


<p style="text-align: center;">London Borough of Hammersmith & Fulham</p> <p style="text-align: center;">CABINET</p> <p style="text-align: center;">10 JULY 2017</p>	
<p>PARKING PROJECTS AND POLICY PROGRAMME 2017/18</p>	
<p>Report of the Cabinet Member for Environment, Transport and Residents Services: Councillor Wesley Harcourt</p>	
<p>Open Report</p>	
<p>Classification: For Decision Key Decision: Yes</p>	
<p>Wards Affected: All</p>	
<p>Accountable Director: Mahmood Siddiqi – Director Transport and Highways</p>	
<p>Report Author: Richard Hearle – Parking Projects and Policy Manager</p>	<p>Contact Details: Tel: 020 8753 4651 E-mail: richard.hearle@lbhf.gov.uk</p>

1. EXECUTIVE SUMMARY

- 1.1. This report outlines the key parking priorities for the Council and presents the parking projects and policy programme that will support these objectives. The report seeks approval for proposals to be designed, consulted and implemented during the 2017/18 financial year.
- 1.2. The 2017/18 programme has been developed in line with the Council's transport and environmental priorities in 'The Change We Need'; in particular '*increasing the number of ports for charging electric cars*' and to '*make our neighbourhoods better places to live*'. The programme also supports the council's 2017/18 annual report that announced recently parking permit prices are frozen for a third year running, and to help cut pollution we're opening more than 150 electric vehicle (EV) charging points and launching a green car club with one-year free membership for residents.
- 1.1. The Mayor of London's draft Transport Strategy (MTS) will be published in early 2017 and finalised in early 2018, and it is expected that the parking programme will provide a solid foundation to support the MTS when published.

- 1.2. The key priorities set out in the proposals for 2017/18 build on previous achievements, improving existing parking provision and supporting targets to improve local air quality by reducing vehicle nitrogen dioxide (NO₂) and particulate matter (PM10) emissions; reduce green-house gas emissions; and reducing congestion.
- 1.3. A key deliverable is to support the uptake of electric vehicles (EV) by completing the Source London EV charge network. This programme intends to build on this provision by developing on-street residential EV chargepoint infrastructure and working with TfL on introducing EV rapid chargepoints (EVRC) in the borough.
- 1.4. The budget for the parking projects and policy programme comes from the parking reserve. It is required that parking revenue is used for improvements to the highway, and this programme includes both the maintenance of existing schemes and projects that review and develop new initiatives. The budget for the 2017/18 financial year is £425,000.
- 1.5. In addition, other significant parking projects separate to this programme are being progressed and include (i) upgrading existing Pay & Display machine (PDM) infrastructure, (ii) new moving traffic restriction signage, and (iii) completion of the pay-by-phone network. These projects will improve parking services and network efficiencies, improve parking space accessibility, provide innovative parking solutions and help reduce annual operating and maintenance costs.

2. RECOMMENDATIONS

- 2.1. That approval be given to the programme detailed in this report, with provision to make adjustments during the year as necessary as set out in 2.2 & 2.3. Programme annual funding is £425,000, of which £150,000 is from the carriageways and footways allocation and capital receipts, and £275,000 from parking reserve. This report seeks approval for £275,000 to come from existing reserves.
- 2.2. That authority be delegated to the Director of Transport and Highways in consultation with the Cabinet Member for Environment, Transport and Residents Services, to alter these programmes as necessary during the 2017/18 financial year.
- 2.3. That authority be delegated to the Director for Transport and Highways, in consultation with the Cabinet Member for Environment, Transport and Residents Services, to make amendments to the programme as agreed for operational and cost effective reasons, in order to make the optimum use of resources.
- 2.4. That approval be given to place orders under this project with the Council's existing term or framework contractors or service providers.

3. REASONS FOR DECISION

- 3.1. Physical improvements to the public highway and programmes of work designed to reduce congestion, manage traffic and promote road safety fall under the council's statutory duties under a variety of acts including the Traffic Management Act 2004.
- 3.2. Where changes to the highway are proposed, these are in line with section 122 of the Road Traffic Regulation Act 1984 ("The 1984 Act"); securing the expeditious, convenient, and safe movement of vehicular and other traffic (including pedestrians) and the provision of suitable and adequate parking facilities.
- 3.3. The results of any parking consultation will be reported to the Cabinet Member detailing the responses and any recommendations for decision.

4. INTRODUCTION AND BACKGROUND

- 4.1. This report relates to Chapter 3 of the second Local Implementation Plan for Transport 2011-31 whereby the Council will:
 - Ensure the smooth flow of traffic and alleviate congestion in the borough through the introduction and enforcement of moving traffic contraventions, such as yellow box junctions
 - Review some of the 28 Controlled Parking Zones (CPZs) in the borough depending on annual parking stress surveys, verified problems and issues reported by residents' and businesses such as the effects of the Westfield Shopping Centre and the football grounds in the borough and developments in the borough.
 - Introduce new parking bays within CPZs where safe to do so, and upgrade single yellow lines to double yellow lines at informal crossing points to facilitate pedestrian safety. Additionally, removing/de-cluttering signage to reduce maintenance costs and ensure clarity, and review waiting and loading restrictions to ensure they are still applicable and appropriate for the needs of the area.
- 4.2. During the 2016-17 financial year, the parking programme has introduced several initiatives based primarily on three principles:
 - Developing and incorporating new technologies and ideas that target the growing issue of poor air quality. This has included commissioning the first on-street EV charging points, expanding the car club network and looking at policies and procedures that can help to improve air quality.
 - Helping to ensure the continued vibrancy of local town centres – schemes we have initiated include installing a new phone payment system to improve the user experience when parking.
 - Maximising parking spaces and reducing clutter – this was achieved by converting unnecessary yellow lines to parking bays, and removing excessive parking signage and sign posts to improve the streetscape,

reduce obstructions for pedestrians, and reduce the cost of maintenance of signs and posts.

- Continuing the programme of CPZ reviews resulting in the creation of additional parking bays by removing redundant yellow lines, and thereby reducing street clutter and ongoing maintenance costs. Double yellow lines were also introduced at informal crossing points to facilitate pedestrian safety, and waiting and loading restrictions were reviewed.

5. PROGRAMME FOR 2017/18

- 5.1. This report seeks the approval of the programme of works listed in Table 1. The table summarises the proposed projects and anticipated costs associated with this year's programme. These works are subject to change and the necessary consultation carried out if council priorities change, with the delegated responsibility being the responsibility of the Cabinet Member for Environment, Transport and Residents Services.
- 5.2. There are currently three additional projects outside of this programme. Upgrading existing pay and display machine (PDM) infrastructure was approved in September 2015 and is due for completion in Autumn 2017, installation of new moving traffic restriction signage across the borough that was approved in April 2016 and is currently due for completion in 2017/18, and the completion of the pay-by-phone network.

Table 1 – Proposed Parking Policy and Projects Programme for 2017/18

Project Ref.	Project	17/18 budget	Description
1	Electric Vehicle Charging Infrastructure	£100,000	This budget will be for the development of residential EV chargepoint infrastructure. The project will explore options for residential on-street EV charging through the possible adaptation of existing street furniture and introduction of new facilities. This project will include possible trials of several different charging technologies. This work will also include the development of EV Rapid Chargepoints (EVRC) working closely with TfL.
2	Hurlingham Park	£70,000	Provide Pay & Display only parking under an 18 month experimental TMO. This will include re-surfacing the access road into the park and minor improvements to the layout of the car park and new traffic calming measures.
3	Mapped base TMO Study	£15,000	An initial investigation in to the potential benefits for the borough of introducing mapped based TMO schedules (MBTMO). The study is expected to explore both the advantages and disadvantages of MBTMO, feasibility considering our current systems and operational procedures timeframes and costs.
4	General Parking Correspondence and Amendment works	£100,000	The Parking Project Team receives high levels of correspondences throughout the year. Many of the requests are investigated with site inspections and assessments by officers. As part of the solution to some of these queries, minor amendments and small projects are required. This can include physical works, designs and public engagement.
5	CPZ Consultations	£70,000	Currently anticipated that CPZ C, N, F and S reviews /consultations will be conducted during the financial year.
6	Annual daytime and overnight parking stress surveys	£30,000	The annual daytime and overnight parking stress surveys are required to maintain an accurate picture of the level of demand for parking in the borough. This data is used for a variety of purposes across the authority, particularly in planning and transport policy.
7	Quarterly amendments to traffic orders	£40,000	To save on advertising costs for individual waiting and loading amendments are grouped into four larger amendments each year. Yellow line amendments from all groups in the environment department are included in the quarterlies in order to save overall departmental costs that include fees for works orders and advertising.
	Total	£425,000	

6. OPTIONS AND ANALYSIS OF OPTIONS

- 6.1. The 2017/18 programme identified in Table 1 includes three studies. Two are considered politically significant (project ref. 1 and 2) and a further study will explore the opportunities for improving TMO management procedures (project ref. 3).
- 6.2. The programme also includes several key service functions that are an annual commitment for the council (project ref. 4 to 7).
- 6.3. Project ref. 1 is a key initiative, building on work already completed in 2016/17 to provide EV charging infrastructure in the borough, and now includes three initiatives.
- 6.4. The first is to complete the Source London EV charge point network by summer 2017, bringing the total number of charge points in the borough to 160 in a total of 55 separate locations.
- 6.5. In parallel, an initiative will commence to provide on-street residential EV charging infrastructure that will further support the boroughs aims and objectives to be the greenest borough. The council receives many requests from individuals and community groups requesting EV charge points for residents.
- 6.6. To unlock the full cost saving potential of electric vehicles they should ideally be charged at home but for most residents in the borough off-street parking is not available. By developing initiatives that provide on-street chargepoints specifically for residents will unlock this convenience and encourage the uptake of EV in the borough. As charging options for residents expand it will bring community benefits through improved air quality, reduced vehicle noise and lower carbon footprints. As part of this project grant funding will be sought from OLEV (Office for Low Emission Vehicles) and/or London's Go Ultra Low Cities Scheme (GULCS).
- 6.7. Finally, The council are also developing options for providing rapid EV charging infrastructure in the borough and currently two locations are being considered. Any rapid charging infrastructure successfully implemented will be funded between TfL and the operators (suppliers) of the service. Moreover, through the framework call off contract there will likely be an opportunity for the council to generate a modest income from the charge points introduced through lease agreements.
- 6.8. Project ref. 2 is a key delivery project for the council in 2017. In late 2016 the council carried out an online public consultation on proposals to introduce parking controls in Hurlingham Park. As a result of this consultation it has been agreed Pay and Display only parking will be introduced under an 18 month experimental Traffic Management Order, during which time the effectiveness of these measures will be considered and monitored. In addition, a feasibility design study has identified the need to re-surface the access road into Hurlingham Park as well as minor improvements to the layout of the car park including new traffic calming measures.

- 6.9. Project ref. 3 in Table 1 is a key study that will undertake a preliminary investigation for the potential adoption by the council of Mapped Based TMOs (MBTMO). Describing the geographical position of the parking restrictions using the traditional text format is open to interpretation and can be confusing. Mapping systems can assist by showing the parking restrictions in visual format - users find a visual mapped base format easier to understand. There are several advantages to be realised from the adoption of MBTMO as follows:
- Showing the traffic orders in map format rather than as many pages of written schedules makes them easier to prepare, use and manage.
 - Ambiguity with written descriptions, and discrepancies between the TMO schedule and the map are eliminated
 - The mapping can be shown on the council website for access and use by the public, which can assist with understanding the restrictions and responding to queries quickly.
 - The potential to reduce administration, management and amendment costs.
- 6.10. Projects ref. numbered 4, 5, 6 and 7 in Table 1 are conducted on an annual basis. They include a range of small scale reactive and ongoing works, ad hoc meetings with councillors, stakeholders and residents, various correspondence duties and responding to Freedom of Information Act requests.
- 6.11. CPZ reviews are completed annually on a rolling programme and consider requests from ward councillors and residents' enabling the Cabinet Member to recommend parking zones for review. It is anticipated that there will be at least four parking consultations to be undertaken during 2017/18. These consultations will comprise an initial informal consultation with feedback analysis reporting to the Cabinet Member with recommendations on actions where appropriate.
- 6.12. In addition, the review programme will include a number of key parking zone projects. We will be consulting Zone T on options to introduce match-day parking restrictions similar to those which currently operate in the neighbouring Zones X and Y. This will follow a parking stress survey undertaken in March 2017, the results of which has shown there is increased parking stress on weekday evening and weekend match days at Craven Cottage.
- 6.13. Monitoring the effects of parking in other areas including around Shepherds Bush, particularly Westfield and Uxbridge Road will continue, which may result in proposals being developed to improve the effectiveness of parking management measures in the area.
- 6.14. The council is working closely with the event organisers at the Queens Club and with local residents' associations to help develop a parking management scheme that will effectively manage parking and traffic in the area during key events including Aegon tennis championship.
- 6.15. The council is also required to complete quarterly TMO amendments and conducts annual parking stress surveys, which are referred to by several departments in the council and provides a historical record of demand.

7. SPECIAL PROGRAMMES

- 7.1. The section above covers the parking projects programme for 2017-18. However, there are three other projects that do not form part of the annual.
- 7.2. The Pay & Display infrastructure project has already been approved in September 2015 by Cabinet. The project encompasses the removal of the existing on street Pay and Display ticket machines, with the installation of new ticket machines and the introduction of phone payment parking. The new system will also allow for the existing visitor parking permit system to be replaced with a new system that will be easier to access and use.
- 7.3. The requirement for the introduction of signage for moving traffic offences is being introduced following advice from the Information Commissioners Office (ICO) and will require signs with special authorisation from DfT for areas where moving traffic is enforced. This project will be funded using the parking reserve, with funding already identified and reserved for this project.
- 7.4. This project began in early 2016/17 and is expected to run for two years. The budgeted cost for this programme is £300,000.

8. CONSULTATION

- 8.1. As part of the development of the 2017/18 programme the proposed schemes will be presented to several different groups. These groups help shape the programme by providing feedback and suggestions on direction and content.
- 8.2. As part of any controlled parking zone review the council carries out an informal consultation with residents, businesses and other stakeholders in the area. A letter describing the purpose of the consultation and a questionnaire is posted to all stakeholders, with the information also available online. Consultations are held outside of school holiday periods when stakeholders are more likely to be available to respond.
- 8.3. As part of our commitment to managing parking on the public highway the council will use the information from these consultations to inform recommendations for amendments to parking controls and as part of the analysis, responses are reviewed on a street-by-street basis to identify any localised trends. The results of these consultations are reported back to the relevant Cabinet Member for further approval to implement or progress to statutory consultation.
- 8.4. Amendments approved for implementation must follow the formal statutory Traffic Management Order consultation process whereby on-street Notices and advertisements in the local press are posted, as well as feature on the council's website, before any alterations to waiting and loading restrictions can be introduced.
- 8.5. Our consultations are open and accessible and if requested, can be made available in different languages and braille to accord with best practice under the Equality Act 2010 ("The 2010 Act").

9. EQUALITY IMPLICATIONS

- 9.1. As outlined in section 5 of this report, most proposals in the programme will undergo consultation. Should adverse impacts be identified, officers will consider mitigating actions and if these are not possible, the overall benefits of any proposal must be considered before Members make a final decision including giving due regard to the needs identified in the public sector equality duty under section 149 of the 2010 Act.
- 9.2. The approval of the 2017/18 parking programme is expected to provide positive impacts on several sectors including but not limited to disabled people, older people with mobility impairments, pregnant women and parents with small children. At this stage, any such positive impacts are not yet known.
- 9.3. Air pollution levels in the borough fail to meet national objectives for the protection of human health and the borough is designated as a Air Quality Management Area for NO₂ and PM₁₀. Vulnerable groups including children, the elderly and those susceptible to or suffering from heart and lung diseases are the most impacted by poor air quality. A 2015 report by King's College London identifies that approximately 25% of all early deaths in the borough are attributable to nitrogen dioxide (NO₂) and fine particulate matter (PM_{2.5}). Early deaths in the borough attributable to PM_{2.5} is a key indicator in the Public Health Outcomes Framework. All groups will benefit from improved air quality which is one of the core objectives of the Local Implementation Plan and the mayors emerging environmental policies.

10. LEGAL IMPLICATIONS

- 10.1. The Council has the power under section 84 of the 1984 Act to make any proposed changes to the Controlled Parking Zones or other Traffic Management Order (TMO). The procedure for making an Order in England and Wales is contained within the Local Authorities' Traffic Orders (Procedure) (England and Wales) Regulations 1996 ("The Regulations") and is set out briefly as follows:
- 10.2. **Preliminary requirements:** The Council must consult with anybody specified in Regulation 6 (depending on the order, other authorities, and/or emergency services) and it must publish a Notice in a local newspaper, the London Gazette and on its website. Adequate publicity must be provided to those likely to be affected. This may include display of Notices in the affected area and distribute the same to local properties and road users. The relevant documents must be held on deposit from the date that the notice of proposal is first published and must remain on deposit until six weeks after the proposed Order has been made (or a decision has been made by the Council not to proceed with the proposal).
- 10.3. **Public Objections and Inquiries:** Any proposals to amend TMOs by way of the prohibition of loading or unloading of vehicles may lead to an inquiry if objections are made. Anyone may object in writing to an Order by the date specified in the notice or if later within 21 days of the notice being given and publicity being

adequate. It should be noted that a public inquiry only has to be held in permitted circumstances under the regulations. Should the Council hold an inquiry it must give notice of the fact and the inquiry must begin within 42 days of that notice being made. The Inspector decides how the inquiry is to proceed.

- 10.4. **Making an order:** Orders cannot be made before the statutory period for objections has ended or after a period of **two years** from the making of the initial notice. Within 14 days of making the Order the Council must place a notice in the local press announcing its decision, ensuring again that adequate publicity is given to the making of the Order and write to those who objected to the proposal outlining the reasons for the decision to proceed. Any traffic signs required as a consequence of the Order must be in place before it comes into force. It should be noted that the above requirements are strict and must be complied with in full so as to minimise the risk of judicial challenge on public law grounds, for example procedural impropriety.
- 10.5. The Council has a duty under section 122 of the 1984 Act to exercise its functions to secure the expeditious convenient and safe movement of vehicular and other traffic including pedestrians and the provision of suitable and adequate parking facilities on and off the highway. Accordingly, factors that the Council must have particular regard to are:
 - Maintaining access to premises
 - Effect on amenities in the area
 - National Air Quality Strategy
 - Facilitating the passage of public service vehicles
 - Other relevant matters
- 10.6. Where further consultation is required, this must follow public law principles in that it must be carried out at a formative stage of the decision making process, last for a reasonable period of time, provide sufficient information for consultees to make an informed representation and all representations must be taken into account before any final decision is made by the council.
- 10.7. The proposal to introduce a card-only payment mechanism is not regulated by the highways legislation. However, the Council can use its general power of competence under section 1 of the Localism Act 2011 to achieve this objective. However, Members are reminded of the equality impacts arising from it in light of its public sector equality duty under section 149 of the 2010 Act before arriving at such a decision.
- 10.8. The Council must in the exercise of its functions (in this case as Highway and Traffic Authorities) have due regard to the need to eliminate discrimination, harassment and victimisation, and to advance equality of opportunity, and foster good relations, between those who share a relevant protected characteristic and those who do not share it in accordance with section 149 of the 2010 Act. The Council has a duty to have due regard to the need to remove or minimise disadvantages, take steps to meet needs, in particular steps to take the account of disabled persons' disabilities, and encourage people to participate in public life. The Council must have due regard to the need to tackle prejudice and promote understanding and in the context of parking policy must ensure that any

person/s sharing one or more of the nine protected characteristics are not directly or indirectly discriminated against any of the proposed measures as set out in the body of this report.

- 10.9. The Council should take reasonable care to ensure that any new arrangements or schemes would include appropriate provision for disabled parking and the protection of other vulnerable road users such as children and the elderly.
- 10.10. The Human Rights Act 1998 incorporates the European Convention on Human Rights and makes it unlawful for a local authority to act in a way that is incompatible with a Convention right. The Council acting as a Highway Authority will have particular regard to its rights and responsibilities under the Human Rights Act 1998 when implementing parking policy across the Borough. The Council will have regard to:
- **Article 6** - that in the determination of civil rights everyone is entitled to a fair and public hearing within a reasonable period of time by an independent and impartial tribunal established by law
 - **Article 8** - that everyone has the right to respect for his home and private life; and
 - **Article 1 of the First Protocol** - that everyone is entitled to peaceful enjoyment of his or her possessions
- 10.11. Implications verified/completed by: (Horatio Chance, Licensing and Highways Solicitor, Deputy Team Leader, 020 8753 1863

11. FINANCIAL AND RESOURCES IMPLICATIONS

- 11.1. Parking projects receives annual funding of £425,000 of which £150,000 comes from the carriageways and footways allocation funded by capital receipts and £275,000 comes from Parking Reserve. This report seeks approval for £275,000 to come from existing reserves.
- 11.2. The Pay and Display infrastructure project was approved by cabinet in September 2015, and is being funded from the Efficiency Projects Reserve.
- 11.3. The project to introduce signage for moving traffic offences will be funded from a carry forward of a further £300,000 from the surplus in the Parking Account in 2016/17. The completion of the Ringo pay bay phone and smart visitor permit scheme will be completed from the Parking Reserve.
- 11.4. Funding is limited to the amounts detailed above. If extra work is required then the mix of projects would need to be reviewed to ensure that the overall programme remains within budget.
- 11.5. Implications verified/completed by: (Amit Mehta, Principal Accountant, 020 8753 3394

12. IMPLICATIONS FOR BUSINESS

- 12.1. The parking projects programme for this financial year includes several projects that are anticipated to have a positive impact on business within the borough. The introduction of new Pay & Display technology and phone based visitor permit parking is anticipated to make parking easier and more accessible for residents and visitors accessing retail and business services.
- 12.2. The expansion of Source London EV chargepoints coupled with the introduction of new electric vehicle chargepoint infrastructure including rapid charging and residential chargepoint initiatives, will contribute to reducing vehicle emissions on the local highway network that will help improve air quality, reduce noise and enhance the street environment.
- 12.3. Implications completed by: (Richard Hearle, Parking projects and Policy Manager, 020 8753 4651

13. RISK MANAGEMENT

- 13.1. Projects are to be managed within the TTS programme and risks identified and communicated to the Public Accounts Committee Parking Sub-group and Cabinet Member.
- 13.2. Key risks to be managed include:

Table 2 – Project Risks and Mitigation

Risk	Mitigation Measure(s)
Cost increase/budget reduction	Options developed to accord with scheme objectives and reflect agreed budgets.
Delay to schemes	Project monitoring to ensure delivery remains on target.
Lack of stakeholder support	Develop options that address issues and stakeholder aspirations.
Policy compatibility	Develop options that reflect council policy commitments.
Lack of resources to deliver	To maintain framework consultants where necessary to ensure resources are in place to deliver the parking programme.

- 13.3. Implications verified by: Michael Sloniowski, Head of Risk Management. 020 8753 2587

14. PROCUREMENT IMPLICATIONS

- 14.1. There are no procurement related issues as the orders referred to in the recommendation relate to the use of existing framework agreements that the Council is able to call-off from.
- 14.2. Implications completed by: Alan Parry, Procurement Consultant, 020 8753 2581

LIST OF APPENDICES:

Appendix 1 – Glossary of parking terminology

Appendix 2 – Borough CPZ map indicating controls, PDM tariffs etc

Appendix 3 – Equality Impact Assessment

APPENDIX 1 – Glossary of parking terminology

Parking Review (Review of controlled parking zone)

This is a full review of all parking restrictions in a controlled parking zone. This is carried out via a consultation with all residents and businesses within the controlled zone. Aspects such as the length and days of operation of the parking bays are reviewed and other options such as a maximum stay for pay and display parking are offered. Changes are made based on a majority support via the consultation. Yellow lines are installed in front of all dropped kerbs in order to facilitate pedestrian movement, and parking bays are extended where possible as part of the review process in order to maximise parking in the borough and reduce parking stress. All signage in the area is updated where required.

Permit Saturation Levels

Permit saturation levels are calculated by dividing the number of permits issued in a zone with the number of parking spaces in that zone. For the purposes of this exercise, parking spaces are taken as 5 metres. For example, the permit saturation of Zone T is 84%, which means there are more spaces than there are permit holders.

Consultation

- **Full Consultation**

A full consultation is carried out for all parking reviews. All residents and businesses of a controlled zone are sent a consultation document with a reply paid questionnaire which gives them the opportunity to either maintain or alter the current parking controls. Consultations usually run for a period of 3 weeks. The statutory consultation period is also observed through the advertisement of the legal traffic order.

- **Local Consultation**

A local consultation is carried out for smaller projects such as the installation of a loading bay, the introduction of short stay shopper bays, the alteration of a significant section of single or double yellow line, etc. This is usually in the form of a letter requesting comments or objections. The statutory consultation period is also observed through the advertisement of the legal traffic order.

- **Statutory Consultation**

For all minor amendments such as the installation of a double yellow line in front of a private crossover or other small changes to waiting and loading restrictions the statutory consultation process is observed. All changes to waiting, loading or parking restrictions must be accompanied by an amendment to the legal traffic order. The amendments are advertised in two local papers for 4 weeks and on the council's website whereby objections to the changes can be made in writing to the Director of Transport and Highways.

Legal Traffic Order (TMO)

All on street restrictions are covered by a legal traffic order. This includes waiting restrictions (single and double yellow lines), loading restrictions, parking restrictions (including loading bays, disabled bays, doctor bays, and motorcycle bays), bus lanes, 20mph zones and so on. The legal traffic order states the extent of the restrictions, their operating times, etc. and is a vital part of parking and traffic enforcement. Without a legal traffic order detailing the restriction in place, it cannot be enforced. Therefore any change on the Boroughs roads must be accompanied by a variation to the trafficorder.

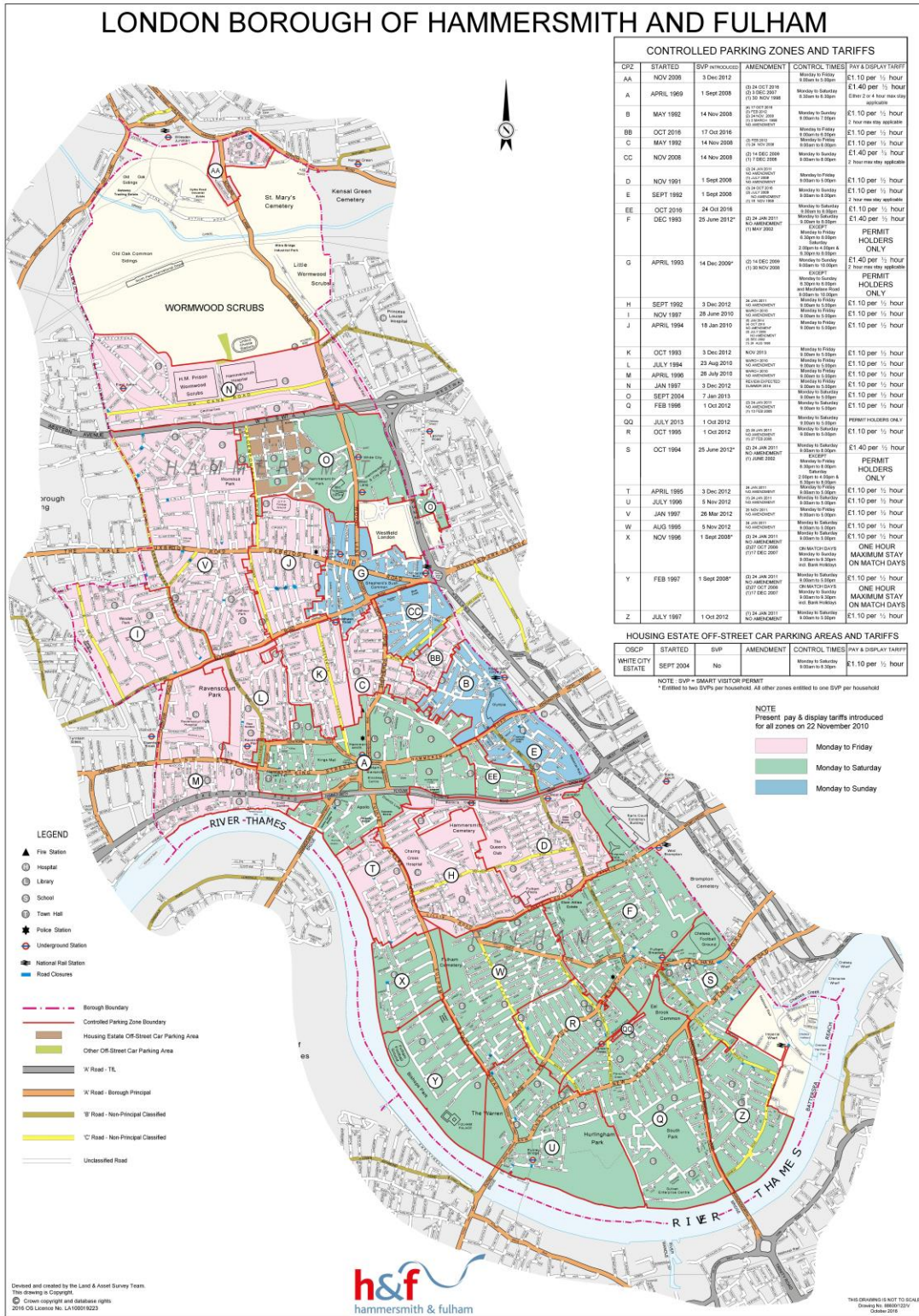
Traffic Order Consolidation

For traffic orders such as the waiting and loading order, or a parking place order for a specific zone, minor amendments are made on a regular basis. In order to combine all the amendments back in to one document again, the order can be consolidated. To ensure traffic orders are easy to manage and refer to, consolidations should be carried out on a regular basis.

SMART Visitor Permit

An electronic visitor permit that is currently available in all controlled parking zones. The permit acts as a cashless alternative to the on-street pay and display machines. Residents can top up the permit with credit then activate it and deactivate it over the phone when their visitor arrives and leaves. It charges by the minute (P&D machines charge by the half hour) and offers a small reduction on the on-street tariff.

APPENDIX 2 – Borough CPZ map indicating controls, P & D tariffs etc.



APPENDIX 3: EIA Document

LBHF Equality Impact Analysis Tool

Overall Information	Details of Full Equality Impact Analysis
Financial Year and Quarter	2017/18 Q1
Name and details of policy, strategy, function, project, activity, or programme	PARKING PROJECTS & POLICY PROGRAMME 2017-2018 To note and approve the 2017/18 parking projects & policy programme.
Lead Officer	Name: Richard Hearle Position: Parking Projects and Policy Manager Email: richard.hearle@lbhf.gov.uk Telephone No: 020 8753 4651
Date of completion of final EIA	15/03/2017

Section 02	Scoping of Full EIA
Plan for completion	Timing: By March 2018 Resources: Parking Projects Team
Analyse the impact of the policy, strategy, function, project, activity, or programme	Examples of works that are likely to impact more on older and disabled people include: Improving Pedestrian Environment - Street Decluttering During the planned maintenance schemes streets are analysed for 'Decluttering'. This involves reducing and consolidating, where possible, the amount of street furniture. Removal of redundant signs posts and attaching signs to lamp columns as well as the removal of bollards all helps reduce the 'clutter' on the street. These small improvements can make the street easier to negotiate for vulnerable road users such as the disabled and elderly by removing potential obstructions. Improving pedestrian environment - Ensure dropped kerbs protected from parked cars During the review of CPZs road markings are reviewed to ensure they are DDA compliant. Single yellow lines at informal crossing points are upgraded to double yellow lines. These small improvements can make

the street easier to negotiate for vulnerable road users such as the disabled and elderly because they ensure that vehicles do not obstruct the crossing points.

As a result of the overall works, there may be benefits associated with certain groups and not others as detailed below:

Protected characteristic	Analysis	Impact:
Age	Older people are more likely than others to benefit from resurfaced carriageways and footways, as it provides a smoother ride and reduces the likelihood of trip hazards. Making it easier for disabled people to get about removes barriers and encourages participation in public life.	+
Disability	Disabled people are more likely than others to benefit from protection of informal crossing points. Making it easier for disabled people to get about removes barriers and encourages participation in public life.	+
Gender reassignment	N/A	Neutral
Marriage & Civil Partnership	N/A	Neutral
Pregnancy & maternity	Continued upgrading of single yellow lines at informal crossing points to double yellow lines will ensure that vehicles do not obstruct crossing facilities for prams/pushchairs	Neutral
Race	N/A	Neutral
Religion/belief	Places of worship within a controlled parking zone are consulted when the parking controls within that Zone are reviewed. Any impact would be unknown until a full consultation is carried out and the responses are assessed.	Unknown
Gender	N/A	Neutral
Sexual Orientation	N/A	Neutral

Human Rights or Children's Rights

Will it affect Human Rights, as defined by the Human Rights Act 1998?

No

	Will it affect Children's Rights, as defined by the UNCRC (1992)? No
Section 03	Analysis of relevant data Examples of data can range from census data to customer satisfaction surveys. Data should involve specialist data and information and where possible, be disaggregated by different equality strands.
Documents & data reviewed	Annual parking stress survey data helps to determine which controlled parking zones are reviewed as part of the annual parking projects programme. Those Zones that have consistently high level of parking demand are considered for prioritisation.
New research	N/A
Section 04	Consultation
Consultation	Our consultations are open and accessible online and by post, and can be made available in different languages and Braille when requested.
Analysis of consultation outcomes	N/A
Section 05	Analysis of impact and outcomes
Analysis	Following any parking consultation the results are analysed and presented to the Cabinet Member for a decision.
Section 06	Reducing any adverse impacts and recommendations
Outcome of Analysis	N/A
Section 07	Action Plan
Action Plan	N/A
Section 08	Agreement, publication and monitoring
Chief Officers' sign-off	Name: Nick Boyle Position: Chief Transport Planner Email: nick.boyle@lbhf.gov.uk Telephone No: 020 8753 3069
Key Decision Report (if relevant)	Date of report to Cabinet/Cabinet Member: 28/03/2017 Key equalities issues have been included: Yes