Parking capital budget</i>
<b>P2: Improved signage/information provision on parking for PTW users</b>							
Identify suitable locations for signs to PTW parking.	■					HCC	Section Head Capital cost <i>Parking capital budget</i>
Introduce new signs to PTW parking.		■				HCC	Section Head Capital cost <i>Parking capital budget</i>
<b>Cycle parking</b>							
<b>Cy1: Increase short stay cycle parking at key locations</b>							

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Action (* indicates that this action is dependent on the outcome of earlier actions)	Timescale (Lighter shading indicates that the timescale is dependent on the outcome of earlier actions)					Responsibility for action (in addition to WBC)	Resources required (in addition to staff time), potential funding sources
Assess how much cycle parking to introduce and where to locate it.							
Develop and follow design and implementation programme (locations within WBC control).							Capital cost <i>S106 contributions, CIL, HCC sustainable transport funding</i>
Work with partners; develop and follow design and implementation programme (locations outside WBC control).						Various partners	Capital cost <i>S106 contributions, CIL, HCC sustainable transport funding, contributions from businesses</i>
Review progress on installing cycle parking at locations within WBC control.							
<b>Cy2: Develop a secure long-stay cycle parking facility in the town centre</b>							
Determine feasibility of introducing a secure cycle parking facility.							There may be an option to the use the old Church Street toilets building
Detailed design of facility, acquisition of property (if necessary), identification of funding sources.*						Various partners	Design resources, potential land purchase <i>S106 contributions, CIL, HCC sustainable transport funding</i>
Implement/build secure long-stay cycle parking facility.*							
Open the secure long-stay cycle parking facility.*						Various partners	Capital cost <i>S106 contributions, CIL, HCC sustainable transport funding, contributions from businesses</i>
<b>Cy3: Provide small-scale secure cycle parking at relevant locations</b>							

Action (* indicates that this action is dependent on the outcome of earlier actions)	Timescale (Lighter shading indicates that the timescale is dependent on the outcome of earlier actions)					Responsibility for action (in addition to WBC)	Resources required (in addition to staff time), potential funding sources
Identify locations for small-scale secure cycle parking and begin coordinating with partners.	■					Various partners	
Deliver secure cycle parking at the first location identified.		■				Various partners	Capital cost <i>S106 contributions, CIL, HCC sustainable transport funding, contributions from businesses</i>
Continue to deliver secure cycle parking at the other locations identified.		■	■	■	■		Capital cost <i>S106 contributions, CIL, HCC sustainable transport funding, contributions from businesses</i>
<b>Cy4: Pilot secure residential cycle parking provision</b>							
Identify potential locations for secure residential cycle parking provision.		■				housing providers/ residents	
Set up a system for design and implementation, as well as identifying further locations.			■				
Implement secure residential cycle parking provision according to the programme.			■	■	■		Capital cost <i>S106 contributions, CIL, HCC sustainable transport funding, contributions from housing associations</i>
<b>Taxi ranking, drop-off/pick-up</b>							
<b>T1: Optimise taxi rank and drop-off/pick-up facility provision in line with other changes in the town centre</b>							
Complete assessment of on-street town centre space.	■					HCC	Started June 2015

Action (* indicates that this action is dependent on the outcome of earlier actions)	Timescale (Lighter shading indicates that the timescale is dependent on the outcome of earlier actions)					Responsibility for action (in addition to WBC)	Resources required (in addition to staff time), potential funding sources
Consult on proposed changes and design changes to taxi ranking.							Cost of any consultation materials <i>Standard funding for consultation</i>
Implement changes to taxi ranking.						HCC	Capital cost <i>Parking capital budget, HCC funding</i>
<b>T2: Improve signage to taxi ranks within the town centre</b>							
Review signage to taxi ranks.							Section Head
Make any changes to taxi rank signage.							Capital cost <i>Parking capital budget, HCC funding</i>
<b>Coach parking</b>							
<b>Co1: Develop a coach drop off facility in the vicinity of the town centre and long stay coach parking</b>							
Scoping.						HCC	Traffic Engineer look at Gade Avenyue and work with Intu Town Centre Manager
Detailed design, process for re-designating space for coaches.						HCC	
Open the coach parking.						HCC	Capital cost <i>S106 contributions, CIL</i>
<b>Freight vehicle parking, loading/unloading</b>							
<b>F1: A pilot Delivery and Servicing Plan (DSP) for the council</b>							

<b>Action</b> (* indicates that this action is dependent on the outcome of earlier actions)	<b>Timescale</b> (Lighter shading indicates that the timescale is dependent on the outcome of earlier actions)					<b>Responsibility for action</b> (in addition to WBC)	<b>Resources required</b> (in addition to staff time), <i>potential funding sources</i>
Assessment of current delivery and servicing practices, review of council business operations.						including WBC procurement staff	Started June 2015
Develop the interventions which will be included in the DSP.							
Implement the DSP.							
Review the DSP.							
Develop advice on DSPs for other organisations that are interested.							


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**Notes**  
 CPE – Civil Parking Enforcement    HCC – Hertfordshire County Council    NR – Network Rail    WBC – Watford Borough Council    WHHT – West Hertfordshire Health Trust  
 CPO – car park operator    LM – London Midland    TfL – Transport for London    WPS – Watford Parking Service

## Appendix A

# Parking policies and objectives matrix

### Key

 Policy **expected** to contribute to realising this objective

 Policy **could** contribute to realising this objective or include elements which would meet this objective



## PART A

**Report to:** Highways Forum  
**Date of meeting:** 7<sup>th</sup> October 2015  
**Report of:** Transport and Infrastructure Section Head  
**Title:** Watford Borough Council Parking and Highway Works

1.0	<b>SUMMARY</b>
1.1	This report provides current information on the Borough Council's Traffic Orders, Projects relating to highways works within its responsibility and the Parking Service.
2.0	<b>RECOMMENDATIONS</b>
2.1	To note the report.
<p><b>Contact Officer:</b>          For further information on this report please contact: Andy Smith, Transport and Infrastructure Section Head          telephone extension:8115 email: andy.smith@watford.gov.uk</p> <p><b>Report approved by:</b> Jane Custance, Head of Regeneration and Development</p>	
3.0	<b>TRAFFIC ORDERS</b>
3.1	<p><b>Appendix A</b> details the minor locations across the Borough which formed the 2015/16 various sites Traffic Order.</p> <p>A number of additional sites requiring Traffic Orders were introduced in to the work programme with the consent/ approval of the Portfolio Holder and these are also listed.</p>
3.2	<p>In addition to the committed/ completed schemes listed, a number of sites still remain on the reserve list awaiting consent from the Portfolio Holder for them to be moved on to the action list.</p> <p>These are also listed in <b>Appendix B</b>. Included as an add-on to the reserve list are a number of sites which Members have approached Officers on. These sites are regarded by the Members concerned as being high priority and consequently they have been referred to the Portfolio Holder for decision regarding priority and programming.</p>
3.3	<b>MAJOR TRO SCHEMES</b>
3.4	<p><b>St Albans Road Parking Study</b></p> <p>The stage 1 and stage 2 work on the study has focussed further work on the review of the operation of short/ medium stay parking on St Albans Road to identify whether amendments can be identified which will better support traders in St Albans Road. Contact has made with the traders seeking volunteers to take part in a number of workshops to identify and develop ideas regarding the management of the bays. The first of these will take place in mid October. In addition, a review of existing yellow line controls across Callowland Ward with a view to reducing their extend where road safety and congestion considerations allow is also being progressed along with a review of controls at a small number of locations identified at stage 2 where residents have raised concerns at access difficulties caused by inconsiderate parking.</p>

3.5	<p><b>Controlled Parking Zones - Area Wide Review</b></p> <p>The views of residents and businesses within the existing CPZs in Watford were sought via questionnaires distributed over the summer 2013. The outcome of the consultation was included in a full report to Cabinet in December 2013. The majority of respondents supported the current CPZ regime. The two most significant changes identified relate to the introduction of full zone controls in zone M/N (currently only match day) and the introduction of a residents parking scheme in The Larches in Oxhey. The scheme in The Larches completed its statutory process and was introduced at the beginning of September 2015. With regard to M/N an additional consultation with residents carried out at the request of the Ward Councillors showed that support for changes to the parking controls in the area had reduced since the original consultation in 2013. As a result the Ward Councillors requested that full zone controls only be taken forward for the following roads:-</p> <p>Whippendell Road (Queens Avenue to Harwoods Road)</p> <p>Princes Avenue (Hagden Lane to Harwoods Road)</p> <p>Harwoods Rd (Kings Avenue to Chester Road)</p> <p>Detailed design work for this amendment is currently under way and the statutory consultation process will take place during the Autumn. Assuming any objections received can be satisfactorily addressed, the amendments should be in place by the end of 2015.</p>
3.6	<p><b>Radlett Road Estate</b></p> <p>Several rounds of informal consultation have identified 'commuter ban' controls as the option which best meets the needs of the Estate. Both Watford Community Housing Trust and Places for People (in relation to Octavia Court) have indicated that they do not wish to include their privately controlled parking areas in to the emerging Council proposals for the public highway. Details of the scheme are currently being produced and will progress to Statutory Consultation in the Autumn. Subject to any formal objections being satisfactorily resolved, a scheme should be in place by the end of 2015.</p>
3.7	<p><b>Cassiobury Estate</b></p> <p>A number of small scale amendments to the parking controls on the Estate along with the expansion of the zone controls to 3 additional streets (Langley Way-Cassiobury Drive to Parkside Drive; Trefusis Walk and Conningesby Drive) were identified for action. The changes completed their statutory process in early summer and the changes were introduced at the beginning of September 2015.</p>
3.8	<p><b>Cassiobury Triangle</b></p> <p>At the request of the Park Ward Councillors and with the agreement of the Portfolio Holder a consultation is planned following concerns expressed by the Cassiobury Triangle Residents Association. The consultation is to test the view of residents regarding the introduction of some form of permit parking scheme to address parking congestion issues which are expected to become worse with the HLF project in Cassiobury Park. Consultation is due to take place in Autumn 2015 with a decision on whether to develop proposal further likely in late 2015.</p>



4.0	<b>PROJECTS</b>
4.1	<p><b>Under s115 of the Highways Act/Highway Agreement</b></p> <p>The Borough Council can undertake works on the highway where they are providing an amenity.</p> <p>In February 2014, Watford Council approached Hertfordshire County Council with a view to entering into an Agency Agreement for undertaking works on the Highway. In April 2014, a new Agreement was entered in to between the two Councils.</p> <p>Subject to the appropriate Noticing of works and prior agreement for the delivery of major projects, Watford can now carryout highway works using our in-house term contractor.</p>
4.2	<p><b>Car Park refurbishment projects – Timberlake car park Radlett Road and Watford Business Park car park</b></p> <p>Both Timberlake car park at Radlett Road and Watford Business Park car park have now been upgraded including introducing dedicated disabled and infrastructure for electric vehicle charging. In mid-November 2015 parking management controls in the form of an Off Streets Parking Places Order will be introduced in both car parks.</p> <p>The controls in Timberlake car park will help to protect some spaces that are currently occupied by commuters for the Allotment Holders and those residents and visitors wishing to use the Colne Valley Linear park.</p>
4.3	<p><b>Land Drainage</b></p> <p>Phase 2 of the watercourse improvement works at the Lairage Land will commence in February 2016 once the treatment of the Japanese Knotweed has been completed.</p>
5.0	<b>HERITAGE PROJECTS AND RENOVATION SCHEMES 2015-16</b>
5.1	<p><b>Estcourt Conservation Signage</b></p> <p>A project in the Estcourt Conservation Area was completed in September. Two circular (200mm diameter) etched zinc roundels have been placed at each of the ten roads to highlight the access points into the Conservation Area.</p> <p>The project was funded through a 50% financial contribution from the County Council Highways Locality Budget supported by County Councillor Giles-Medhurst and the Borough Council's conservation assets budget.</p>
5.2	<p><b>Deep Cleaning Programme 2015-16</b></p> <p>Seven roads in the Callowland/Leggatts, eight roads in Holywell/Vicarage Wards and a further seven roads in Central Ward are set for an Autumn deep clean. The project which has received funding support from Councillor Joynes, Councillor Bell and Councillor Giles-Medhurst and is due to commence on the 13<sup>th</sup> November and be completed within three weeks.</p> <p>Veolia, Ringway and the Borough Council's civil engineering contractors will be joining forces to carryout intensive street cleaning and highway repairs in roads in</p>

	Watford that have previously been difficult to access. The works will also include gully cleaning, relining and replacing /repainting defective street name plates.
5.3	<p><b>Watford Heath Landscape works</b> Works commenced in late September to improve the Heath. The project forms part of the town's green spaces improvements programme.</p> <p>New footpaths will be framed with restored historical railings, the war memorial will be given a new setting and unnecessary signs and clutter removed. The trees will be given some care and attention, existing seats will be restored and a new seating feature area will be introduced. The works are expected to take 6-8 weeks to complete.</p>
6.0	<b>SUBWAYS ENHANCEMENT PROJECT</b>
6.1	<p>Following a successful bid for HCC Section 106 funds. Two new subway mirrors have been installed in the Subway leading from Church Road to Watford Junction Station.</p> <p>The project to further enhance the subway leading from Church Street to Vicarage Road is planned for the late Autumn.</p>
7.0	<b>PROMOTING ELECTRIC VEHICLE CHARGING</b>
7.1	<p>In partnership with HCC new signage has been introduced to a number of WBC car park information boards to highlight the availability of electric vehicle charging infrastructure.</p> <p><b>Appendix C</b> provides a plan showing the locations of where the existing Electric Vehicle Charging infrastructure has been introduced in the Borough and our proposals for further EV sites in 2105/16.</p>
7.2	<p><b>Introduction of an Electric Car Club for Watford</b></p> <p>In November 2014 the Council entered in to a 12 Month pilot scheme partnership with E-Car to introduce an Electric Car Club in the Town. The project is one of the first schemes of its kind and aimed at increasing people's transport options in and around the town, giving them an alternative, more sustainable way to travel that will help save money and reduce emissions.</p> <p>E-Car Club complemented Watford Borough Council's vehicle fleet with two brand new zero-emission Renault Zoe electric cars which are stationed at the Town Hall and The Avenue car park, opposite the leisure centre.</p> <p>The cars are available to local businesses and residents who can drive them across the county, neighbouring counties and within easy reach of a return journey to London.</p> <p>In the first 9 months of the Pilot Project there had been 33 active Watford Council staff members signed up to use the staff electric vehicle. There has also been 15 private user sign ups to the E-Car Pay Per Use Car Club Pilot Scheme for the town.</p> <p>Since the scheme started there have been a total of 229 booking. On average, 20 bookings each month, which equates to the vehicle being driven just under 8 miles per booking. In total (up to the 17<sup>th</sup> August 2015) the electric vehicles combined have covered 3243 miles.</p>

	<p>On the 17<sup>th</sup> September 2015 Watford Borough Councils Leadership Team approved a 24 month extension to the current E-Car Agreement.</p>
7.3	<p><b>Facilitating Electric Vehicles in to the local Taxi Fleet – introducing Rapid Charging Stations</b></p> <p>In order to help drive the uptake of electric vehicles to kick start the transition to an emission free, national vehicle fleet to combat rising emissions the Borough Council has been working with a company called Electric Blue to facilitate the introduction of Electric Vehicles into the local taxi fleet.</p> <p>(EVs) offer a viable solution to this challenge and importantly are significantly cheaper to operate, given the substantially lower running costs of EVs vehicles the logical starting point was the Taxi industry. To date, widespread adoption of EVs has been limited by the lack of charging infrastructure. The project proposes to tackle this by installing a Rapid Charger Network in the Borough, these chargers are capable of providing an 80% recharge in 25 minutes..</p> <p>In April 2015 the partnership saw the first Rapid EV Charger in Watford introduced. This has been located in Service Road Q near the junction of Beechen Grove.</p> <p>Discussions are currently taking place between the parties to install a second rapid charger. This will then ensure there is sufficient capacity in the network to open up the rapid chargers to the general public.</p>
8.0	<p><b>PARKING SERVICE UPDATE</b></p>
8.1	<p><b>Watford Annual Parking Report</b></p> <p>This is currently in the process of being prepared. It is being revamped this year so that it is visually more appealing and intended to make the most important information easier to identify. A draft format of the report, which is unlikely to include the comparative appeal statistics, is hoped to be completed in October. A final version will be available when the Traffic Penalty Tribunal have released the appeal statistics for Hertfordshire authorities.</p> <p>This report will show that just over 23,000 Penalty Charge Notices were issued in 2014/15. This is just under a 1,000 increase on the previous year. This is likely to be the result of regular late night enforcement in the met quarter (Zone E ) until 10pm.</p> <p>The number of match day tickets fell from 1,252 to 972 and this is likely to be associated to Watford's early cup exits. There will be less home fixtures this year to due to less games in the Premier League.</p>
8.2	<p><b>Web Services</b></p> <p>The uptake of the online permit system is growing but it is slow with around 10% of the 5,500 applications being made online.</p> <p>However, the online Penalty Charge Notice challenge system is growing rapidly. The details of the system were printed on the reverse of penalties last month</p>

	<p>(August) and this saw the number of challenges made in this way rise from 9% to 75%. As anticipated, the overall number of challenges made fell by 21% as it is likely that motorists viewed the photographic evidence taken by the Civil Enforcement Officer and elected to pay instead.</p>
8.3	<p><b>Vinci Park UK Ltd</b></p> <p>The Local Contract Manager, Lisa Locke, has resigned after 7-years at Watford. She will become the Contract Manager at London Borough of Bromley, which is closer to her home. Vinci are presently interviewing to fill her position and have been keeping the Council updated. Lisa remains available to Watford 2-days a week and by telephone but the monthly enforcement invoices have been reduced accordingly.</p> <p>The Dacorum Operations Manager has resigned and taken up a position at London Borough of Camden. Vinci have recruited and the new Operations Manager took up the post on Monday 14<sup>th</sup> September.</p>
8.4	<p><b>The Avenue Car Park</b></p> <p>Costs have been obtained for the implementation of a credit card pay and display machine to be introduced into The Avenue Car Park, which will assist regular long-stay parkers. The current machines can be upgraded for around £1,500 or a new machine ordered for around £4,000. There will be monthly modem charges and card fees at around 2% for credit cards and 15p for debit cards. The operational impact of this project and the effect on signage etc is being considered.</p>
8.5	<p><b>Proposed changes to Civil Parking Enforcement – Government Proposals</b></p> <p>A number of the changes in the Deregulation Bill which went through Parliament earlier in 2015 and these did not make any significant difference to our parking enforcement operation because we do not run the affected services, such as camera enforcement, or we are already doing them, such as re-offering payment of the discounted amount following rejection of a challenge to a penalty, which was recommended within the statutory guidance to the Traffic Management Act 2004 in any event.</p> <p>There is also a will for the TMA 2004 recommendation for Local Authorities to publish annual reports and their cancellation policy to be made compulsory, which again will not affect us as this is something we already do.</p> <p>The most significant change, which will have a notable impact on the service and its income, is the introduction of a 10-minute grace period in permitted parking areas, such as pay and display, shared use and residents bays etc. Previously , motorists were afforded a 5-minute observation period, which relates to the loading laws. Loading is an exemption in all Traffic Regulation Orders that allows motorists to legally park on a restriction in order to carry out that activity. As a result, we are obliged to provide an observation period to determine if any loading is taking place before any penalty is issued and 5-minutes is the commonly adopted period used across the Country and was confirmed as the most appropriate period by a High Court judge in a very well known appeal case.</p> <p>A 10-minute grace period, which does not appear to relate to loading or any other</p>

	<p>activity, will affect the levels of general compliance to the restrictions, which is the fundamental purpose of enforcement, the income levels and the overall efficiency of the operation. Effective coverage of patrolled areas will be reduced because Civil Enforcement Officers are required to stand by a car for 10-minutes or will not be able to stray very far, meaning that the current beat patrols are not enforced to the same degree that they were previously.</p> <p>Our pay and display charges are 20p/30p for 12-minute blocks of time. In busy and popular locations, such as Market Street, where vehicle turnover is important to the local businesses, motorists can now effectively purchase 22-minutes for their 30p, which reduces the overall turnover of spaces and has a longer term effect on income, particularly as the maximum stay is 1-hour. This has become 1hr 10mins. Visitor vouchers now provide an additional 10-minutes beyond their stated time because they are used in permitted parking bays. At this stage It is difficult to understand how this change is helping businesses and something we will monitor closely .</p> <p>It is clear that we will issue less PCNs annually but this is obviously the intended outcome of the changes.</p> <p>There is also a proposal that a set number of local residents, 50 has been suggested, can present their petition to the Council to request them to review yellow lines on their road. This may also have a knock on effect on the implementation of other schemes, the costs of changing TRO's and the workload of the Traffic Engineers.</p> <p>With regard to income, all on-street income is ring-fenced and can only be spent on transport related projects under s.55 of the Road Traffic Regulation Act 1984. Similarly, this also applies to all off-street PCNs.</p>
9.0	<b>CCTV, WI-FI AND FOOTFALL UPDATES</b>
9.1	<p><b>CCTV control room move to Shady Lane</b></p> <p>The Council continues to replace its oldest cameras as part of a 3 year programme of camera improvement. Many of the cameras are 15 years old and nearing the end of their operational life. Planned in conjunction with the Highway Authority there will be a number of night time traffic restrictions on some town centre roads to enable these works to take place.</p> <p>Officers are also advising the Cassiobury Park HLF team on the options for cctv coverage around the relocated bandstand, The Cha and the proposed Hub centre.</p> <p>The Town Centre CCTV Annual Report was signed off by Cllr Sharpe, Portfolio Holder, and will be sent to all Borough Councillors, County Councillors and published on the Council's web-site shortly.</p> <p>Discussions are ongoing with the Watford Community Housing trust around the provision of monitoring services at a number of their sites. A trial will commence at The Brow shops once the trust have completed a system upgrade in Nov 2015.</p> <p>An evaluation of cctv options is underway for the Westland Rd PSPO which may result in the installation of additional fixed cctv cameras and the use of re-deployable cameras. These will also be available to cover known ASB sites.</p>

9.2	<p><b>Town Centre Footfall Counter Project</b></p> <p>The final counter site, at the corner of Water Lane and High St, was installed in late July 2015. There are now 12 counter sites across the town centre providing the Council and partners valuable data on pedestrian flow rates, times and directions of travel.</p>
9.3	<p><b>Town Centre Access WI-FI</b></p> <p>The Council, in partnership with Herts CC and WCHT, have granted a 10yr concession to Intechology WiFi Ltd to provide free public area wifi in the town centre and at the Trust's community sites. Installation commences in early October and the network will be live by the end of 2015</p>
<b>10.0</b>	<b>Monitoring Officer Comments</b>
10.1	The legal implications are contained within the body of the report
<b>11.0</b>	<b>s151 Officer Comments</b>
11.1	The Director of Finance advises that the cost of the schemes listed above can be met from within existing budgetary provision.

### **Appendices**

Appendix A: TRO Various Sites

Appendix B: TRO Reserve List

Appendix C: Electric Vehicle Charging Infrastructure sites

### **Background Papers**

No papers were used in the preparation of this report.

### **File Reference**

None

## APPENDIX A – MINOR SCHEMES TRAFFIC ORDER PROGRESS SUMMARY

### 2014/15 ACTION LIST SCHEMES PROGRESS

LOCATION	NOTES	Progress	Status
Longspring o/s nos.71-79 <b>LEGGATTS</b>	Request for waiting restrictions to prevent obstructive parking. Tentative agreement from residents to scheme. HCC agree to principle. Promoted by Cllr Khan. Informal consultation completed 09/14. Statutory Consultation December 2014		Completed <b>Green</b>
Kingsfield Road, <b>OXHEY</b>	Outcome of parking study. Request for DYLS on Kingsfield Road in vicinity of nos. 47 – 55 approx. Promoted by Oxhey Ward Councillors	<b>April 2015</b>	Completed <b>Green</b>
Eastbury Road o/s shops N of Brookdene Ave. <b>OXHEY</b>	Problems of vehicles parking wholly or partially on the f/w outside shops creating a hazard for pedestrians. (reported through Mayor's Office) Proposals for limited wait bays being prepared	Statutory consultation on proposals for short stay bays outside shops completed March 2015. Following review of representations, the nature of the scheme is being reviewed <b>Expected completion late 2015.</b>	Amber
Parkside (off Eastbury Rd) <b>OXHEY</b>	Concerns at obstructive parking on Parkside, particularly on leg running from Eastbury Rd and on junction where road splits.		Completed Green
Greenbank Rd o/s nos 51 & 53 <b>NASCOT</b>	Request from resident of no 51 for existing DYL to be extended across driveways of 51 and 53 to improve forward visibility and reduce obstruction to driveways. Promoted by Councillor Aron.		Completed Green

### ADDITIONAL SITES ACTIONED IN 2014/ 15

LOCATION	NOTES	status
New Street loading bay	Conversion of existing disabled parking bay in front of new Market Store Room in Church Car Park in to a loading bay.	Completed <b>Green</b>
CPZ Consolidation Order – minor amendments (see table below)	Minor amendments to existing CPZ Order to address a range of small scale issues raised by Members/ residents.	Completed <b>Green</b>
Grover Rd and Avenue Terrace, Oxhey	Introduction of small scale yellow line parking controls to address access issues, particularly in relation to the refuse/ recycling service	Completed <b>Green</b> Completed
The Avenue car park	Introduction of dedicated permit/ season ticket bays to support the introduction of the Lanchester Free School	Completed <b>Green</b>

Haines Way car park (WCHT)	Introduction of enforceable controls in the car park at the request of WCHT to enable effective management of the car park	Completed <b>Green</b>
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## 2015/16 ACTION LIST SCHEMES PROGRESS

LOCATION	NOTES	Progress	Status
Holland Gdns/ St Albans Rd jn And Spring Gdns/ St A Rd jn <b>STANBOROUGH</b>	Obstructive parking on f/w impacting on sight lines	Initial site visits completed. Proposals being prepared for consultation	<b>Green</b>
Estcourt Rd, <b>CENTRAL</b>	Blue badge holders park on s side between entrance to Sutton Rd car park and Beechen Grove signals obstructing junction follows. Possible loading ban	Initial site visits completed. Proposals prepared	<b>Green</b>
Scammell Way/ Crusader Way jn <b>HOLYWELL</b>	. Visibility to the right emerging from Crusader Way obscured by parked vehicles. Requests extension of existing DYLS.	Initial site visits completed. Proposals prepared. Initial consultation completed	<b>Green</b>
Maple Grove <b>NASCOT</b>	Review of restrictions in Maple Grove-possible commuter ban arrangement to address	Initial site visits completed. Proposals for commuter bans prepared. Initial consultation completed.	<b>Green</b>
Farmers Close/ Sheepcot Lane Jn <b>WOODSIDE</b>	Request for review of existing yellow line controls.	Initial site visit completed	<b>Green</b>
199 Sheepcot Lane <b>WOODSIDE</b>	Request for existing DYLS to be extended up to and across driveway of 199 to prevent obstructive parking closed to the crossover	Initial site visit completed	<b>Green</b>
Imperial Way/ Balmoral Road jn <b>TUDOR</b>	Obstruction of sight lines for vehicles exiting Imperial Way on to Balmoral Road by vehicles parked close to the junction. Also concerned at footway obstruction for pedestrians – road safety concern.	Initial site visit completed	<b>Green</b>
Greenbank Care Home entrance, Leadbetter Drive; Greenbank Rd/ Mulberry Close jn; Greenbank Rd jn with spur to nos 133-139 <b>NASCOT</b>	Obstructive parking at school time	Initial site visit completed	<b>Green</b>
Whippendell Road (Ascot Rd to Cassiobridge Rd)	Cars parked on n side of road in vicinity of existing traffic islands obstructs larger vehicles, particularly buses.	Proposals for waiting/ loading ban prepared. Bus co. consulted. Draft Orders prepared, HCC consultation	<b>Green</b>



<b>HOLYWELL</b>	Requests upgrade of existing SYL on this section of road to DYL. Request from Arriva buses	response awaited.	
Cuffley Ave/ Garston Lane jn <b>MERIDEN</b>	Visibility problems at jn caused by cars parked on Garston Lane. Requests yellow lines	Initial site visit completed	<b>Green</b>
Watford Museum <b>CENTRAL</b>	Introduction of enforceable parking management in Museum car park to protect parking for visitors to the Museum.	Initial site visits completed. Proposals prepared.	<b>Green</b>
St Albans Rd (East side) – Bushey Mill Ln to Buckingham Rd <b>CALLOWLAND</b>	Request for amendment to existing limited wait bay so that it doesn't run across dropped kerbs. Current arrangements mean that dropped crossings can't be enforced in relation to obstruction.	Initial site visit completed	<b>Green</b>

**CPZ – AMENDMENTS 2014/ 15**  
**Completed February 2015**

<b>LOCATION</b>	<b>NOTES</b>
Essex Road & Watford Fields <b>NASCOT &amp; CENTRAL</b>	Increase P & D max stay time to 4 hours
Queens Road (The Broadway) <b>CENTRAL</b>	Introduce additional 20 min free parking bays
Grosvenor Road <b>CENTRAL</b>	Remove existing bay behind New Hope Trust (obstructs access to property)
King Street P & D bays <b>CENTRAL</b>	Reduce operating hours of bays from 8am to 10 pm to 8am to 6:30pm
Bridle Path <b>CENTRAL</b>	Introduce 3 nr disabled parking bays in turning head at rear of Holiday Inn Express Hotel
Wiggenhall Road <b>VICARAGE</b>	Introduce syl across gateway entrance in P & D area of Wiggenhall Road slip road (Hornets Gyatory)
Park Road/ Church Road <b>NASCOT</b>	Extend length of syl across accesses to St Andrew's Church to improve visibility
Church Road <b>NASCOT</b>	Extend length of dyl opposite entrance to Salter's Gardens to improve access to Salter's Gardens

**APPENDIX B  
TRO REQUEST SITES  
RESERVE LIST 09/15**

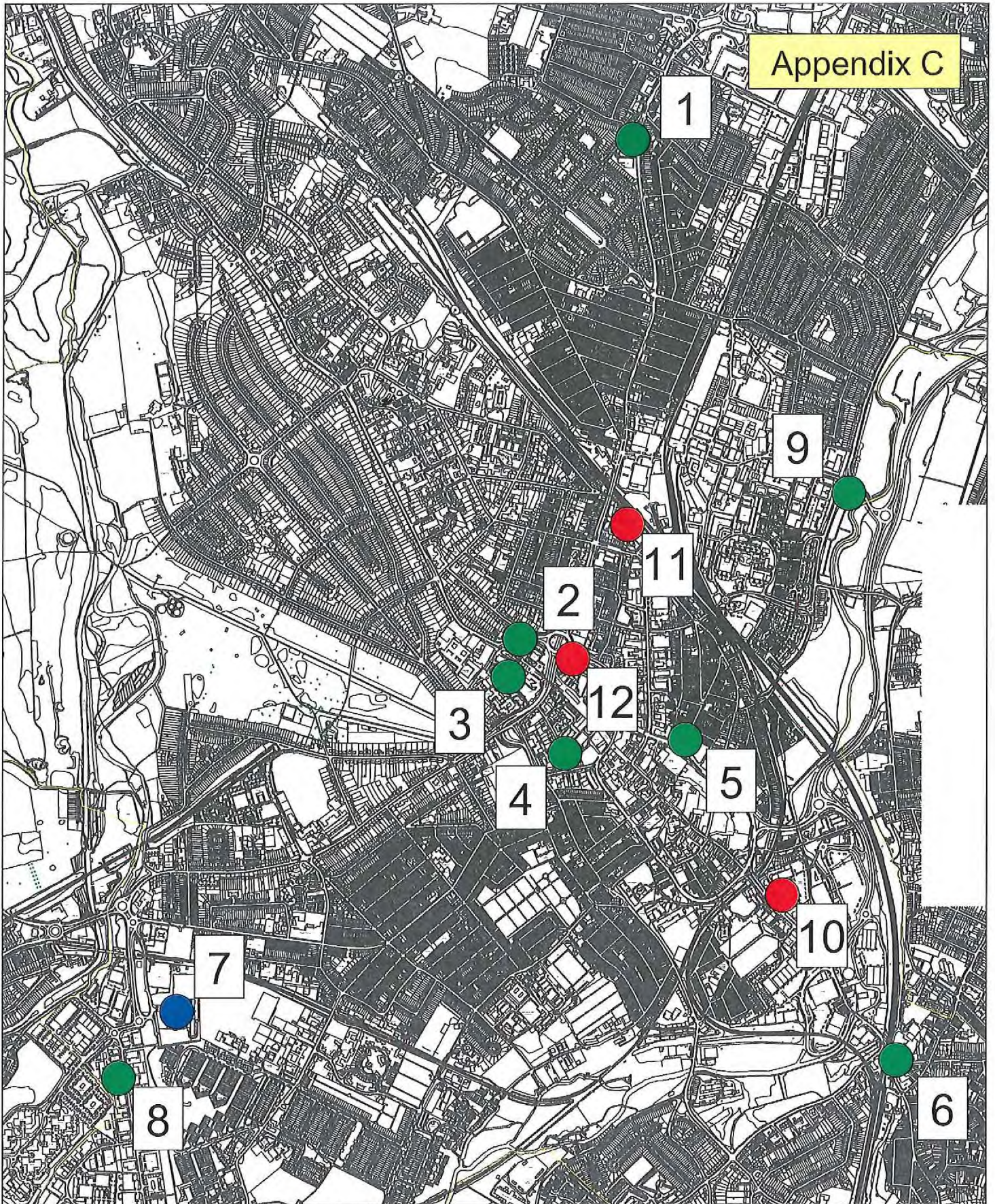
<b>LOCATION</b>	<b>NOTES</b>
Comet Close Leavesden	Obstructive parking on footways/ bend particularly in evenings and weekends
Cart Path, Horseshoe Ln	Request for Residents Only parking to address non-resident parking from adj Sports Centre customers. (some Member support)
Pheasant Court, off Holtsmere Close Garston	Obstructive parking opp and adj to entrance to retirement complex. Request for DYLS opposite.
Vicarage Rd precinct	Request to extend max waiting time in surrounding parking bays from 1 hr to 2 hrs – supporting petition. Member support from Vicarage and Central. Petition 18 signatures (residents and businesses)
Ganders Ash o/s approx nos. 20/22 (04/13)	Majority of parking takes place on one side of road but occasional vehicle/s park on other side causing a pinch point and obstruction. Suggests DYLS on one side
Ennerdale Drive & Newhouse Crescent	<b>TRO 758</b> – re-consultation on possible parking controls following outcome of 758 (November 2013). See 758 decision report Nov 13.
Ridge Lane – Dowry Walk to Hempstead Rd (12/13)	Parking in the vicinity of Dowry Walk/ Ridge Lane obstruct visibility for traffic emerging from Dowry Walk. (also previous complaint regarding obstructive parking at Ridge Ln/ Hempstead Rd junction.
Stripling Way Estate (12/13)	Request for parking controls to address match day obstruction inhibiting emergency access. (NOTE: Ward Councillors consulted and support principle. Cllr Nigel Bell is lead Member.
Warneford Place/ King Edward Rd jn (08/14)	Request for DYLS at jn as parked cars obstruct crossing for pedestrians – road safety hazard.
Longspring/ Nicholas Close (12/14)	Request for additional DYLS at the jn to prevent parking obstructing visibility for vehicles emerging from Nicholas Close – particularly an issues looking to the right.
Observer Drive (03/15)	Alleged obstructive parking in Observer Drive close to jn with Rickmansworth Rd – suggested need to extend existing DYLS (referred to list by Cllr Derbyshire)
Oxford Street (03/15)	Request for existing DYLS to be extended across dropped kerb of no. 1 to prevent obstruction to driveway (currently marked as a permit bay)
Chalk Hill (04/ 15)	Request to introduce daytime Mon-Sat controls on uncontrolled section between King Edward Rd and Hayden Rd junctions to address obstructive parking issues. Minister of Church fronting his section is in support.
Rother Close/ Severn Way jn (04/15)	Persistent parking with vans/ cars parking half on f/w at the jn forcing peds in to c/w. Requests DYLS from Severn Way to parking bay.
Avenue Terrace (04/15)	Request that existing dropped kerbs in Avenue Terrace be protected by DYLS to prevent obstruction which prevents peds crossing the road to f/w on s.e. side. Concerned at footway & general obstructive parking in Avenue Terrace – requests additional yellow lines
Gammons Lane/ Leggatts Way jn (05/15)	<b>Ms Niellson, 194 Gammons Lane WD25 5JH.</b> Request for DYL junction protection markings due to parking close to jn obstructing visibility for vehicles emerging from Leggatts Way. (received via Richard Harrington)
Harebreaks jn with Brett Place (05/15)	Requests DYL junction protection markings to secure sight lines for vehicle emerging from Brett Place on to Harebreaks. Visibility obscured by parked vans.
Percy Rd/ Francis Rd (06/15)	Amendment to provide more bays on inside of bend in Percy Rd (by new devt), on E side of Francis nr jn to Marlborough Rd & entrance protection DYLS o/s no26

Reserve list 09/15 (2)

Kingsfield Court/ Kingsfield Rd junction (07/15)	Request to install junction protection DYLS to prevent obstructive parking which blocks access to EPDs in the Court
Haines Way by Orbital Community Centre (07/15)	Request for DYLS on both sides of the road in Haines Way on the bend close to the Orbital Community Centre. Alleged that parking on both sides makes the bend dangerous. Concerned that a proposed housing WCHT housing development will exacerbate the difficulties by increasing local parking demand.
Cassiobury Drive o/s nos 152 – 158 (08/15)	Request from residents for removal of permit bay o/s 152-156 – alleged to be hazardous.
Shady Lane/ St Johns Rd (09/15)	Conversion of existing P & D bays in Shady Ln to taxi rank and re-designation of existing shared use bays in St John's Rd to P & D only to address problems of taxi congestion in Shady Lane.
Garston Park Parade (09/15)	Introduction of additional short stay parking bays in the vicinity of the shops to support local businesses

**Updated 22/09/15**

# Appendix C



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EXISTING CHARGING POINTS	
1	Longspring car park public
2	The Avenue car park public
3	Town Hall car park public (evenings/w.ends)
4	Gade m/s car park public
5	Sutton m/s car park public
6	Pinner Road car park public
7	Morrisons s/market private
8	Watford Business Park public
9	Timberlake car park public

PROPOSED CHARGING POINTS 2015	
10	New Road public-rapid charge
11	Bridle Path public-rapid charge
12	Service Road Q public-rapid charge

Location: Borough of Watford

Description: Electric vehicle charging points (March 2015)

Date: March 2015

Drawn by: BS

Scale:

**WATFORD**  
**BOROUGH COUNCIL**  
 Planning  
 Town Hall  
 Watford  
 WD17 3EX



Drg. No.

