

**MEETING**

**ENVIRONMENT COMMITTEE**

**DATE AND TIME**

**THURSDAY 24TH JULY, 2014**

**AT 7.00 PM**

**VENUE**

**HENDON TOWN HALL, THE BURROUGHS, NW4 4BG**

**TO: MEMBERS OF ENVIRONMENT COMMITTEE (Quorum 3)**

Chairman: Councillor Dean Cohen  
Vice Chairman: Councillor Brian Salinger

**Councillors**

Maureen Braun	Dr Devra Kay	Alan Schneiderman
Claire Farrier	Graham Old	Agnes Slocombe
John Hart	Joan Scannell	Laurie Williams

**Substitute Members**

Sury Khatri	Nagus Narenthira	Lisa Rutter
Adam Langleben	Tim Roberts	Stephen Sowerby

**You are requested to attend the above meeting for which an agenda is attached.**

**Andrew Nathan – Head of Governance**

Governance Services contact: Maria Lugangira 020 8359 2761  
maria.lugangira@barnet.gov.uk

Media Relations contact: Sue Cocker 020 8359 7039

**ASSURANCE GROUP**

## ORDER OF BUSINESS

Item No	Title of Report	Pages
1.	Minutes of the previous meeting	
2.	Absence of Members	
3.	Declarations of Members' Disclosable Pecuniary Interests and Non-Pecuniary Interests	
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### FACILITIES FOR PEOPLE WITH DISABILITIES

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	<p><b>Environment Committee</b></p> <p><b>24 July 2014</b></p>
<p style="text-align: right;"><b>Title</b></p>	<p><b>Members Item - A Borough Road Safety Strategy</b></p>
<p style="text-align: right;"><b>Report of</b></p>	<p>Head of Governance</p>
<p style="text-align: right;"><b>Wards</b></p>	<p>Not applicable</p>
<p style="text-align: right;"><b>Status</b></p>	<p>Public</p>
<p style="text-align: right;"><b>Enclosures</b></p>	<p>None</p>
<p style="text-align: right;"><b>Officer Contact Details</b></p>	<p>Maria Lugangira, Governance Officer  <a href="mailto:maria.lugangira@barnet.gov.uk">maria.lugangira@barnet.gov.uk</a>                      020 8359 2761</p>

### Summary

The report provides details of a Member's item submitted for the Environment Committee to consider at its meeting on 24 July 2014

### Recommendations

1. That the Environment Committee's instructions are requested in relation to this item.

## **1. WHY THIS REPORT IS NEEDED**

- 1.1 Councillor Claire Farrier has requested that a Member's Item be considered on the following matter:

Barnet has had the second highest number of casualties from road traffic accidents in London for the last two years, with 7 fatalities in 2012 (3rd highest in London), 105 serious injuries (7th highest in London), and 1,150 slight injuries (2nd highest in London). I ask the Environment Committee to establish a Road Safety Forum to take evidence over the next 12 months from residents and the emergency services about road safety hot-spots in the Borough, and use the evidence gathered to develop a Borough Road Safety Strategy to help LB Barnet reduce the number of casualties from road traffic accidents and meet its Local Implementation Plan targets to reduce those killed and seriously injured. The Borough Road Safety Strategy should also set out what Barnet's policy is on implementing road safety measures, crossings and 20 mph limits in the Borough and how this will be resourced.

- 1.2 The Strategic Director for Growth and Environment will arrange for officer comment to be given on the item at the meeting.

## **2. REASONS FOR RECOMMENDATIONS**

- 2.1 No recommendations have been made; The Committee's instructions are requested.

## **3. ALTERNATIVE OPTIONS CONSIDERED AND NOT RECOMMENDED**

- 3.1 Not applicable.

## **4. POST DECISION IMPLEMENTATION**

- 4.1 Post decision implementation will depend on the decision taken by the Committee.

## **5. IMPLICATIONS OF DECISION**

### **5.1 Corporate Priorities and Performance**

- 5.1.1 As and when issues raised through a Members' Item are progressed, they will need to be evaluated against the Corporate Plan and other relevant policies.

### **5.2 Resources (Finance & Value for Money, Procurement, Staffing, IT, Property, Sustainability)**

- 5.2.1 None in the context of this report

### **5.3 Legal and Constitutional References**

5.3.1 The Council's Constitution, Meetings Procedure Rules – Paragraph 6.1 states that a Member (including appointed substitute Members) will be permitted to have one matter only (with no sub-items) on the agenda for a meeting of a committee or sub-committee on which he/she serves. Paragraph 6.2 states that Members' Items must be relevant to the terms of reference of the body which will consider the item.

5.3.2 There are no legal references in the context of this report.

### **5.4 Risk Management**

5.4.1 None in the context of this report.

### **5.5 Equalities and Diversity**

5.5.1 Members' Items allow Members of the Committee to bring a wide range of issues to the attention of the Committee in accordance with the Council's Constitution. All of these issues must be considered for their equalities and diversity implications.

### **5.6 Consultation and Engagement**

5.6.1 None in the context of this report.

## **6. BACKGROUND PAPERS**

6.1 Email on behalf of Councillor Claire Farrier dated 14 July 2014.

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	<h2>Environment Committee</h2> <h3>24 July 2014</h3>
<p style="text-align: right;"><b>Title</b></p>	<p><b>Member's Item - Road Safety measures for Chesterfield Road</b></p>
<p style="text-align: right;"><b>Report of</b></p>	<p>Head of Governance</p>
<p style="text-align: right;"><b>Wards</b></p>	<p>Not applicable</p>
<p style="text-align: right;"><b>Status</b></p>	<p>Public</p>
<p style="text-align: right;"><b>Enclosures</b></p>	<p>None</p>
<p style="text-align: right;"><b>Officer Contact Details</b></p>	<p>Maria Lugangira, Governance Officer  <a href="mailto:maria.lugangira@barnet.gov.uk">maria.lugangira@barnet.gov.uk</a>                      020 8359 2761</p>

### Summary

The report provides details of a Member's item submitted for the Environment Committee to consider at its meeting on 24 July 2014.

### Recommendations

1. That the Environment Committee's instructions are requested in relation to this item.

## **1. WHY THIS REPORT IS NEEDED**

- 1.1 Councillor Laurie Williams has requested that a Member's Item be considered on the following matter:

Following the recent traffic accident on Chesterfield Road, EN5 involving an 8 year old boy who was seriously injured after being knocked off his bike by a bus I ask the Environment Committee to agree the following road safety measures for Chesterfield Road which the residents are calling for in a petition that now has over 1,000 signatures:

- a 20mph limit on Chesterfield Rd
- a zebra crossing on Chesterfield Rd and on Mays Lane
- improved local youth facilities so children have somewhere safe to play

- 1.2 The Strategic Director for Growth and Environment will arrange for officer comment to be given on the item at the meeting.

## **2. REASONS FOR RECOMMENDATIONS**

- 2.1 No recommendations have been made; The Committee's instructions are requested.

## **3. ALTERNATIVE OPTIONS CONSIDERED AND NOT RECOMMENDED**

- 3.1 Not applicable.

## **4. POST DECISION IMPLEMENTATION**

- 4.1 Post decision implementation will depend on the decision taken by the Committee.

## **5. IMPLICATIONS OF DECISION**

### **5.1 Corporate Priorities and Performance**

- 5.1.1 As and when issues raised through a Members' Item are progressed, they will need to be evaluated against the Corporate Plan and other relevant policies.

### **5.2 Resources (Finance & Value for Money, Procurement, Staffing, IT, Property, Sustainability)**

- 5.2.1 None in the context of this report

### **5.3 Legal and Constitutional References**

5.3.1 The Council's Constitution, Meetings Procedure Rules – Paragraph 6.1 states that a Member (including appointed substitute Members) will be permitted to have one matter only (with no sub-items) on the agenda for a meeting of a committee or sub-committee on which he/she serves. Paragraph 6.2 states that Members' Items must be relevant to the terms of reference of the body which will consider the item.

5.3.2 There are no legal references in the context of this report.

#### **5.4 Risk Management**

5.4.1 None in the context of this report.

#### **5.5 Equalities and Diversity**

5.5.1 Members' Items allow Members of the Committee to bring a wide range of issues to the attention of the Committee in accordance with the Council's Constitution. All of these issues must be considered for their equalities and diversity implications.

#### **5.6 Consultation and Engagement**

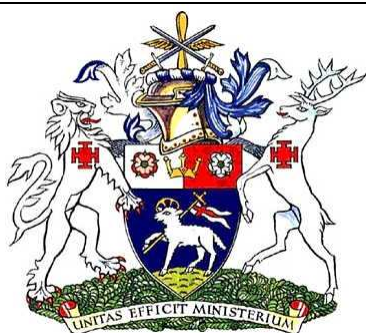
5.6.1 None in the context of this report.

### **6. BACKGROUND PAPERS**

6.1 Email on behalf of Councillor Laurie Williams dated 14 July 2014.

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AGENDA ITEM 6



## Environment Committee

24 July 2014

<b>Title</b>	<b>Response to an item raised on Parking Measures by a Member of the Committee</b>
<b>Report of</b>	Declan Hoare, Lead Commissioner for Housing and Environment
<b>Wards</b>	All
<b>Status</b>	Public
<b>Enclosures</b>	None
<b>Officer Contact Details</b>	Paul Bragg – Infrastructure and Parking Manager <a href="mailto:paul.bragg@barnet.gov.uk">paul.bragg@barnet.gov.uk</a> 0208 359 7305

### Summary

This report provides details of the implications of implementing each of the three issues identified within the Member’s item on Parking Measures;

- To introduce at least 30 minutes free parking in all town centres
- To introduce cash meter parking for all current card-only meters
- To scrap the free Councillors parking permit perk

## **Recommendations**

- 1. That Committee consider the implications of introducing 30 minutes free parking in all town centres as detailed in this report, noting that each town centre has particularities that warrant suitably tailored schemes for each, and agree that a standard 30 minute free parking scheme is not appropriate for all the town centres.**
- 2. That Committee note the decision of Cabinet to re-consider the possible reintroduction of cash pay and display meters in the 2015/16 municipal year and defer consideration of this item until the review of the Parking Policy (Cash meters) Task and Finish Group at the Committee's April 2015 meeting.**
- 3. That Committee consider the options set out in this report in relation to Members Parking Permits and agree which option to implement.**

### **1. WHY THIS REPORT IS NEEDED**

- 1.1 This report was requested following a Members item request from Councillor Alan Schneiderman.

### **2. REASONS FOR RECOMMENDATIONS**

Taking each of the three issues in turn:

#### **2.1 To introduce at least 30 minutes free parking in all town centres**

A great deal of work has been undertaken in the last year to gather specific intelligence in relation to the demand and supply of parking in each of the Town Centres.

In September and October 2012 the Council undertook a parking review of Town Centre and Shopping Parade areas. This review sought to obtain knowledge of the on and off-street parking requirements from businesses and traders throughout the borough's Town Centre and Shopping Parade areas, with a view to establishing whether the current parking arrangements could be improved to better serve the specific requirements of each of the town centre and shopping parade communities.

The review consultation was undertaken by writing to all businesses and traders within each town centre and shopping parade area and seeking their views through an on-line questionnaire, which they were encouraged to complete and return.

As a result of the comments and feedback received, the Council, throughout 2013 introduced various changes in a number of town centres and shopping parades in the borough. These changes, amongst other measures, included reduced parking tariffs, the introduction of free 15 minute parking in some locations and the provision of additional parking bays.

This exercise demonstrated that the “one size fits all” approach which had been adopted up to that point was clearly not the correct approach as each area has its own specific issues and required specific tailored solutions to best meet those needs.

At this time it was considered that the best approach was to introduce the changes initially on an pilot basis and once it had been demonstrated that any changes had a positive impact, increased patronage evidenced by an increase in transactions whilst not leading to oversubscribed capacity, they would then be made permanent.

It is further recognised that situations change and as such it is important that the changes in parking charges are monitored on an on-going basis and further future investigations take place, especially in respect to the areas where no changes have been proposed to date. The reason for some areas not having changes proposed was due to the low level of response from the businesses and traders in those areas which made it difficult to identify a consensus on the current concerns.

This reflects the Council’s recognition of emerging local needs and pressures, whilst still in keeping with the objectives of encouraging different travel choices and balancing the needs of different user groups. In this way, the limited resource of parking within each Town Centre and shopping parade can be managed effectively.

It is acknowledged that parking plays an important part in contributing to a vibrant town centre, and key to encouraging this is an appropriate parking and charging strategy which when achieved improves local economy and convenience for motorists.

Charging for parking is often the best way to manage demand for spaces as otherwise it can actually make it more difficult for motorists to park. If the parking charges are set too low the most desirable spaces can be oversubscribed meaning that motorists may not find parking readily available. This can lead to local congestion as potential parkers hunt for a space and can also create unnecessary additional emissions. This situation can in time deter motorists from coming to an area if they think there will be no parking availability at the end of their journey. Conversely setting local charges too high acts as a deterrent resulting in too many spaces underutilised to the detriment of the local economy.

As a general principle, and potentially as a future policy, the Council would seek to create an 85% occupancy rate for town centre and local shopping parades. This target percentage is a standard industry benchmark for optimum occupancy that helps balance demands between use and availability. It is acknowledged, that in order to achieve this, the prevailing charging structure can be subject to regular monitoring and review and it also supports the ethos that one size does not fit all.

There is currently an absence of adequate and useful data relating to the parking characteristics of all our town centres which means that parking utilisation and turnover levels are not known.

Increased intelligence can be achieved in a number of ways including undertaking on-foot site surveys, interrogating PaybyPhone transaction data and/or with investment made in technology such as bay monitoring equipment.

Bay monitoring technology is relatively new and once installed it continues to provide intelligence on when vehicles park, how many park and how long they stay. This would provide much more accurate data than any other review or monitoring method and therefore investment in such technology should be seriously considered. This will allow constant interrogation of usage of paid for parking spaces to ensure wherever possible that the parking provision is meeting the needs of the local community. Information gathered from this source would assist in determining whether changes to the charges are necessary and appropriate (subject to legislation) to encourage the 85% occupancy target. It will also enable a gradual approach to be made to ensure that the negative impact of oversubscribed places does not occur.

A reduction in the 30 minute stay tariff to enable free parking, would undoubtedly increase patronage, to the initial benefit of local businesses, although the Council needs to be mindful of the potential negative impacts this could have.

The Council has a responsibility under the Traffic Management Act (TMA) 2004 to ensure the expeditious movement of traffic on its road network in the borough, and particularly so in many locations due to TfL's interest in high streets that are part of the Strategic Road Network. Providing free parking in town centres is likely to result in more spaces being utilised, which could result in motorists 'cruising' around the area looking for spaces, to the detriment of traffic flow, and also resulting in increased local emissions and ultimately difficulty in meeting the duties outlined in the TMA 2004.

It is therefore suggested that, for those town centres where changes have as yet not been implemented following on from the 2012 review:

- Consideration should be given to investing in bay monitoring technology in order to increase knowledge to allow informed decisions to be taken and provide the opportunity to react to changing patterns as they arise
- Carry out surveys to establish parking turnover
- Follow up with additional surveys, and adjust parking charges accordingly with a view to establish an 85% occupancy rate

For those town centres where changes have already been implemented:

- Further monitoring should be carried out to fully determine the impact of the changes and to identify whether any further adjustments are necessary

Implementing a free 30 minute parking period across all town centres in the borough will also have a financial consequence as noted in paragraph 5.2.1 of this report and Environment Committee will, as a result, need to consider (and recommend to Policy & Resources Committee) where funding for the other projects will come from.



## 2.2 To introduce cash meter parking for all current card-only machines

In February 2014 a Task and Finish group of the Business Management Overview and Scrutiny Committee reported on an examination of Parking Policy in relation to the re-introduction of Cash Meters. As a result of that work Cabinet considered a range of recommendations and in particular endorsed recommendation 1 of the Task and Finish Group, with an amendment that Cabinet recommend that the Environment Committee re-consider the possible reintroduction of cash pay and display meters in the 2015/16 municipal year.

It is difficult to assess the likely demand for using the cash option and as such it is difficult to be certain on the costs of collecting the cash. It is important that the value of cash held in the machines does not build up and as such the collection regime needs to match usage.

In determining possible costs of collection two different assumed usage volumes have been assessed and costed accordingly.

It may be useful to review how the council has reached its current position:

In August 2011, the Cabinet Member for Environment took a decision under delegated powers to remove the existing pay and display parking machines in the borough and implement a policy of 'cashless' parking across the borough. The report (Delegated Powers Report, 1375: *Re-Provision of Parking Services*) noted that the then existing pay and display machine infrastructure was not operating efficiently due to an aging stock and a lack of maintenance contracts with the suppliers.

The report also detailed the high maintenance and running costs of the pre-existing pay and display stock. The machines were replaced with new payment options which included Pay by Phone and PayPoint.

In November 2011, scratch cards were introduced as a cash method of paying for parking which acted as an alternative for people who wished to park in the borough who did not have a mobile telephone and/or a credit/debit card.

In July 2012, a number of new parking initiatives were introduced including increasing the number of retail outlets stocking scratch cards; a reduction in off-street parking charges; and the introduction of credit card meters in council managed car parks.

December 2012, saw the first phase of credit and debit card machines in council managed car parks and on a trial basis on-street in North Finchley Town Centre.

In April 2013, following the Town Centre reviews and discussions held with traders the priority of the roll out of credit/debit card machines moved from council managed off street car parks to on-street locations

In July 2013, a further 40 credit and debit card machines at different locations were agreed, in addition to the 19 already procured and being placed at

designated on-street locations, resulting in a total number of 59 credit and debit card machines being located throughout the borough.

Despite the installation of these machines the number of cashless PaybyPhone parking transactions has been steadily increasing and residents / visitors are becoming more familiar and confident with pay by phone as a payment method for parking in high streets and car parks.

Pay by phone was introduced in 2004 and has now become a widespread payment method with around 93% of parking revenue derived from the use of this payment option. The advantages of using pay by phone are as follows:

- avoids the need for small change
- provides a reminder facility when time is up
- allows for parking to be extended from a remote location (no need to return to the vehicle) up to the time limit relevant for the parking place
- for the council it is cheaper and safer than cash
- elimination of the problems of machine maintenance, vandalism and theft
- smartphone apps and VAT receipts are further enhancements

As the installation of the credit/debit card machines was not completed until December 2013, it is considered that it is too early to conclude whether they will prove to be well utilised and hence cost effective investment. Early indications point towards an increasing number of transactions occurring since the introduction of these machines, however PaybyPhone continues to be used for over 90% of payment transactions. It needs to be acknowledged that there will be no guarantee that converting the current machines to accept cash would lead to an increase in parking churn and footfall and as such it is difficult to assess whether such a conversion would increase turnover.

The table below provides a summary of the annual financial implications of implementing this proposal in all of the current machines borough wide. As can be seen from the breakdown this is not simply a case of taking account of the costs of converting the machines to enable the cash payment option, there are other complimentary implications which need to be considered and these also have significant financial impacts. These include the changes required to the infrastructure, the cost of maintenance and most significantly the cost of collecting the cash. In addition the one-off capital cost to modify the machines would be approximately £20,000.

**Figure 1: Cost of Converting 59 Pay and Display Machines to Accept Cash (x5 Weekly Collections)**

**Revenue**

<b>Credit / Debit Card and Coin Machine</b>	<b>Cost</b>
Additional Annual Maintenance Cost (£229 x 59)	£13,511
Annual machine replacement allowance	£8,300
Coin collection costs	£199,420
Signs maintenance	£600
Ticket Rolls, including replacement	£32,000
<b>Total Cost</b>	<b>£253,831 per annum</b>

**Capital**

<b>Credit / Debit Card and Coin Machine</b>	<b>Cost</b>
Signage Cost – 1 <sup>st</sup> Year Capital	£6,000

There are also concerns relating to vandalism and attempted theft from the machines.

**2.3 To scrap the councillors free parking permit perk**

Currently Members have the ability to apply for a Members Permit which allows them to park free of charge.

It is acknowledged that this could be considered as a perk, however there are similar arrangements in place which allows free parking permits to be issued free of charge to other organisations. There are also provisions to facilitate other council services to carry out business as usual duties such as Essential User Vouchers, although these are chargeable.

If Member Permits were not available would it be anticipated that members would pay for individual parking sessions and then be entitled to claim back the expenditure as expenses. If this were to be the case this would increase the administrative burden of processing many individual claims and would be more costly to the council than continuing to administer the Member Permits.

An alternative would be for members to pay an annual sum for the permit, and reclaim the sum on an annual basis thereby reducing the additional financial impact of claiming for individual parking transactions.

### **3. ALTERNATIVE OPTIONS CONSIDERED AND NOT RECOMMENDED**

- 3.1 Alternative options have been identified and commented on in the text within section 2.

### **4. POST DECISION IMPLEMENTATION**

- 4.1 Depending on the decision of the committee on each of the areas under consideration and the options agreed to be taken forward each may have a different timescale to implement. It would also be necessary to enter into a procurement process in relation to the cash meter item in order to receive competitive quotes for various requirements including coin collection services.

### **5. IMPLICATIONS OF DECISION**

#### **5.1 Corporate Priorities and Performance**

- 5.1.1 The Corporate Plan 2013/16 defines the Council's vision (under the priority to promote responsible growth, development and success across the borough) in delivering sustainable growth to ensure Barnet continues to be a successful and prosperous place where people want to live and work.

- 5.1.2 The London Mayor's Transport Strategy also addresses these areas through:

Proposal 30: The Mayor, through TfL, and working with the London boroughs and other stakeholders, will introduce measures to smooth traffic flow to manage congestion (delay, reliability and network resilience) for all people and freight movements on the road network, and maximise the efficiency of the network. These measures will include ...c) "... keep traffic moving ..." , e) Planning and implementing ... improvements to the existing road network, ... to improve traffic flow on the most congested sections of the network, and to improve conditions for all road users. Appropriate parking provision and enforcement will positively contribute to ensuring that these aims and objectives are met.

- 5.1.3 Appropriate parking provision and enforcement will positively contribute to ensuring that these aims and objectives are met.

#### **5.2 Resources (Finance & Value for Money, Procurement, Staffing, IT, Property, Sustainability)**

- 5.2.1 For the financial year 2013/14, there is a surplus on the Special Parking Account (SPA) of £7,543,640, and this money has been earmarked to pay for permitted projects. If 30 minutes free parking is introduced in the borough, this is expected to have an impact on this surplus by reducing it by £3.2 million meaning that earmarked projects will not be viable or funding for these will have to come from the general fund.

- 5.2.2 The financial implications of introducing the coin option to the existing card machines is identified in section 2. There is currently no available budget

provision to accommodate the sums identified. It would be necessary to pursue a procurement process with regard to coin collection services and this will require resources and budget which again is not accommodated in existing budget provision.

- 5.2.3 The financial implications of scrapping the Councillor's free parking permit are identified in section 2.3. If Members were to pay for the permit, and reclaim the sum on an annual basis costs would be containable within existing budgets.

### **5.3 Legal and Constitutional References**

- 5.3.1 The Traffic Management Act 2004 places an obligation on authorities to ensure the expeditious movement of traffic on their road network. Authorities are required to make arrangements as they consider appropriate for planning and carrying out the action to be taken in performing the duty.
- 5.3.2 The Council is also subject to the general duty on local authorities under Section 122 of the Road Traffic Regulation Act 1984 to exercise its functions under the Act (so far as practicable having regard to the matters specified in subsection (2) of that section) 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.
- 5.3.3 Under section 45 of the Road Traffic Regulation Act 1984 a local authority has the power to designate parking places on the highway and can decide whether or not to charge for parking there.
- 5.3.4 The Council's Constitution (Responsibly for Functions, Annex A) gives the Environment Committee certain responsibilities related to the street scene including pavements and all classes of roads, parking provision and enforcement, and transport and traffic management including agreement of the London Transport Strategy Local Implementation Plan.
- 5.3.5 The Council's Constitution (Responsibly for Functions, Annex A) gives the Environment Committee specific responsibility to develop fees and charges for those areas under the remit of the Committee for consideration by Policy and Resources Committee.

### **5.4 Risk Management**

It is considered that the issues involved are likely to give rise to policy considerations as failure to sustain and enhance Barnet's town centres will impair their key contribution to the social, economic and environmental well-being of the borough.

The proposal to introduce 30 minutes free parking may lead to problems in regard to supply and demand of spaces with spaces oversubscribed thereby causing problems such as congestion and adding to pollution as vehicles rotate the area searching for a parking space. This would be detrimental to the aims of reducing pollution and to achievement of duties imposed by the Traffic Management Act.

There is no guarantee that introducing a cash meter facility will encourage a higher patronage and turnover of spaces in the Town Centre and Shopping Parades and having invested the required sums in conversion, this may prove to not be cost effective.

## **5.5 Equalities and Diversity**

The 2010 Equality Act outlines the provisions of the Public Sector Equalities Duty which requires public authorities to have due regard to the need to:

- eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act
- advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it
- foster good relations between persons who share a relevant protected characteristic and persons who do not share it

The relevant protected characteristics are age, race, disability, gender reassignment, pregnancy and maternity, religion or belief, sex and sexual orientation. The duty also covers marriage and civil partnership, but to a limited extent.

The broad purpose of this duty is to integrate considerations of the public sector equality duty into everyday business and keep them under review in decision making, the design of policies and the delivery of services

The provision of a varied and appropriate mix of parking provision which is designed to suit the specific needs of a particular Town Centre and Shopping Parades aims to create the right environment for vibrant and viable town centres and shopping parades in Barnet. Integral to this is the need to respect the diversity of the town centre network and to take into account the different requirements of each town centre, and the different needs and preferences of those who use them. The proposal of a 'one size fits all' scheme with regard to the introduction of 30 minutes free parking borough wide does not complement the need for a tailored solution to suit individual needs of each area.

If committee were minded to recommend "30 minutes free parking" or to reintroduce cash pay and display machines these items would need to be subject to an Equality Impact Assessment (EIA). Previously a EIA was undertaken in relation to the decision to remove cash meters.

## **5.6 Consultation and Engagement**

5.6.1 As has been described in this report a very detailed borough wide consultation of Town Centre and Shopping Parade traders and businesses was conducted in order to identify specific parking issues, in 2012.

5.6.2 A Task and Finish Group considered the viability of converting the card

machines to accept a cash option and this included requesting views from the public and allowing members of the public to address the Task and Finish Group.

- 5.6.3 If committee were minded to recommend “30 minutes free parking” or to reintroduce cash pay and display machines these items would need to be subject to a thorough consultation process with residents and businesses in the borough.

## **6. BACKGROUND PAPERS**

- 6.1 Leader of the Council’s Delegated Powers Report 1727 of 9 July 2012 approved new parking initiatives and charges in Environment, Planning and Regeneration.
- 6.2 Cabinet Member for Environment Delegated Powers Report 1847 of 5 November 2012 approved the introduction of parking changes on an experimental basis following the completion of a North Finchley Town Centre parking review.
- 6.3 Cabinet Member for Environment Delegated Powers Report 1907 of 18 January 2013 approved the introduction of parking changes on an experimental basis following the completion of an Edgware Town Centre parking review.
- 6.4 Cabinet Member for Environment Delegated Powers Report 1910 of 24 January 2013 approved the introduction of parking changes on an experimental basis following the completion of a Chipping Barnet Town Centre parking review.
- 6.5 Interim Director of Planning, Environment and Regeneration Delegated Powers Report 1859 of 6 December 2012 approved the purchase and installation of Credit and Debit Card pay & display machines in paid for parking car parks and initial on-street locations.
- 6.6 Cabinet, 2 April 2014 (Decision item 5) – endorsed recommendation 1 of the Task and Finish Group, with an amendment that Cabinet recommend that the Environment Committee re-consider the possible reintroduction of cash pay and display meters in the 2015/16 municipal year. 2. Support recommendations 2, 3 and 4 of the Task and Finish Group.  
<http://barnet.moderngov.co.uk/ieListDocuments.aspx?CId=120&MId=7519&Ver=4>

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	<p><b>Environment Committee</b></p> <p><b>24 July 2014</b></p>
<p style="text-align: right;"><b>Title</b></p>	<p><b>Parking Policy</b></p>
<p style="text-align: right;"><b>Report of</b></p>	<p>Declan Hoare, Lead Commissioner for Housing and Environment</p>
<p style="text-align: right;"><b>Wards</b></p>	<p>All</p>
<p style="text-align: right;"><b>Status</b></p>	<p>Public</p>
<p style="text-align: right;"><b>Enclosures</b></p>	<p>Appendix A: Parking Policy – Consultation Draft (including 16 appendices)</p> <p>Appendix B: Consultation Plan</p>
<p style="text-align: right;"><b>Officer Contact Details</b></p>	<p>Declan Hoare, 0208 359 4320  <a href="mailto:declan.hoare@barnet.gov.uk">declan.hoare@barnet.gov.uk</a></p>

## Summary

This report sets out proposals to develop a Parking Policy for Barnet, aiming to:

- Set out the Council’s strategic aims and objectives and how parking controls will support these.
- Provide an overview of parking enforcement in Barnet against which residents and businesses would be able to hold the council parking service to account for any poor performance.
- Detail the “traffic management purposes” for which parking controls are being used and underpin the Council’s policies in setting charges.

This report seeks the Environment Committee’s endorsement of the draft parking policy and agreement to take it forward for public consultation. The report sets out the rationale for the Policy; its aims; the approach we plan to take; and the key areas of work this will involve. It also sets out when the results of that consultation will be brought to back to the Committee, with a revised policy document if needed, for agreement.

## **Recommendations**

- |   |
|---|
| <b>1. That Environment Committee approves the proposed draft Parking Policy for public consultation.</b>  |
| <b>2. That Environment Committee approves the consultation and engagement plan for the consultation of the Parking Policy and authorises officers to commence the consultation on 28 July 2014 and finish on the 20 October 2014, or on other appropriate dates as soon as possible if these cannot be met.</b> |
| <b>3. That the results of the consultation be reported back to Environment Committee on 18<sup>th</sup> November 2014 together with officer recommendations and a revised policy if appropriate</b>   |

### **1. WHY THIS REPORT IS NEEDED**

- 1.1 The standards of resident and business satisfaction and customer care in the parking service have been characterised by inconsistent quality, and levels of performance that are consistently below the level that residents expect. Resident perceptions of the parking service have been declining since 06/07. Those of other London parking services over the same period have held steady. The gap between Barnet and our neighbours is widening.
- 1.2 Barnet wishes to gain a better understanding about the reasons for poor satisfaction ratings for parking in Barnet with a view to improving these. Expressed dissatisfaction with parking in Barnet received through consultation focuses on (a) wanting to replace Pay by Phone with coin meters (b) the cost of paid for parking in Barnet (c) the wish for “free” parking (d) the cost of residents parking in CPZs. In addition it is clear that there is misunderstanding about the purposes of parking enforcement.
- 1.3 As a result of the above matters a parking improvement project was initiated by Barnet’s Delivery Board in late 2013. The key purpose of the project is to ensure that all parking improvement work streams are joined up and that all the various delivery parties, CSG, Re, Parking Services and NSL have visibility of all of the dependencies that could impact the others.
- 1.4 A key element of the project was the development of a comprehensive parking policy for Barnet which would address the following objectives:
- a) Placing parking control in Barnet clearly in support of the Council’s strategic objectives:
    - a. Create the right environment to promote responsible growth, development and success across the borough
    - b. Support families and individuals that need it - promoting independence, well-being and reducing dependency
    - c. Improve the satisfaction of residents and businesses with the London Borough of Barnet as a place to live, work, and study
  - b) Provide a clear explanation of parking enforcement in Barnet against which residents and businesses would be able to hold the council parking service to account for any poor performance.
  - c) Detail the “traffic management purposes” for which parking controls are being used and underpin the Council’s policies in setting charges.

- 1.5 Under section 122 of the Road Traffic Regulation Act 1984, it is the duty of local authorities to exercise the functions conferred on them by the Act (so far as practicable having regard to matters specified in subsection 2 of that section) :
- “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”
- 1.6 In exercising that duty authorities are allowed to have consideration of the following issues:
- “(a) the desirability of securing and maintaining reasonable access to premises  
(b) the effect on the amenities of any locality affected and (without prejudice to the generality of this paragraph) the importance of regulating and restricting the use of roads by heavy commercial vehicles, so as to preserve or improve the amenities of the areas through which the roads run;  
(bb) the strategy prepared under section 80 of the Environment Act 1995 (The Air Quality Strategy for England, Scotland, Wales and Northern Ireland);  
(c) the importance of facilitating the passage of public service vehicles and of securing the safety and convenience of persons using or desiring to use such vehicles; and  
(d) any other matters appearing to the local authority to be relevant.”
- 1.7 A new Parking Policy has been drafted, taking account of those matters noted above, and includes the Council’s aims with regard to borough-wide parking provisions (Appendix A). The policy has been drafted to explain the parking controls as they have been implemented in Barnet since 1994 and are currently in force. In addition it proposes changes to parking policy in a few areas which have been found to require updating (paragraphs 1.12-1.16 below).
- 1.8 The policy provides clear and understandable reasons to explain the purpose of the parking controls in place in throughout the borough. It also clarifies the way in which these provisions are managed, monitored and enforced.
- 1.9 Barnet is a diverse borough with complex traffic and congestion issues and with competing pressures of ensuring adequate parking provision for those who wish to park whilst also ensuring that those who choose to park non-compliantly do not do so to the detriment of others.
- 1.10 The new policy recognises that the previous one size fits all policy used in the past is no longer suitable and therefore a tailored design to suit each local area will be the way forward.
- 1.11 Building on the outcome of the most recent review of high street locations the policy supports the introduction of different prices for parking across the borough. This has already commenced with the reduction in charges and the introduction of some free short stay parking at specific locations as well as

some other area specific amendments to suit local needs. This has had a positive impact for businesses with parking transactions increasing since the implementation of these changes meaning a better parking turnover with the potential of increased customers.

- 1.12 In order to ensure a steady turnover of parking spaces in our town centres the policy allows for a suitable mix of tariffs, including free periods where deemed appropriate and we will continue to monitor the impact of this pricing policy with a view that our aim of achieving an average occupancy rate of 85% is realised. Achievement of this desirable occupancy rate will enable our high streets to be busy and vibrant whilst ensuring that parking spaces are available at all but the busiest times.
- 1.13 The policy deals with the current lack of an objective policy position on illegal footway parking in the borough. It establishes both objective criteria and also processes for the introduction of marked and signed footway parking areas which will enable the Council to ensure footway parking takes account of the needs of both car drivers and other road users including pedestrians and the disabled.
- 1.14 Barnet will also look to introduce the enforcement powers to deal with Moving Traffic Contraventions as there is increasing concern relating to the impact on traffic movement and safety in the Borough due to the increasing number of drivers who do not comply with a variety of restrictions put in place for the safety of road users. These restrictions include no entry signs, one way roads, banned left or right turns, banned U-turns and box junction restrictions – requiring no stopping
- 1.15 To make improvements to resident's perception of the service, the policy supports significant improvements in respect to how we deal with the process for and issue of permits. Permit processes will be fully integrated into "My Account" enabling residents to obtain permits and visitor vouchers without the need for repetitive production of evidence of identity or car ownership.

## **2. REASONS FOR RECOMMENDATIONS**

- 2.1 As set out in the report above, the parking service is facing significantly poor satisfaction which will require a fundamental change to the way services are delivered. These changes are being delivered through the Parking Improvement Programme but they need to be underpinned by a clear policy position which is understandable to residents and business in the borough.

## **3. ALTERNATIVE OPTIONS CONSIDERED AND NOT RECOMMENDED**

- 3.1 The alternative option is not to have a written Parking Policy for the borough. This would mean that the Council would continue to operate its parking policies based on the historical amalgamation of separate decisions accumulated on a case by case basis. Since these previous decisions cover only some elements of parking policy there would remain areas which are not

fully documented in one place and agreed, and this could create a increased potential for risk of challenge.

- 3.2 This would fail to meet the stated objectives of the parking improvement programme to (a) Provide a clear explanation of parking enforcement in Barnet against which residents and businesses would be able to hold the council parking service to account for any poor performance. And (b) To detail the “traffic management purposes” for which parking controls are being used and underpin the Council’s policies in setting charges.
- 3.3 The policy will be kept under review and changes will be proposed to Environment Committee in the future to ensure that it continues to meet traffic management and parking needs in the borough.

#### **4. POST DECISION IMPLEMENTATION**

- 4.1 This draft Parking Policy, subject to committee agreement, will be consulted widely throughout Barnet before the results of the consultation and the final Policy are recommended to Members at Environment Committee on the 18th November 2014. The draft consultation and engagement plan is attached at Appendix B.

#### **5. IMPLICATIONS OF DECISION**

##### **5.1 Corporate Priorities and Performance**

- 5.1 Barnet Council will work with local partners to create the right environment to Improve the satisfaction of residents and businesses with the London Borough of Barnet as a place to live, work and study and in particular increase usage of paid for parking bays and car parks in town centres.

##### **5.2 Resources (Finance & Value for Money, Procurement, Staffing, IT, Property, Sustainability)**

- 5.2.1 The costs of developing the policy and undertaking the consultation process will be met from existing budgets.

##### **5.3 Legal and Constitutional References**

- 5.3.1 The Council’s Constitution (Responsibly For Functions, Annex A) gives the Environment Committee certain responsibility related to the street scene including pavements and all classes of roads, parking provision and enforcement, and transport and traffic management including agreement of the London Transport Strategy Local Implementation Plan.

- 5.3.2 Under the Road Traffic Act 1991 the Council took over the enforcement of all parking places on the highway in 1994. In 1994 following a pilot where decriminalised enforcement covered three areas, the Council applied for an order to be made designating the whole borough a Special Parking Area which was duly done - with the exception of the current Transport for London Road Network and the M1 motorway. Consequently the Council is

empowered to enforce the full range of “decriminalised” parking controls that it implements in any borough road.

5.3.3 Section 45 of the Road Traffic Regulation Act 1984 states:

**45 Designation of paying parking places on highways**

[(1) A local authority may by order designate parking places on highways or, in Scotland, roads in their area for vehicles or vehicles of any class specified in the order; and the authority may make charges (of such amount as may be prescribed under section 46 below) for vehicles left in a parking place so designated.

...

(2) An order under this section may designate a parking place for use (either at all times or at times specified in the order) only by such persons or vehicles, or such persons or vehicles of a class specified in the order, as may be authorised for the purpose by a permit from the authority operating the parking place [or both by such persons or vehicles or classes of persons or vehicles and also, with or without charge and subject to such conditions as to duration of parking or times at which parking is authorised, by such other persons or vehicles, or persons or vehicles of such other class, as may be specified]; and

(a) in the case of any particular parking place and any particular vehicle, or any vehicle of a particular class the authority operating the parking place, . . . may issue a permit for that vehicle to be left in the parking place while the permit remains in force, either at all times or at such times as may be specified in the permit, and

(b) except in the case of a public service vehicle, may make such charge in connection with the issue or use of the permit, of such amount and payable in such manner, as the authority by whom the designation order was made may by order prescribe.

(3) In determining what parking places are to be designated under this section the authority concerned shall consider both the interests of traffic and those of the owners and occupiers of adjoining property, and in particular the matters to which that authority shall have regard include—

(a) the need for maintaining the free movement of traffic;

(b) the need for maintaining reasonable access to premises; and

(c) the extent to which [off-street parking accommodation, whether in the open or under cover,] is available in the neighbourhood or the provision of such parking accommodation is likely to be encouraged there by the designation of parking places under this section.

5.3.4 Further to the above section (and section 46), the Council designates parking places on the highway and can regulate their use through conditions and

charges.

- 5.3.5 Section 55 of the Road Traffic Regulation Act 1984 sets out the obligation of an authority to keep an account of the income and expenditure in relation to parking places on the highway (commonly known as the Special Parking Account) and notes that any deficit at the end of the financial year should be made up by the general fund and that any surplus on the account shall be applied for any of the specified purposes noted in section 55 (4) and if it is not so used, should be carried forward and allocated to a specific project that falls within those purposes.
- 5.3.6 Case law has confirmed that the Road Traffic Regulation Act 1984 is not a taxing statute and does not permit authorities to charge residents for parking with a view to raising a surplus on its Special Parking Account.
- 5.3.7 In using the powers under the Road Traffic Regulation Act 1984, the authority has a duty, amongst other considerations, to secure the expeditious, convenient and safe movement of vehicular and other traffic and the provision of suitable and adequate parking facilities both on and off the highway. This is pursuant to section 122 of the Road Traffic Regulation Act 1984 which states:

### **122 Exercise of functions by local authorities**

(1) It shall be the duty of [every] local authority upon whom functions are conferred by or under this Act, so to exercise the functions conferred on them by this Act as (so far as practicable having regard to the matters specified in subsection (2) below) 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 or, in Scotland, the road].

(2) The matters referred to in subsection (1) above as being specified in this subsection are—

(a) the desirability of securing and maintaining reasonable access to premises;

(b) the effect on the amenities of any locality affected and (without prejudice to the generality of this paragraph) the importance of regulating and restricting the use of roads by heavy commercial vehicles, so as to preserve or improve the amenities of the areas through which the roads run;

[(bb) the strategy prepared under section 80 of the Environment Act 1995 (national air quality strategy);]

(c) the importance of facilitating the passage of public service vehicles and of securing the safety and convenience of persons using or desiring to use such vehicles; and

(d) any other matters appearing to . . . the local authority . . . to be relevant.

[(3) The duty imposed by subsection (1) above is subject to the provisions of Part II of the Road Traffic Act 1991.]

5.3.8 In pursuance of reaching a fair and rational outcome, and acting reasonably and within its powers, the authority will be undertaking a consultation to engage residents and others to help shape the parking policy. Whilst not required, the authority will be consulting for a period of 12 weeks to allow ample opportunity for responses.

5.3.9 All responses emerging from the consultation process will be considered in light of the powers and obligations to which the council is subject (including, the public sector equality duty under the Equality Act 2010). A full Equalities Impact Assessment will be carried out further to the consultation, and the outcomes taken into account for any amendments to the policy to be made and to mitigate any adverse impacts that may be identified.

#### 5.4 Risk Management

5.4.1 The Policy needs the support of the community and will need clear and consistent communication to ensure this. This will be addressed through a dedicated consultation and engagement plan which will include Members, residents, businesses and other stakeholders (see Appendix B).

5.4.2 It is possible that a service policy change may have a negative impact on our reputation and reduce residents' perception of the Council. This will be mitigated through the work being undertaken on the wider parking improvement programme and early identification of likely issues to put mitigating actions in place on a case by case basis.

#### 5.5 Equalities and Diversity

The 2010 Equality Act outlines the provisions of the Public Sector Equalities Duty which requires public authorities to have due regard to the need to:

- eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act
- advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it
- foster good relations between persons who share a relevant protected characteristic and persons who do not share it

The relevant protected characteristics are age, race, disability, gender reassignment, pregnancy and maternity, religion or belief, sex and sexual orientation. The duty also covers marriage and civil partnership, but to a limited extent.



5.5.1 The Council will ensure compliance with this duty by conducting a full Equalities Impact Assessment (EIA) in relation to the proposed policy and the results of the consultation will feed into this assessment. The outcomes of the consultation and EIA will be considered and the proposal amended as appropriate before the matter returns to the Environment Committee in November.

## **5.6 Consultation and Engagement**

5.6.1 A series of focus groups with residents and businesses to understand what causes dissatisfaction with parking in the borough and to identify desired improvements to inform the draft parking policy was undertaken between November 2013 and February 2014. This work informed this policy development.

5.6.2 This draft Parking Policy will be taken to Environment Committee on 24th July 2014 before being consulted widely throughout Barnet to ensure that all residents, traders and partner organisations have the opportunity to express their views before the final Policy is recommended to Members at Environment Committee on the 18th November 2014. The draft consultation and engagement plan is attached at Appendix B.

## **6. BACKGROUND PAPERS**

6.1 None

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## Appendix A: Draft Parking Policy

### Foreword

Driving and parking in London is a highly emotive subject, with the demands of the motorist to get their destination quickly and parking easily competing with need for better air quality, pedestrian safety, traffic control and a finite supply of parking spaces.

The London Borough of Barnet's Parking Policy seeks to balance a number of these conflicting demands and priorities. In acknowledging that Barnet is a diverse borough with complex traffic and congestion matters our Parking Policy does not offer "one-size fits all" solution.

The borough's road transport emissions are currently among the highest in London with exhaust emissions from standing traffic being a major contributor to air pollution which is damaging our health. Unusually for a London Borough we have a high number of town centres which we aim to keep vibrant and diverse and encourage people to visit. We also have a population that has on average over one car per household and who want to park easily and near their home.

Our aims are to: -

- keep traffic moving,
- Making roads safer
- reduce air pollution,
- ensure as much as possible that there are adequate parking places available on the high street and
- that residents can park as near as possible to their homes.

To support these aims we need robust traffic management for our road network and effective but fair enforcement. We acknowledge that the availability and pricing of parking has an impact on attractiveness of our town centres and so plan to set different prices for on-street parking across the borough.

This builds on a review of high street car parking undertaken from late 2012 where new prices and where possible, some free short stay parking areas have meant parking numbers on the high street have increased. The Council needs to ensure there is a steady turnover of motorists to support local trade. If shoppers drive to their local town centres to discover that there is nowhere to park, they may not return.

In order to ensure a steady turnover of parking spaces in our town centres we will set pricing to ensure spaces regularly become free for new shoppers. We are proposing that prices are set at a level that aspires to an occupancy rate of 85 per cent of parking spaces being on average occupied, meaning that on high streets parking spaces are available at all but the busiest times.

We have a number of Controlled Parking Zones and use them to not only ease congestion but aim to ensure parking is available for residents. These will continue to be used and enforced appropriately.

We aim to increase the availability of funding to implement traffic management improvements in and around our schools. This will include taking positive action to prevent any parent parking, promote car sharing and improve cycle parking facilities and will encourage more children to walk and cycle to and from school.

## Summary – Parking and Traffic Management in Barnet

### Keeping the traffic moving

The borough currently hosts approximately 145,000 cars. This equates to 1.06 cars for every household in Barnet and some 914,000 trips are made by Barnet residents each day (LTDS 2006-09) of which 50% are made by car or motorcycle, 11% by bus, 1% by bicycle and 29% on foot (other trips are by rail or tube etc.).

Of these journeys, 52% of trips originating in Barnet are wholly contained within the borough, 43% to locations elsewhere in London and 5% to destinations outside London.

We regulate parking in the borough for several reasons including:

- to manage the road network to keep traffic moving and reduce congestion
- to support business in the borough by ensuring customers can find parking spaces
- to promote sustainable transport in line with the Mayor of London's transport strategy
- to deter long term commuter parking
- to maximise compliance with parking regulations and minimise the need for penalty notices (parking tickets)
- to improve road safety, preventing dangerous parking that can obstruct traffic or obscure oncoming vehicles
- to enhance the quality of life for residents and to contribute to improvements in air quality
- to meet the needs of disabled people, some of whom will be unable to use public transport systems and depend entirely on the use of a car
- keeping our footways clear

In particular, we recognise that the borough, one of the largest in London in both its road network and population, is diverse being particularly urban to the south and almost semi-rural in the north means that we need to tailor the way we regulate differently across the borough.

### Making roads safer

With serious casualties in Barnet on the rise (Casualties in the London Borough of Barnet 2013 by borough and percentage change over 2012) whereby there were 210 pedestrian casualties (+19%), 8 Fatal accidents (+14%), and 123 Serious injuries (+17%) so we will extend the use of enforcement powers at accident hotspots and enforce on footway parking

We will continue to use preventative methods to improve safety on the roads around schools where the school run causes serious congestion and child safety concerns. We will continue to work with schools and support school travel plans in order to reduce car journeys through increased car sharing. The latest recorded level of (unshared) car use for school travel is 38%. Targets are to reduce the level of (unshared) car use to 28% in 2014/15 and then by another 1% annually to reach our goal of 25%.

## Reducing air pollution

The borough's road transport emissions are currently among the highest in London. CO<sub>2</sub> emissions from ground-based transport in Barnet make up 24% of all emissions in the borough, compared with 19% London wide.

Exhaust emissions from standing traffic can be a major contributor to air pollution which is damaging to health, contributing to both cardiovascular and respiratory diseases. It is estimated that in London, there are 1,600 premature deaths and 1,500 respiratory hospital admissions as a result of air pollution.

We acknowledge that the emissions levels in the borough are also affected by the presence of major roads including the M1 motorway the A406 North Circular Road and the A41, but by ensuring that traffic keeps moving and by supporting the use of public transport, low emission vehicles and alternative non-polluting forms of transport, including electric cars, cycling and walking we will aim to reduce pollution.

## Town Centres and parking

We are proposing to introduce variable prices across the borough with the aspiration to have 85% of town centre parking spaces occupied on average at any one time. This figure will apply to both on-street parking and council owned car parks. This follows successful implementation of pilot schemes for site specific charging in town centres during 2012 and 2013.

Our goal of 85% is a proportion of occupancy that will provide parking spaces for people seeking to use shops and other businesses in town centres. This will ensure that drivers are not discouraged from travelling to these areas for fear of failing to find a parking space through a regular turnover of parking spaces.

Using various car parking charges across the borough in accordance with local circumstances should support this aspiration.

We will strive to continue to make it easy to pay for parking and look at improved solutions whilst balancing the cost of operating of such methods to ensure value for money.

In order to measure this approach we will conduct an initial on site short term parking survey to derive a baseline for each area. The data will inform our strategy to achieve an 85% occupancy rate. We will then survey again every 3 years. We will also relate the survey data to levels of transactions and continue to monitor transactional activity to help us achieve our target.

## Parking for residents

We use Controlled Parking Zones (CPZ's) to ensure suitable parking is available to local residents at restricted periods as well as ease congestion by deterring inconsiderate and inappropriate parking while dissuading commuting motorists from driving into these areas.

CPZs have typically been introduced in residential areas around shopping centres and major transport hubs such as underground stations where commuter parking has developed. The timing of CPZs varies, often limited to an hour a day around transport hubs, but operating

for most of the working day close to shopping areas although all-day (24 hours) controlled parking zones can be considered if appropriate.

To ensure that parking controls continue to reflect current priorities, it is proposed that each CPZ is reviewed every four years as part of a rolling programme. In addition we will ensure that residents can park near their homes by monitoring the demand within a CPZ against the capacity for each CPZ.

### **Fees & Charges**

All parking permit prices will be set by the Council's annual fees and charges process which is reviewed annually.

### **Footway Parking**

We are looking to consult on a change to its footway parking policy to incorporate objective criteria, which will ensure footway parking only happens where it can be undertaken safely. In addition, these proposals will ensure that parking places are properly signed and marked where necessary to ensure that cars do not park in such a way as to cause an obstruction to pavement users.

## Section 1- Policy Framework

In developing our Parking Policy we have taken into account the Council's Corporate Plan, the Mayor of London's Transport Strategy as well as relevant legislation.

### 1.1 The Mayor of London's Transport Strategy (MTS)

This was published in May 2010 and sets the strategic direction for London's transport, the key objectives are to:

- support economic development and population growth
- enhance the quality of life for all Londoners
- improve the safety and security of all Londoners
- improve transport opportunities for all Londoners
- reduce the effects of transport on climate change

The Council's response to this Strategy is set out in our Local Implementation Plan (LIP), detailing how the borough intends to implement the MTS locally.

The Mayor's strategy also requires Barnet to submit a Parking Enforcement Plan as an integral part of demonstrating how these objectives are to be met and this policy document supports that purpose.

### 1.2 Corporate Objectives

Included in the Council's Corporate Plan, are the following strategic objectives:

- To create the right environment for the promotion of responsible growth, development and success across the Borough
- To support families and individuals that need it - promoting independence, well-being and reducing dependency
- To improve the satisfaction of residents and businesses alike within the Borough by making it a desirable place to live, work and study

Our aim is that this Parking Policy addresses all of these priorities to some extent, recognising that it is essential for parking to be well managed so as to support successful growth and development.

Effective parking management has a direct impact on dealing with congestion, assisting traffic flow and improving accessibility to local businesses and amenities. Parking facilities for residents and visitors in areas subject to high demand can be protected so that people are able to access their homes more easily.

Kerbside space needs to be managed to deal with the requirements of motorists - especially those who may be disabled; public transport providers and others such as those requiring access to shops and services in town centres and local shopping parades.



Reduced congestion provides easier movement around the Borough, supporting the local economy and helping to promote independence and wellbeing amongst residents by facilitating access for example, to employment.

An effective parking regime will attract and retain business in the Borough, enrich lives in the community and will contribute to Barnet's reputation of being 'a great place to work and live.'

### 1.3 The Local Plan (Core Strategy)

The Local Plan (Core Strategy) was adopted by the Council on the 11 September 2012. Planning policies in the Core Strategy and Development Management Policies addresses the Council's aims in terms of improving its Town Centres. Of particular relevance for this policy is the commitment that states

*"In order to promote competitive town centre environments and provide consumer choice, we will realise development opportunities for the town centres of Edgware, North Finchley, Finchley Church End, and Chipping Barnet. We will pursue the individual planning objectives for each centre as set out in their Town Centre Frameworks and ensure the delivery of environmental, design, transport, car parking and community safety measures. Development in these town centres will reflect the preferred sequential approach in the National Planning Policy Framework ...*

*We will, in order for them to compete with other centres and particularly out of centre retail parks and shops, support retail uses in town centres by improvements to the public realm, the public transport network, short-trip parking and accessibility by cyclists and pedestrians."*

### 1.4 Statutory Framework

Parking control in Barnet is subject to the law, statutory guidance and best practice advice, all of which is referenced in legislation and advisory documents. The main statutory instruments include:

- Traffic Management Act 2004
- Road Traffic Act 2004
- Transport for London 2003
- Representations and Appeals 2007
- London Local Authority Act 1996
- Health and Social Care 2012
- Road Traffic Regulation Act 1984
- Traffic Signs Regulations and General Directions 2002

Policy Objectives:

- Managing the road network effectively
- Supporting business
- Promotes sustainable transport
- Supports the Mayors local implementation plan
- Supports our corporate priorities

## Section 2 - Introduction

### A profile of the impact of car use and parking in Barnet

#### 2.1 Road usage and congestion

Barnet is now the second largest borough in London in terms of its population; it has the second highest level of traffic in terms of vehicle distance travelled together with the third highest total road length and the longest distance of TfL roads. Overall car ownership is higher than the London or Outer London average with 73% of households having access to a car compared with 70% for outer London<sup>1</sup>

Barnet households have on average 1.06 cars<sup>1</sup> each. Since 2001 there has been a significant increase in the number of cars in the borough, and this trend is set to continue. The population and economy are expected to grow in the borough over the coming years and it is anticipated that increased demands will be placed on our transport network.

Transport for London (TfL)<sup>2</sup> predicts significantly increased congestion on the London road network by 2031 with noticeable effects from 2016 if measures are not introduced to manage this growth. Much of this growth is expected to be concentrated in our borough's regeneration areas, although we hope to mitigate some of these impacts through planning provisions for individual development proposals.

Traffic will continue to increase with no expectation of large scale capital investment in projects to widen existing roads or construct new ones, therefore better use has to be made of the existing road network and better management of it in order that congestion is contained.

As a large outer-London borough, Barnet has considerable variety in its environmental make-up, including diverse town centres and smaller local centres where many businesses depend on passing trade. Residents and visitors need access to a full range of local services, which include leisure, cultural, and recreational activities. It is inevitable that in a borough with high car ownership, many people will seek to use their cars for these purposes and this can often lead to significant congestion unless traffic management is effective and parking is appropriately managed at destinations.

#### 2.2 Road Safety

##### 2.2.1 Schools

The high proportion of pupils travelling to school by car and lack of availability of kerbside space in residential areas contributes to localised congestion and safety concerns, frustrating local residents and undermining the efforts of schools and many parents and carers who try to commit to alternative modes of travel.

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<sup>1</sup> 2011 Census

<sup>2</sup> North London Highway Model

90% of all schools in Barnet now have a School Travel Plan (STP) in place<sup>3</sup> resulting in reduced use of cars for travel to schools (an average of 12%). Despite this, the proportion of pupils still travelling to school by car remains the highest in London<sup>4</sup>. Some School Travel Plans are only partly adhered to however we will continue to work with schools to help and support them to encourage ownership.

When considering highway measures to complement School Travel Plans, we will seek to deter unnecessary school-generated parking, by putting appropriate parking restrictions and enforcement regimes in place.

By taking a comprehensive approach to tackling the school run

- We will seek to improve the effectiveness of our School Travel Plans to achieve a greater reduction in car based journeys and increase levels in walking and cycling to and from school
- We will implement complementary traffic management schemes outside schools, including preventing parking to drop off and pick up pupils

## 2.2.2 Accident Prevention

The management of parking has an important role in accident prevention and reduction. This is achieved primarily through the introduction of measures designed to improve junction visibility and prevent obstructive parking in lengths of road where such parking is considered to be inappropriate contributing to potentially dangerous situations.

We receive many requests to investigate parking issues - many on the basis of perceived or actual dangerous parking and parking on footways. In 2013, over 100 waiting restrictions were introduced in the interests of improving road safety.

Appendix 1 shows the trend of casualties in Barnet which show a rise in pedestrian casualties +19%, fatal accidents +14%, and serious injuries +17%, which gives cause for concern. In addition to Barnet specific data, 17% of all pedestrian casualties in London involved collision with a vehicle reversing, parked, slowing, stopping or moving off<sup>5</sup>. While these will not all be parking related, these are the types of manoeuvres that is expected to be recorded where parking is a factor. Traffic Junctions also continue to be a particular accident hotspot in Barnet as shown in Appendix 2.

This is why we will continue to introduce prevention measures and parking controls which will be enforced to improve safety by:

- Introducing parking measures across the borough where necessary to keep pedestrians as safe as possible
- Enforcing footway parking to keep pedestrians safe
- Increasing parking and traffic controls (no right/left/U turns and box junctions) near junctions to reduce accident hotspots, “rat running” and local congestion

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<sup>3</sup> As of 18<sup>th</sup> December 2013

<sup>4</sup> NI 198 2009/10 Usual mode of travel to school pupils aged 5-15: by car=36%

<sup>5</sup> Transport for London Surface Transport Better Routes and Places Directorate Topic Factsheet 2010- 3 December 2010

- Introducing moving traffic contravention enforcement at appropriate locations across the borough in particular to assist with preventing pedestrian and cyclist casualties

### 2.2.3 Journey Times

Transport for London's Travel in London report 5<sup>6</sup> notes that up to the late 1990s, there was a trend towards slower vehicle speeds in London as traffic levels were increasing on a largely static road network. The report also notes that average speeds over the last six years appear to have stabilised.

Transport for London monitor delays on their "network of interest" which covers the Transport for London Road Network (TLRN) and main borough roads. The measured delay compares the journey time per kilometre with the time recorded in the early hours of the morning, which is considered to be "undelayed". This has been fairly consistent in Outer London in recent years although the levels of delay do vary in different months - especially in the morning peak time.

Inappropriately parked vehicles can contribute to delays to journey times and where this can be addressed through the provision of parking restrictions such as yellow lines, the Council will seek to introduce them.

## 2.3 Environmental Impact

### 2.3.1 Air Pollution

The borough's road transport emissions are among the highest in London. CO<sub>2</sub> emissions from ground-based transport in Barnet make up 24% of all emissions in the borough, compared with 19% London wide.

Exhaust emissions from standing traffic can be a major contributor to air pollution which is damaging to health, contributing to both cardiovascular and respiratory diseases. It is estimated that in London, there have been 1,600 premature deaths and 1,500 respiratory hospital admissions as a result of air pollution.

Since 1997, local authorities have been required to assess and review air quality in their borough in order to help them achieve compliance with national air quality targets. If these targets are unlikely to be met in any part of the borough, this area must be declared as an Air Quality Management Area (AQMA).

The whole of Barnet is a designated AQMA for both Nitrogen Dioxide and Particulates and traffic is a significant contributor to poor air quality in Barnet with the highest levels of oxides of nitrogen and particulates concentrated around major roads and junctions such as the A406, A1, M1, A41, A5 as well as at High Barnet, as shown in Appendix 3.

The car is projected to remain the dominant form of travel in outer London. As the population increases so will the demand for travel with a corresponding increase in transport emissions. The levels and trends of air pollution show improvements since the 1990's due to better control of industrial pollution with more efficient engines and exhaust

<sup>6</sup> TfL (2012), Travel in London Report 5, <http://www.tfl.gov.uk/assets/downloads/corporate/travel-in-london-report-5.pdf>

abatement technology. However, levels of Nitrogen Dioxide and Fine Particles have frequently exceeded national targets due to the volume of traffic on busy main roads in the borough.

These increased emissions, may be mitigated by improved manufacturing and emission standards on newer vehicles and the increased use of electric vehicles presents an opportunity to reduce emissions harmful to health in the local area. For electric vehicles to become more popular, infrastructure will be required to allow such vehicles to be conveniently recharged on or near the road network.

## Section 3- Objectives of this Parking Policy

### 3 Keeping the traffic moving

#### 3.1 Legal Position

It is the duty of the Council to manage its road network to ensure as far as reasonably practicable that traffic flows expeditiously as per section 16 of the Traffic Management Act 2004 and to ensure that it exercises its functions under the Road Traffic Regulation Act 1984, so far as practicable, to secure the expeditious, convenient and safe movement of vehicular and other traffic and the provision of suitable and adequate parking facilities on and off the highway .

To achieve this, we may take steps we see fit to contribute to securing more efficient use of the road network and the reduction or elimination of congestion<sup>7</sup>. Such action may involve the Council using its powers to regulate or co-ordinate the uses made of any road or length of road under their authority.

#### 3.2 Managing the Road Network Effectively

As part of our Network Management duties it is important that recognition is given to the competing demands of:

- through traffic
- pedestrian activity
- local access by a wide range of forms of transport
- parking
- deliveries
- servicing by utility companies in these areas.

Managing the road network in the Borough's town centres poses particular challenges as most have limited, if any, off-street parking facilities. On-street parking is relied upon in these areas to help members of the public access shops and other businesses. Due to the majority of town centres being situated on the Strategic Road Network (SRN), they are subject to congestion and greater numbers of pedestrian movements.

The SRN is made up roads in London which Transport for London (TfL) consider are of strategic significance, and for which TfL have a network management duty some of which are in the borough roads such as A5, A1000 and A598.

When seeking to improve the conditions for pedestrians, cyclists and bus traffic in the face of increasing road traffic, the Council's preferred approach is to review roads and transport corridors as a whole, considering the needs of all road users rather than focusing on making improvements to suit a single form of transport. The aim is to achieve a balance between competing priorities that supports the vitality and viability of our town centres and the need for distribution of goods and people.

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<sup>7</sup> Traffic Management Act 2004, Section 16

Failure to do this may lead to inappropriate traffic management measures which may result in unintended negative impacts for other road users.

Moving forward, we intends to implement a hierarchy of parking use that provides indicative priority for traffic management (See Appendix 4)

### 3.3 Reduce air pollution and encourage sustainable transport

Section 144 of the Greater London Authority Act 1999 requires authorities to have regard to the Mayor’s transport strategy which seeks to:

- encourage the use of more sustainable, less congesting modes of transport
- set appropriate parking standards
- Increase public transport, walking and cycling as a proportion of journeys, through investment in infrastructure, service improvements, promotion of smarter travel initiatives and further demand management measures as appropriate.

Key to achieving the Mayor’s strategic vision in the Borough of Barnet is the Local Implementation Plan (LIP), which is submitted to and approved by the Mayor of London. The LIP sets out the Council’s plans to:

- improve access to public transport for all
- improve the walking environment through better carriageway and footway surface quality
- carry out pedestrian, cyclist and road safety training
- incorporate electric vehicle charging points within developments and consider future roll out in car-parks and on-street
- improve road safety near schools by carrying out rigorous enforcement of parking restrictions, the consideration of new and amended parking restrictions in order to reduce parking and encourage other more sustainable forms of transport, such as walking, cycling and public transport.

National Planning Policy Framework (NPPF)<sup>8</sup> is a key part of the government’s reforms to make the planning system work more efficiently and effectively. The framework acts as guidance for local authorities in making decisions about planning applications. It states:

*“Transport policies have an important role to play in facilitating sustainable development but also in contributing to wider sustainability and health objectives. Smarter use of technologies can reduce the need to travel. The transport system needs to be balanced in favour of sustainable transport modes, giving people a real choice about how they travel. However, the Government recognises that different policies and measures will be required in different communities and opportunities to maximise sustainable transport solutions will vary from urban to rural areas.”*

*“Encouragement should be given to solutions which support reductions in greenhouse gas emissions and reduce congestion. In preparing Local Plans, local planning authorities should therefore support a pattern of development which, where reasonable to do so, facilitates the use of sustainable modes of transport.” Finally the NPPF states in*

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<sup>8</sup> DCLG (2012), National Planning Policy Framework, [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/6077/2116950.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/6077/2116950.pdf)

*Para. 34 that “Plans and decisions should ensure developments that generate significant movement are located where the need to travel will be minimised and the use of sustainable transport modes can be maximised.”*

*“If setting local parking standards for residential and non-residential development, local planning authorities should take into account:*

- *the accessibility of the development;*
- *the type, mix and use of development;*
- *the availability of and opportunities for public transport;*
- *local car ownership levels; and*
- *an overall need to reduce the use of high-emission vehicles.”*

### **3.4 How the Council supports and promotes sustainable transport**

The Local Implementation Plan (the Council’s planning document) aims to achieve consolidated growth in the borough, focusing on new developments being in accessible locations near public transport hubs, in town centres and/or where social and physical infrastructure is to be improved, thereby reducing the need for people to travel to and from those developments by car. Developments will be supported by travel plans that identify and provide the infrastructure, services and support that travellers and the new occupiers will need to make best use of all the transport options available.

The Council’s Local Implementation Plan notes that particular areas to the west of the borough will become better served by public transport as a result of planned regeneration and development.

The expected level of growth also places additional demands on the rest of the borough’s transport network. Action to address congestion, increase movement capacity and/or develop other transport options will also be needed.

The Local Implementation Plan also seeks to support the use of low emission vehicles including electric cars, through:

- the incorporation of electric vehicle charging points within developments, in car parks and on-street
- facilitating home based charging of electric vehicles by arrangements to permit and manage parking on small forecourts

In addition, we are currently investigating demand for charging points in Barnet and also continue to encourage provision for electric vehicles in new developments.

Furthermore when providing a vehicle crossover, we require no minimum depth of forecourt. This makes it easier for owners of electric vehicles - which are often smaller vehicles - to get their vehicle off the road to charge them.

### **3.5 Improving Bus Reliability**

The Local Implementation Plan includes a target to reduce waiting time for buses and to improve reliability.



A dedicated bus lane exists along much of the A5 in the west of the borough. This bus lane, which is enforced through the use of CCTV, ensures that buses are given priority at the busiest times of day.

Furthermore, in managing and dealing with congestion on the borough's road network, through the introduction and enforcement of yellow lines for example, there should be an improvement to bus services.

### **3.6 Deterring long-term commuter parking**

Careful management is required to protect the borough's town centres and other shopping areas from the negative impact of commuter parking, typically by people travelling into Central London.

The introduction of Controlled Parking Zones and other parking restrictions around transport hubs and town centres has been successful in deterring long-term commuter parking in areas where demand for kerbside space is highest.

In some areas, where it is appropriate to do so, provision exists to accommodate commuter parking through the provision of on-street long stay parking places and by allowing vehicles to be parked for long periods in some car parks (e.g. Bunns Lane car park near Mill Hill Station).

Reviewing competing demands for road space in town centres, shopping areas and transport hubs is fundamental to maintain a thriving business environment and if there are concerns that the balance is no longer being achieved, the Council will review this sensitively through appropriate engagement and consultation.

### **3.7 Supporting Business and the High Street**

We recognise that the vibrancy and diversity of services offered in our town centres and local parades of shops depend on access by all who wish to use them. Good parking strategy and policy assists to encourage people to use local businesses as well as out-of-town retail developments. This will continue to be reflected in the provision of parking which encourages turnover whilst retaining loading and delivery facilities for businesses and customers alike, as well as adequate parking facilities for disabled badge holders.

We continue to engage with businesses in our town centres and local parades with a view to identifying and addressing any parking or loading issues which affects them.

As a result of this latest borough wide engagement during 2012 and 2013, we made a variety of changes to the parking arrangements in various town centres and local parades including:

- the relocation of parking places
- the introduction of credit/debit card pay and display machines
- cheaper parking tariffs
- the introduction of free short stay parking bays

This focus on town centre and local parades is on-going and changes made to date have been as a direct result of consultation feedback. These changes have seen improvements in parking provision with a resultant increase in patronage which we would anticipate will continue to improve with an aim to achieve an 85% occupancy rate.

## Section 4 –Parking Provision

We use a range of methods to maximise short and long term parking in the Borough effectively. These include:

- the allocation of on street (e.g. in CPZs) and off-street (i.e. car parks) parking spaces
- the introduction of short-stay and long-stay parking
- the setting of fees and charges
- the use of effective enforcement

### 4.1 The allocation of On and Off-Street Parking Spaces

#### 4.1.1 Legal Standpoint

The Road Traffic Regulation Act 1984 (RTRA 1984) states that local authorities may provide parking bays on-street and can also provide or create car parks where they believe this would relieve traffic congestion.

For on-street parking bays and within car parks the Council may apply particular conditions to regulate usage and to manage local parking demands.

#### 4.1.2 Allocation of On and Off-Street Parking Spaces

The Council provides on-street parking bays as:

- part of CPZs where kerbside space is reserved for permit holders
- part of short stay parking schemes where achieving a consistent turnover of parking vehicles allows greater access to local shops and businesses

Several car parks located within the Borough offer:

- free of charge parking. These are situated in areas of comparatively low parking-pressure in order to encourage motorists to park off the highway
- the requirement of a charge to be paid for a vehicle to be parked
- permit parking for permit holders such as residents or business workers

The Council reviews both on-street and car park arrangements in light of any changes in local circumstances on a needs basis.

#### 4.1.3 Short Stay Parking

Short stay parking bays are provided throughout the Borough, particularly near shops and businesses. Depending on the local demands, parking bays have a particular maximum stay period and motorists cannot return to the bay within a certain period of leaving, so to ensure that as many motorists as possible get an opportunity to find a parking space. The majority of parking bays require a charge to be paid for a motorist to park their vehicle and these charges can be varied in order encourage improved turnover of parking.

Like many London Councils, the London Borough of Barnet aims for an 85% occupancy rate which encourages good levels of use whilst ensuring that drivers do not have to drive around town centres looking for a parking space. This aids in managing traffic congestion. The turnover and occupancy of bays will be monitored giving consideration to review parking charges if there is a long term underuse issue.

Historically the Council adopted a standard parking charge structure across the Borough but is now flexible when introducing new or reviewing existing charges to ensure they are appropriate to the location and better serving the community<sup>9</sup>, whilst seeking to meet a 85% occupancy rate and ensure a regular turnover of parked vehicles.

In some areas, the Council has provided limited stay free parking which has a maximum stay period and a “no-return” period. These measures, primarily introduced near smaller local parades of shops, were introduced to encourage increased patronage and a regular turnover of parked vehicles.

This flexible approach illustrates a variety of parking charges within the Borough with various tariffs designed to suit local requirements.

## 4.2 The setting of fees and charges<sup>10</sup>

### 4.2.1 Legal Standpoint

Under the powers of the Road Traffic Regulation Act 1984 (RTRA 1984), local authorities may:

- impose charges for parking in car parks
- charge for parking in on-street parking bays (e.g. through the sale of permits/vouchers and through various short term payment methods)

The legislation provides for payment to be made via a parking meter or pay and display machine, or be indicated by a card, disc, token or similar. It also allows for the issue of permits. In recent years, it has been acknowledged that payment for parking and permits with or without display of a ticket, permit or parking device, is also possible via mobile phone other digital communication device or via the internet, which has resulted in many local authorities, including Barnet, utilising pay by phone and other payment methods.

When introducing on-street parking and setting parking charges, authorities must have regard to the purpose of the powers incorporated in the RTRA 1984. This is against the backdrop of the duty under the Traffic Management Act 2004 to manage the network so as to reduce congestion and disruption.

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<sup>9</sup> Action taken by Cabinet Member(s) Under Delegated Powers: Flexible Tariff Structure for On and Off-Street Paid Parking Places  
<http://barnet.moderngov.co.uk/ieDecisionDetails.aspx?ID=3059>

<sup>10</sup> For further information see: BPA (2011) Parking Practice Notes - Charging for Parking,  
<http://www.britishparking.co.uk/write/Documents/Library/ppns/PPN1%20-%20Charging%20for%20Parking%20-%20Aug%202011.pdf>

When designating parking places and setting charges, local authorities are not permitted to do so with a view raising income, although whilst not a purpose of the scheme, if there is an outcome that surplus income is produced, this in itself does not render the scheme unlawful.

Statutory guidance<sup>1112</sup> confirms that:

- raising revenue should not be an objective of civil parking enforcement and authorities should not set targets for revenue or the number of Penalty Charge Notices (PCNs) / parking tickets they issue
- it is appropriate for local authorities to forecast revenue in advance
- parking charges should be proportionate, so authorities should not set them at unreasonable levels
- being self-financing does not need to be a necessary aim. However, if schemes are not self-financing those authorities will need to be certain that they can afford to fund them from within their existing finances

The Council will ensure that it complies with this statutory guidance.

#### 4.2.2 How the Council Sets Parking Charges

In designating parking areas the Council sets charges for permits, vouchers and for short term paid-parking recognising that charges should be proportionate and reasonable.

**Permits and Vouchers** - To the present day the Council has, when charging for permits and vouchers, implemented a standardised flat permit and voucher fee within the Borough with incremental increases in cost depending on the number of permits obtained per household. It is noted however, that across other local authorities there are different approaches that include this method plus:

- varying the permit charge in different parts of Borough's
- varying the permit charge dependent on the number of hours of restriction in a particular CPZ
- varying the permit charge for different levels of congestion
- varying the permit charge for different levels of vehicular impact on the environment
- varying the permit charge depending on number of permit holders per household

Whilst parking charges must not be set with a view to making a surplus (of revenue on its special parking account) if this happens, the Council will reinvest this in accordance with the requirements set out in the RTRA 1984 and summarised in Appendix 5.

As part of this policy development process, consideration will be given to whether the current 'flat-fee' borough wide method of permit and voucher charging remains appropriate.

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<sup>11</sup> Secretary of State's Statutory Guidance to Local Authorities on the Civil Enforcement of Parking Contraventions 2008, expanded upon in Operational Guidance to Local Authorities: Parking Policy and Enforcement <http://assets.dft.gov.uk/publications/tma-part-6-cpe-statutory-guidance/betterprkstatutoryguid.pdf>

<sup>12</sup> Operational Guidance to Local Authorities: Parking Policy and Enforcement <https://www.gov.uk/government/publications/operational-guidance-to-local-authorities-parking-policy-and-enforcement>

### 4.2.3 Enforcement of Parking Regulations

Parking enforcement provides a tool to assist the authority to meet its traffic (and other transport strategies and goals, as set out in this policy. The idea is to encourage a high level of compliance by motorists with parking controls so as to best meet the objectives and the council's overriding duties, and penalty charges should dissuade motorists from contravening parking restrictions. The objective of Civil Parking Enforcement in Barnet is to maximise compliance and minimise the requirement for issuing of penalty charges, thereby positively contributing towards traffic congestion. It is important that the enforcement regime is a high quality service that is effective and fair, but also robust and supportive of the Council's and the Mayor for London's transport strategies.

The Council's parking enforcement service provides firm but fair enforcement of parking controls. Parking offences are subject to a variety of observation times dependent upon the type of parking offence which are clearly defined in the contract with the external parking enforcement service provider.

## Section 5 - Parking Finance and Reporting

The permitted use of parking income and any surplus that may arise is described in Section 4.2.2 and Appendix 5 of this document. Any unspent surplus in the parking accounts, as described in Appendix 5, will be used for projects permitted under definitions in the RTRA 1984 or carried forward for such permitted projects.

Local Authorities are required to submit details of their parking income and expenditure including bus lane enforcement on an annual basis to the Department for Communities and Local Government (DCLG). The Council will publicise this information in an annual report and separately on the Council website.

The Council will also produce an annual parking report at the end of each financial year which includes the annual year end accounts for the special parking account. This report summarises the previous year enforcement activities and finances in line with guidance under the Traffic Management Act 2004.

## Section 6 - Parking Control

Parking control within the Borough is vital, ensuring the road network is used efficiently. The Council will;

- manage parking regimes for new developments
- support the use of car clubs
- seek appropriate parking numbers at locations with highest public transport accessibility
- apply on-street parking management and controls appropriately
- consider introducing new Controlled Parking Zones (CPZs) where appropriate
- Implement traffic management schemes outside schools to ensure adequate and safe movement of traffic

The process for progressing new controlled parking zones is shown in Appendix 6

### 6.1 Methods of Parking Control

Various methods are available to control on and off-street parking, most of which are usually supported by a Traffic Management Order (TMO) produced by the Council.

This provides the necessary legal authority for enforcement action in respect of motorists who disregard restrictions set by these orders. This can result in the issue of a Penalty Charge Notice (PCN) - a parking ticket.

Examples of the type of restrictions within the borough are;

- Controlled Parking Zones (CPZ)
- Yellow line restrictions (double and single lines)
- Parking places
- Loading bays
- School keep clear markings
- Car parks

### 6.2 Controlled Parking Zones (CPZ)

A Controlled Parking Zone is an area wide scheme subject to a general restriction. Road signs relating to this general restriction must be placed at the entry and exit points to the area accompanied by appropriate yellow line markings where the general restriction applies. Any variations to the restriction within the zone, such as for loading, must be shown clearly by road signs.

The zone may contain parking bays which may be free of charge for a limited time or pay and display. In some cases these may be used by permit holders.

### 6.3 CPZ coverage

The Council currently has eighteen Controlled Parking Zones (CPZs) in the borough at the locations itemised in Appendix 7

## 6.4 Identifying the need for a CPZ/CPZ Extension/CPZ removal

Over the last thirty years, the demand on kerbside space utilised for parking vehicles in Barnet has increased steadily. The net result is that parking as an issue, has grown in significance amongst Barnet residents and businesses.

In January 1994, the Public Works Committee approved a prioritised list of areas within the borough which would be the subject of a future detailed investigations, consultation and design of Controlled Parking Zone measures in the borough, to follow the CPZs that had already been introduced in the borough by that stage.

The areas identified were mainly focussed around railway stations and town centres, to address issues caused by conflict demands for kerbside space – for example shoppers, workers, commuters etc. competing for kerbside space with local residents and their visitors, and to better manage parking in town centres – that is to ensure suitable turnover of motorists parking in the borough's High Streets.

In the main, the majority of the areas surrounding the town centres and railway/underground stations in the borough are restricted by way of CPZs, with the exception of: Totteridge and Whetstone Underground Station, Oakleigh Park Railway Station, Whetstone Town Centre, New Barnet Railway Station, Burnt Oak Underground Station, West Finchley Underground Station and the eastern side of Woodside Park Underground Station. It should be noted that this is the case following consultation in the all those areas, with the exception of Totteridge and Whetstone and Oakleigh Park stations and Whetstone Town Centre, which have never been subject to any consultation regarding area-wide controls.

In more recent years, given that areas surrounding the majority of town centres and transport hubs are already controlled, the Council has become more reactive than proactive in seeking to introduce CPZs, extend CPZs or remove CPZs from roads to address particular parking demand issues, and will in the main act, subject to there being available funding, if there is a significant indication from an area (e.g. through letters received, or via submission of petitions) that investigations into CPZ/CPZ extensions/CPZ removals are requested and supported by the local community.

A recent example of this is the introduction of the Garden Suburb CPZ (October 2013), as the Council only commenced investigations following representations from residents of a local road, support from local Ward Councillors, and consideration of the issues via the local Residents Forum and Area Environment Sub-Committee.

Prior to this the Council had extended approximately 8 CPZs into additional roads and removed the CPZ from 2 roads in the borough following representations made by members of the local community.

Moving forward, it is considered that the methodology of establishing the requirement of CPZs/CPZ extensions or otherwise be regularised in order to ensure clarity and transparency for the Council and the public alike.



## 6.5 CPZ Procedures and consultation

The majority of CPZs that are in situ were introduced as a result of feasibility, investigation, design and consultation having taken place following the decision of the 1994 Public Works Committee to investigate and progress the introduction of CPZs in the borough.

In most cases, parking surveys were carried out to establish demand for kerbside space throughout the day, and a CPZ designed based on the information obtained by those surveys and through site surveys. Once a CPZ was designed, this was subject to a consultation with the local community, by way of a statutory consultation, in accordance with the provisions of The Local Authorities (England and Wales) Traffic Order Procedure Regulations 1996, or preceding legislation.

Statutory consultation entails the proposal being advertised by way of a notice being published in a local newspaper and similar notices being erected on-street inviting the public to object to the proposal within 21 days of the date of the notice. In addition, letters inviting comment and objection are delivered to all identified affected properties – that is, those properties which the proposed CPZ directly affects, which depending on the locations will certainly be all properties within the boundary of the CPZ, and potentially some selected properties outside the CPZ boundary. The statutory consultation also requires details of the proposal and associated Traffic Management Orders to be sent to selected stakeholders again inviting comment or objection within 21 days of the proposal being advertised.

It is a statutory requirement that all objections are considered before a decision is made whether or not to introduce the proposal, and if so, with or without modification, and historically this process has taken place by way of an Officer report being considered at an Area Environment Sub-Committee, or by way of a decision being made by an Officer authorised to take such a decision under the Council Constitution.

More recently, prior to any statutory consultation taking place on a proposed CPZ, the Council has undertaken an informal consultation by way of a questionnaire designed to establish the local community's parking issues, habits and requirements. Analysis of the feedback has enabled the Council to make informed decisions on the best way forward, either at an Area Environment Sub-Committee or by an authorised Officer, which in some cases, has resulted in a CPZ not being proposed.

It has been noted that over the years, depending on the scheme, the extent and level of the local concern, the impact of Ward Councillors and the Cabinet Member in situ and the prevailing trend for decision-making within the Council at the time, the processes undertaken to progress CPZs have been varied.

Moving forward, although it is acknowledged that the process undertaken to progress CPZs can vary depending on the different demands, and the level of support etc., it is considered that the design, feasibility and consultation and decision-making in progressing CPZs should be regularised. Although there may be slight variations from time to time, a clear 'start to finish' process as set out in Appendix 6 would ensure clarity and transparency for the Council and the public alike.

At present there is no Council policy or standards relating to how it views results of a consultation and the responses received. For example although consultation response rates of between 30-40% can be expected, there is no guidance that much lower response rates

would be corporately unacceptable to base any decisions upon. Similarly, there is no policy or standard to say what exactly an acceptable majority is.

For example, if the results are 51% in favour and 49% against, this can be seen as a majority in favour rather than a somewhat mixed response. However, it must be remembered that this primarily applies to the responses to an informal consultation that seeks to ascertain whether there are any parking issues as once a formal or statutory proposal is in place, generally only responses in the negative are then forthcoming.

Therefore it can be seen that consideration should be given as to whether the Council should establish corporate standards in relation to CPZ consultation, consideration which can be called upon to assist the decision making process. Such standards would clarify what is expected and required in order for a CPZ to be progressed. They would also give the Council a clearer mandate as to what is an acceptable majority to proceed and, would be subject to less challenge by those who wish to question the Council's motives. Ultimately such an approach would ensure that the community could feel confident that the decision making process was open and transparent.

It is considered that any such standards that are adopted give due consideration to the rationale underpinning any parking initiative and the councils on-going statutory obligations that would include safety and network management duties as there is likelihood that on occasion measures would need to be introduced irrespective of the majority view.

## 6.6 CPZ Hours of operation

The CPZs within the borough have a variety of restrictions applied to them (see Appendix 7). These fall into two categories;

- “All day” restrictions where parking is restricted for the majority of the day to address issues relating to parking conflict. These areas are usually in the vicinity of shops and other amenities which many motorists would visit throughout the day.

And

- “One hour” or “Short-period” restrictions where parking is restricted for a short period on weekdays to address issues relating to long term parking throughout the day. These areas are usually in the vicinity of stations and other transport hubs or in some instances in the vicinity of town centres where parking by workers or shoppers would impact on residents parking.

## 6.7 Yellow Line Restrictions

Single yellow lines (usually indicating parking restrictions during the working day) and double yellow lines (no waiting at any time) are implemented through Traffic Management Orders (TMOs) made by the Council.

These waiting restrictions are used to:

- Facilitate road safety by keeping sight lines clear at junctions
- Facilitate commercial activity by "reserving" space that can be used for loading and unloading for a maximum period of 20 minutes

- Reduce congestion by preventing parked vehicles obstructing traffic flow

## 6.8 Traffic Management Orders (TMOs)

The majority of prohibitions and restrictions that apply to traffic on the public highway are put in place by Traffic Management Orders (TMOs) made by the Council under the provisions of the Road Traffic Regulations Act 1984 and other Traffic Management Order related legislation. Contraventions of the provisions of a TMO may give rise to the issue of a Penalty Charge Notice (parking ticket / parking fine).

The numerous types of traffic management orders are summarised as follows:

Permanent orders include:

- Yellow lines (single and double)
- Parking places
- Car parks
- Loading bays
- School Keep Clear

Experimental Traffic Orders are used for a limited time, no more than eighteen months, to trial a traffic scheme after which they can be made permanent or abandoned.

Temporary Traffic Orders are made to temporarily prohibit, restrict or to suspend the use of a road due to highways works either planned or following an emergency, or to facilitate special events taking place on or off the road.

## 6.9 Parking Controls

In addition to CPZs and yellow line restrictions, other methods of parking control are used within the borough. These are;

- **Short stay pay by phone parking schemes**  
This is paid parking used near busy local shopping parades in some cases incorporating an initial free parking period. Tariffs can vary from area to area to meet local demands in accordance with looking to attain an 85% occupancy rate.
- **Loading Restrictions**  
These are used in conjunction with waiting restrictions in areas or at times where loading would be obstructive, dangerous or would increase congestion and delays during peak traffic periods. Loading bays are provided in the vicinity of shops where such facilities are required.
- **School Keep Clear Markings**

These have been introduced outside most schools in the borough to:

- ensure that drivers can see children wishing to cross the road.
- maintain sight lines for children crossing the road
- maintain good access for emergency vehicles

No stopping is allowed on markings (zigzags) which is an offence, even to pick up or drop off children. The Council will ensure that these restrictions are properly enforced by the Council's parking enforcement contractor through regular Civil Enforcement Officer visits to each school, and stringent enforcement of any contraventions.

- **Pedestrian Crossings**

Motorists parking on zigzag markings are liable to receive a parking ticket from either a Council Enforcement Officer or a Police Officer. If issued by the Police, the penalty is greater than that imposed by the Council and could result in penalty points being awarded.

- **Motorcycle parking**

There are a limited number of designated motorcycle bays across the borough accommodating a number of motorcycles in each. Consideration is being given to increasing this number.

## **6.10 Removal of lines**

Any redundant road markings are entirely removed from the road surface and not masked out. The method of removal must take into consideration the environmental impact the operation will have at that location.

## **6.11 Signing**

The Department for Transport's guidance states that road signs should normally be erected so the bottom of the sign is at a minimum distance of 2.1m above the ground. Throughout the borough, signs associated with parking schemes are either placed on lamp columns or on high posts, mainly situated at the front of the footway.

On occasion however, at the request of residents groups and ward members, signs have been placed on shorter posts at the back of footway in some residential areas to improve the streetscape, for example in Conservation Areas, but in general, the Council has recognises that signs should be erected at the minimum height (2.1m) as per Chapter 3 of the Traffic Signs Manual to reduce the potential for causing injury or attracting vandalism.

## **6.12 Conservation areas**

Conservation Areas created by Local Authorities are locations of special architectural or historical interest where it is desirable to preserve or enhance the quality and character of the area. Adjustments to signs and lines that are less obtrusive can be introduced within these areas to minimise the impact on the character and appearance of the local area. Appendix 8 shows the current list of conservation areas within the borough.

## **6.13 Parking Controls Monitoring**

The Council monitors compliance on its road network with monthly and annual reporting utilising data from site visits, counts and CCTV with special monitoring of schools, as well as from town centre, CPZ and general reports.

Where necessary and legal, levels of enforcement can be adjusted and again a process of monthly and annual reporting takes place. Residents can request changes to local enforcement through the relevant Ward councillor.

## Section 7 - Permits and Vouchers

Designated parking places in a Controlled Parking Zone (CPZ) within the Borough are regulated by the issue of parking permits to residents and local businesses, or by vouchers to residents for their visitors to use.

There are occasions when additional needs within the local communities require that other classifications of motorist be granted parking permits and a number of examples of these apply within the Borough. Parking permits can be currently issued to builders, carers, health workers, religious representatives, teachers, essential workers, environmental health and local politicians.

### 7.1 Permits and fraud

All permits and vouchers are monitored for validity and can be subject to fraud investigations at any time.

## Section 8 - Enforcement

### 8.1 General

The Road Traffic Act 1991 empowered local authorities to take over the enforcement of parking controls on the roads for which they are the highway authority from the Police. Parking enforcement in such areas was termed 'Decriminalised Parking Enforcement' or 'DPE'.

### 8.2 What is enforced?

Civil Enforcement Officers (CEOs) patrol throughout the Borough, dealing with parking contraventions in relation to, but not limited to the following:

- on-street parking places
- car parks;
- yellow lines
- bus stops
- taxi ranks
- commercial vehicles
- loading restrictions
- suspended parking bays
- footways and verges
- double parking
- obstruction of lowered kerbs
- school keep clear restrictions
- disabled parking bays
- pedestrian crossings zigzag markings.

### 8.3 Contravention codes and observation period guide

Each parking contravention is identified with a specific code designated by Central Government. For most parking contraventions occurring in Barnet, Civil Enforcement Officer's (CEOs) are instructed to allow a certain period of 'observation time' to witness legitimate loading activity, or to allow motorists to obtain vouchers or pay and display tickets.

Each contravention has been reviewed and a suitable period of observation has been identified which must be given by a CEO before a Penalty Charge Notice (PCN) is issued as detailed in the table at Appendix 9.

CEOs must carry out their work openly, with fairness, courtesy and reasonableness and to comply with all guidance and codes of conduct. This includes CEOs advising motorists to move their vehicles, how and where to park legally or issuing Warning Notices where appropriate, rather than just issuing a PCN. To enable them to perform their duties effectively, CEOs must be familiar with the parking arrangements in the enforcement areas, permit information, Council policies, relevant legislation and any other information necessary.

## 8.4 Enforcement Objectives

The aim of enforcement is to maximise motorists' compliance with regulations as laid out in Appendix 10. This makes Barnet's streets safer for all road users, particularly children and other vulnerable pedestrians, prevents obstruction and delays (especially for buses and emergency vehicles) and ensures that parking bays are available for their intended use making the public highway a more pleasant environment.

Where non-compliance is evident, the Council's strategy is to enforce firmly but fairly, transparently and proportionately to assist in the delivery of the Council's obligations in ensuring that the borough's roads are safe, and enable traffic to flow.

The Council acknowledges that enforcement is not the only mechanism for increasing compliance. Effective communication with the public is essential so that they are aware of the rules and regulations. As a supplement to this Policy a guidance document is being made available to assist the public in understanding the various restrictions in place.

The Council also aims to encourage compliance through:

- Engaging the community in consultations and with effective communications when policies or practices have changed
- Visibility of Civil Enforcement Officers (CEOs) on-street
- Well maintained clear road markings and signs so that residents, businesses and visitors can see the restrictions which are being enforced
- Reviewing restrictions and enforcement practices to ensure that they remain fit for purpose and that the Council are responding to local needs

## 8.5 When does Enforcement take place?

Enforcement can take place 24 hours a day, seven days a week including public Holidays. Full details of operational enforcement hours are shown in Appendix 11. Drivers are responsible for checking signage within the vicinity of their desired parking location.

There is a dedicated hotline telephone number available on the Council website for the public to request enforcement action in cases where there is a specific problem.

## 8.6 CCTV Camera Enforcement

Bus lanes play a key role in offering buses priority on London's roads. Long stretches of continuous bus lanes enable buses to move more easily through London's congested road network, especially at peak times, with a high degree of certainty and reliability. This enables more efficient bus operation, better performance for passengers and encourages motorists to use public transport.

Motorist of private vehicles regularly travel in bus lanes and the Council plays a crucial role in deterring this through the use of CCTV enforcement of bus lanes during their operational periods.



Bus lane contraventions are automatically detected and recorded by the cameras then reviewed by CEOs who operate within the Council's guidelines. PCNs are then sent by post to vehicle keepers.

## 8.7 Moving Traffic Contraventions

London Councils' are provided with powers by the London Local Authorities and Transport for London Act 2003 which allows for the enforcement of moving traffic regulations.

Barnet will consider the introduction of the enforcement of these powers over time as there is increasing concern relating to the impact on traffic movement and safety in the Borough due to the increasing number of drivers who do not comply with the following types of restriction:

- No Entry signs
- One way only
- No left or right turn
- No U turn
- Give way
- Restricted vehicles only
- Keep clear
- Box junctions – requiring no stopping

It is intended that the locations where such restrictions exist will be reviewed to determine levels of contraventions so that these may be addressed by the Council taking up the powers to allow enforcement at the relevant sites.

Priority will be given to address known safety concerns at locations where abuse of regulations is affecting road safety.

The following issues will be considered:

- Review of accidents involving vehicles and pedestrians
- Areas close to schools
- Congestion hotspots
- Sites where there have been complaints raised with the Council about motorists driving irresponsibly and disobeying road signs

Many London authorities have been carrying out enforcement of moving traffic offences for a number of years and data will be obtained to understand the benefits of introducing such measures.

Unlike the Police, CEOs are not empowered to stop offending motorists and it is difficult for them to enforce such matters. As with bus lane enforcement, CCTV is generally used and has been demonstrated as being extremely effective using either static or mobile cameras.

It is anticipated that the Council will roll out a programme of introducing static cameras at specific sites, supplementing this with some mobile devices at locations where this method is more appropriate or where it is considered that they will act as a greater deterrent.

## **8.8 Postal (Regulation 10) PCNs**

In addition to issuing postal PCNs for bus lane contraventions, the Council under certain circumstances are able to issue PCNs by post to motorists who have driven away before the CEO can serve a notice or in cases where the CEO has been otherwise prevented from doing so.

## **8.9 Car Parks**

Enforcement is carried out in all Council-owned car parks which allow pay by phone or permit holder parking. Most are open at all times, but only charge during certain periods.

## **8.9 School Parking Enforcement**

The Council is committed to ensuring a safe environment outside schools. Enforcement of inappropriate parking around schools discourages poor driver behaviour reducing potentially dangerous situations.

There are numerous school keep clear markings outside schools within the Borough and these are rigorously enforced, however this is an area of enforcement that leads to the greatest level of confrontation from parents and as such needs further consideration of the enforcement methods available.

The Council has found that, more so than traditional foot patrols, the use of mobile CCTV to enforce parking near schools can be extremely effective. Evidence shows that parking a clearly marked CCTV vehicle outside a school acts as an extremely good visual deterrent. The aim is not to catch drivers out but to change their driving habits. As a result, the roads around schools are less congested and safer for pupils and parents, drivers being less likely to park on keep clear markings. Another benefit of this style of enforcement is that it can reduce the possibility of confrontation where CEOs may be put at risk.

## **8.10 Footway Parking Enforcement**

Footpaths must be kept safe for pedestrians to use. Unauthorised footway parking creates an obstruction hazard for pedestrians and can make it difficult for a pushchair or wheelchair to pass safely without needing to divert into the road. Vehicles parked on the footway, can also cause particular problems for blind, disabled and older people.

## **8.11 Footway Parking**

Many complaints are received from pedestrians, wheelchair users and those using pushchairs about inconsiderate car drivers who are parked on our footways, causing them to use the carriageway to get past.

In 1974 it became an offence to park a vehicle with 'one or more wheels on any part of an urban road other than a carriageway' in London (i.e. footway, grass verge, garden, space or land). The offence subsequently became decriminalised under the Road Traffic Act 1991 when local authorities were given powers to enforce footway-parking contraventions.

Unauthorised footway parking also causes increased maintenance costs and additional risks to the public. Damage to paving and grass verges caused by parked vehicles costs the Council thousands of pounds each year and such damage can create trip hazards resulting in injury. It is therefore important that those vehicles which are parked on the footway are enforced appropriately through the issue of a PCN.

The Council have provided some designated footway parking in certain roads. These are clearly defined as bays and marked on the footway with white lines. It is usual in these situations for the footway to have been strengthened to ensure that no damage is caused by the weight of parked vehicles. Where vehicles are parked in such bays they are considered to be parked compliantly. However, where vehicles are not parked properly within a marked bay, i.e. where one or more wheels outside of the bay markings this is considered to be non-compliant and a PCN will be issued.

The Council are consulting on a change to its footway parking policy to incorporate objective criteria, which will ensure footway parking only happens where it can be undertaken safely. In addition, these proposals will ensure that parking places are properly signed and marked where necessary to ensure that cars do not park in such a way as to cause an obstruction. See Appendix 13 for further information.

## **8.12 Dropped Kerb Enforcement**

The Council issue Penalty Charge Notices (PCN) to vehicles obstructing dropped kerbs that lead to private driveways and those used by pedestrians to cross roads.

Parking in this manner prevents residents and businesses from getting their vehicles onto the road or into their property.

Parking alongside a dropped kerb can also prevent pedestrians from crossing the public highway in a safe manner causing particular problems and possible dangers especially for people with visual impairments, disabilities and persons with pushchairs or wheelchairs.

The type of location and circumstances where this contravention is enforced is further described at Appendix 12.

## **8.13 Clamping and Removals (Abandoned and Untaxed Vehicles)**

Abandoned vehicles are a particular problem in parts of the Borough. These vehicles are an environmental nuisance and are associated with anti-social behaviour. Abandoned vehicles not only cause an unnecessary hazard wherever they are dumped but they increase fears of crime and have a serious impact on residents' quality of life.

The Council does not generally clamp vehicles however, the Council reserves the right to do so at any time it deems necessary.

There are some exceptions to this with the removal of abandoned and untaxed vehicles where a bailiff has been commissioned to recover the debt. On such occasions the owner will deal directly with the relevant bailiff in order to recover their vehicle.

## 8.14 Loading and Unloading

There are exemptions to parking restrictions in most bays and on yellow lines to allow continuous loading and unloading activity to take place for up to 20 minutes.

This should not be confused with picking up or setting down passengers which also is permitted in most locations provided it is completed without delay.

Upon seeing a vehicle in a parking bay or on a yellow line, CEOs will observe a vehicle to determine whether loading or unloading is taking place and if this is not witnessed, appropriate notes of observations will be made and a PCN will be issued. Should a motorist wish to appeal, they would be required to provide as much evidence as possible that loading or unloading was taking place and this will be considered against the evidence provided by the CEO.

## 8.15 Warning Notices

The purpose of a Warning Notice is to inform motorists that a Vehicle is parked in contravention of parking restrictions and that normally, a PCN would be issued. The range of contraventions for which a Warning Notice can be issued should be the same as that for a PCN. In addition, a list of "actions" must be added so the driver is made aware of any necessary action to avoid receipt of a PCN in the future.

The Council will use discretion as to when a warning notice is issued. It is more likely to be used where a minor infringement has occurred and it is the first time the vehicle has been identified as non-compliant.

## 8.16 Persistent Evaders

Persistent Evaders (generally defined as individuals with three or more unpaid PCNs past the point of appeal) pose an issue in the Borough. This is because they continually park in contravention, resulting in nuisance for other drivers and in cases such as footway parking, a 'bad example' that can result in further non-compliance in the area.

It is desirable to target persistent evaders although this can be rather time consuming and as such requires sufficient resources to achieve positive results. With this in mind it is proposed that in future the following two options may be deployed to tackle persistent evaders:

1. clamp and/or remove vehicles belonging to persistent evaders
2. refuse a permit request and/or withdraw a permit without refund until the full outstanding balances are cleared.

## 8.17 Representations, Appeals, Discretion and Mitigation

There is a defined process by which the Council deals with appeals against Penalty Charge Notices and this is further described at Appendix 15.

## **8.18 Funerals, Weddings and other Events**

The Council allows specific parking suspensions and dispensations, in certain special circumstances. Dispensations are arranged for a variety of organisations, individuals under certain circumstances:

## **8.19 Suspensions**

The council has the power to suspend parking bays on its own behalf or on behalf of third parties.

The Council will endeavour to provide as much notice as possible and the suspension will be clearly signed on street to show the parking bays that are affected by the suspension and the duration of the suspension. It should however, be recognised that there are occasions where suspensions are required for urgent/emergency works and in such circumstances the Council may not be able to give much advanced warning.

From time to time it is necessary to make arrangements to suspend parking bays for a short duration to allow specific activities to take place. Such activities include road works, works to the pavement or street furniture, tree pruning and works to public utilities street equipment.

Suspensions may also arise for special events such as street parties that require the road space to be cleared from vehicles. Other third party requests, such as building works, removals (domestic and commercial) and filming may also involve parking bays being suspended.

The Council will enforce these suspensions with the use of PCN's should any vehicle be parked at a location which has been suspended.

## **8.20 Heavy Goods Vehicles**

The Council operate a number of restrictions throughout the Borough in the form of weight limits. These limits help to uphold road safety and make the street a more pleasant environment.

The London Lorry Ban Scheme applies to most of the Borough's roads and this works towards upholding road safety and making the street a more pleasant environment by preventing movement of heavy vehicles in residential streets at night and at weekends.

## Section 9 -Parking for Disabled Persons

### 9.1 Blue Badge Scheme

This is a national scheme whereby a Blue Badge helps disabled people with severe mobility problems to have access to goods and services by allowing them to park close to their destination. The Blue Badge can be used on any vehicle in which the holder is travelling. The holder, whom must be present, does not have to be the driver but the concession must be for the benefit of the disabled person and not merely for the convenience of other people using the vehicle.

Blue Badges may only be issued to a person who has permanent and substantial disabilities which affect their mobility. The Blue Badges cannot be issued on a temporary basis. (Please see Appendix 16 for qualification criteria).

A Blue Badge entitles the holder to:

- park for up to three hours on single or double yellow line waiting restrictions, (single lines apply for a limited period but double lines apply 24-hours a day). The clock card supplied with the badge must be displayed and set at the correct time of arrival
- park for unlimited periods at Pay-by-Phone parking places, unless signage specifies a maximum stay for Blue Badge holders of three hours
- park at disabled badge holder parking places, either for an unlimited time or for the time shown on nearby signs

In addition, the Council (and some other authorities) allow parking for an unlimited time in permit parking places.

These concessions do not apply where loading restrictions are in operation but outside of those times, normal blue badge rules apply on single or double yellow lines. Stopping briefly to set down or pick up passengers is allowed if there is a loading ban or it is on a red route.

### 9.2 Blue Badge fraud and Disabled Persons Parking Badges Act 2013

Any misuse of a badge is an offence. It can be withdrawn under the following circumstances.

It is not permissible:

- for non-disabled people to use a Blue Badge for their own purposes – if they do so, they are liable to a fine
- to use a Blue Badge unless the holder is in the vehicle, or the vehicle is being driven to or from an area which is accessible only to vehicles displaying a blue badge in order to pick up or drop off the holder

As the concessions offered by Blue Badges are considerable, they are particularly valuable and prone to theft whilst being displayed in vehicles.

Blue Badge's do not display a vehicle registration. This is useful for badge holders who are passengers and rely on transport from a variety of sources. If a Blue Badge is stolen, the owner of the badge should notify the Council as soon as possible.

If Civil Enforcement Officers (CEOs) suspect a Blue Badge is being illegally used, they can take any one or a combination of the following actions:

1. issue a PCN (parking ticket)
2. challenge the vehicle driver for proof that they are the badge owner
3. challenge the vehicle driver that the badge owner is accompanying them
4. confiscate the badge where deemed appropriate to do so
5. report their suspicions/concerns to the authority

The Disabled Persons Parking Badges Act 2013 allows CEOs or authorised Council Officers to inspect and retain a badge without a Police presence if they have reasonable grounds for believing that it is false, it should have been returned, or is otherwise being misused.

Members of the public who suspect that a Blue Badge is being misused are encouraged to report the details, including the date, time, location, and vehicle registration and badge number to the Council's Assisted Travel Team, whom administer the Blue Badge Scheme.

### **9.3 Disabled Persons Bays**

### **9.4 Designated Disabled Parking Bays**

The Council decided that in order to better assist people in parking close to their homes, applications for a "Designated Disabled Parking Bay" to be provided close to the resident's home would be approved if specific conditions were met.

These Designated Disabled Bays allow only the applicant's vehicle to be parked in the bay, as they would need to clearly display their Blue Badge and a specific permit applicable to only that bay, in their vehicle.

The criteria for approval of an application and the process involved are described at Appendix 17.

### **9.5 Disabled Bays no longer in use**

Residents granted Designated Disabled Person Parking Places are requested to inform the Council if a bay is no longer in use.

If a resident feels that a bay is no longer being used or is not required, this can be reported to the Council who will investigate and if appropriate will remove it.

### **9.6 General Disabled Parking Places**

The Council has and will continue to provide standard disabled bays for non-residential purposes at locations where the Council consider it appropriate. The Council will limit parking to an appropriate maximum stay period (e.g. 3 hours) to ensure Disabled Parking Bays meet the requirements of those wishing to use them.

## List of Appendices

1. Appendix 1 Casualties in Barnet
2. Appendix 2 Accidents in Barnet
3. Appendix 3 NO2 annual mean concentrations
4. Appendix 4 Hierarchy of road users and vehicle types
5. Appendix 5 Summary of Permitted Use of Surplus Parking Income
6. Appendix 6 This appendix is intentionally blank
7. Appendix 7 Process for progressing a Controlled Parking Zone
8. Appendix 8 Controlled Parking Zones in Barnet
9. Appendix 9 Conservation Areas
10. Appendix 10 Parking Contraventions and Observation Periods
11. Appendix 11 Aims of Enforcement activity
12. Appendix 12 Enforcement on Public Holidays
13. Appendix 13 Footway Parking
14. Appendix 14 Dropped kerb enforcement
15. Appendix 15 Process by which the Council deals with appeals against PCNs
16. Appendix 16 Criteria for the issue of a Blue Badge
17. Appendix 17 Designated Disabled Parking Bay Criteria

## Questions for Consultation

In addition to inviting open comments on the policy as it stands we will also be asking the following key questions:

- Q1. Do the aims of this policy look correct to you? If not, in what respect do they not?**
- Q2. Are there any other background factors we should take into account?**
- Q3. Are the objectives set out in the policy the right objectives?**
- Q4. Do you agree with the proposed turnover of short term parking objective to achieve an occupancy rate at any given time of 85%?**
- Q5. Do you agree with enforcement of parking around schools, and the methods noted in the policy for this?**
- Q6. On what basis should the Council set charges for parking permits and vouchers?**
- On a flat rate basis?
  - By varying the permit charge in different parts of the Borough?
  - By varying the permit charge dependent on the number of hours of restriction in a particular CPZ?
  - By varying the permit charge for different levels of congestion?
  - By varying the permit charge for different levels of vehicular impact on the environment, for example charging based on pollution emissions or engine size?
  - By varying the permit charge depending on number of permit holders per household?
  - Or on another basis – which?
- Q7. Do you agree that enforcement of Moving traffic Violations will improve road safety in the borough?**
- Q8. Do you agree that the Council should implement a footway parking policy that seeks to keep footways clear for pedestrians and the disabled?**



- Q9.** *Do you think that the Council should introduce stronger measures of enforcement for persistent offenders?*
- Q10.** *Are there any other types of enforcement within the borough that you feel should be suspended on public holidays and if so where?*
- Q11** *Are there any other comments you would like to make or views you wish to express on the policy?*

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## Appendix 1: Casualties in Barnet in 2013

Borough	Total casualties	Pedestrians	Pedal cyclists	Powered two-wheelers	Car occupants	Total vehicle occupants
Barnet	1,228 (-3%)	210 (+19%)	84 (+2%)	180 (+13%)	627 (-17%)	1,018 (-6%)

Figures from final report data from 2013 London Accident Analysis Unit Accident Data JAN 2013 TO DEC 2013 (Final) 30 (BARNET) and comparison with equivalent 2012 report and Table 6: Casualties in Greater London 2012 by borough and percentage change over 2011. When it is published these figures are expected to be included in:

Casualties in the London Borough of Barnet 2013 by borough and percentage change over 2012

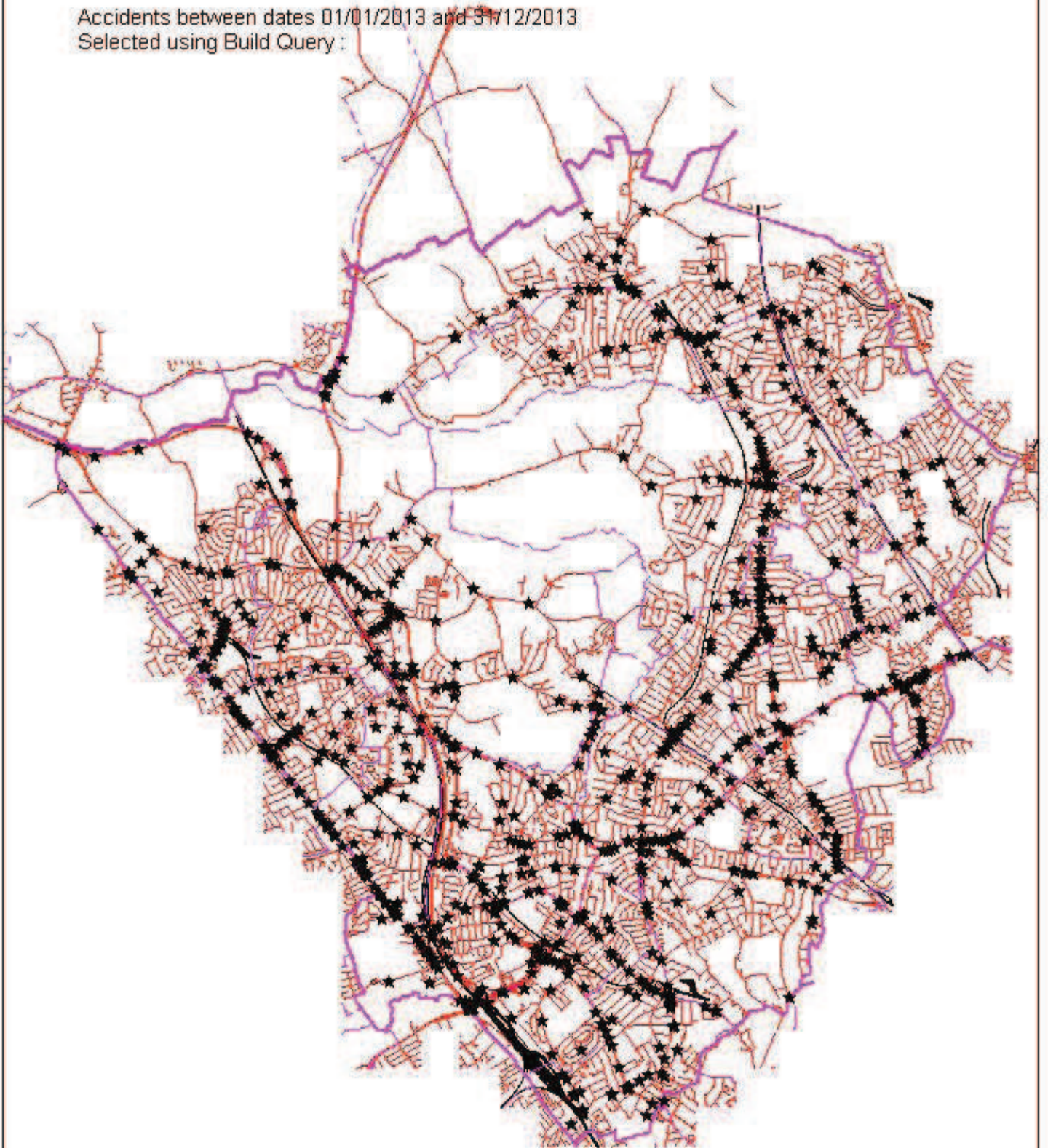
Borough	Fatal	Serious	Slight	Total Casualties
Barnet	8 (+14%)	123 (+17%)	1,097 (-5%)	1,228 (-3%)

Figures from final report data from 2013 London Accident Analysis Unit Accident Data JAN 2013 TO DEC 2013 (Final) 30 (BARNET) and comparison with equivalent 2012 report and Table 7: Casualties in Greater London 2012 by borough, severity and percentage change over 2011. When it is published these figures are expected to be included in:

Casualties in London Borough of Barnet 2013 by borough, severity and percentage change over 2012

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Accidents between dates 01/01/2013 and 31/12/2013  
Selected using Build Query :



SCALE	1 : 70000
DATE	09/06/2014
DRAWING No.	
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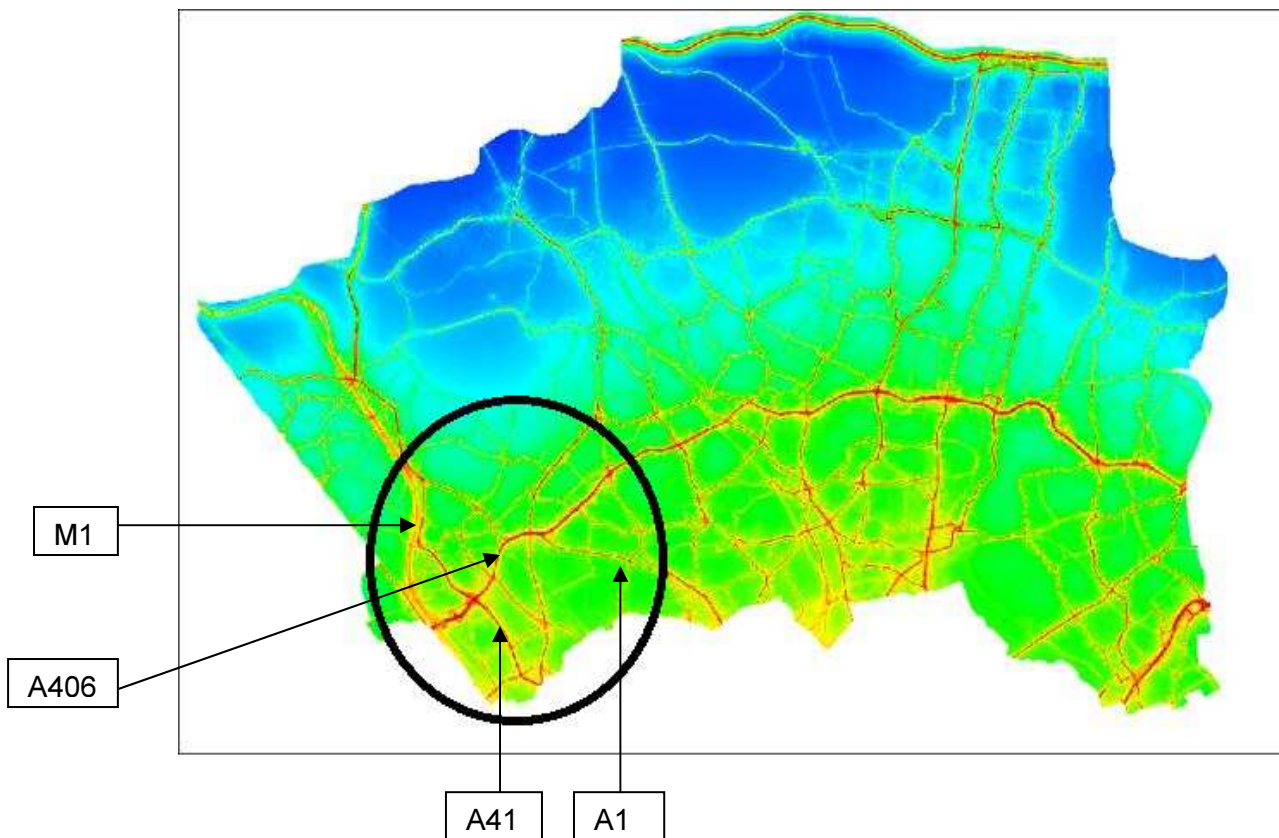
### Appendix 3 - NO2 annual mean concentrations ( $\mu\text{g}/\text{m}^3$ ) for north London, 2006

The map below shows the outer north London area with Barnet circled where these rods pass through. The blue highlighted areas are lower levels of NO2 with the highest levels being shown in dark red on the key transport routes for example the North Circular Road.

#### Emissions Key

Low

High



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## Appendix 4: Hierarchy of road users and vehicle types

Hierarchy Type	Priority	
Road User	1	Disabled resident parking Disabled parking (non-residential) Resident parking
	2	Essential worker in the delivery of public service Registered carers Doctor parking Local business essential parking / servicing Short-stay shopper / visitor parking
	3	Long-stay shopper / visitor parking Long-stay commuter parking
Vehicle Type	1	Emergency vehicle Bicycle Transport for London (TfL) bus Electric vehicle
	2	Public service vehicle Shared / pool car Delivery vehicle / lorry and van Taxi Powered two-wheeler
	3	Conventional private car (less polluting)* Conventional private car (more polluting)*

\* As determined by permit pricing bands (see Section 4).

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## Appendix 5: Summary of Permitted Use of Surplus Parking Income

The income and expenditure of local authorities in connection with their on-street charging and their on and off-street enforcement activities are governed by Section 55 of the RTRA 1984. All London authorities must keep an account of all income and expenditure in respect of designated on-street parking places and all income and expenditure related to the issue of PCNs (parking tickets) in both on and off-street areas. All London local authorities must send a copy of their accounts to the Mayor of London.

Operational guidance<sup>1</sup> deals with the publication of information on parking income, expenditure, the surplus or deficit and action taken in respect of that surplus/deficit.

This financial information is required for each financial year and is made available by each local authority within six months of the end of that year. Section 55 of the RTRA 1984 requires only one account but it is considered appropriate to provide sub-accounts for on-street and off-street parking operations.

The Special Parking Account (SPA) holds the parking income streams and expenditure for;

- Penalty Charge Notice enforcement
- CCTV bus lane enforcement
- Permits and visitor voucher income
- Suspension charges
- On-street casual parking income

A separate general fund account holds the income and expenditure relating to off street parking.

If there is a deficit in the SPA at the end of a financial year, the deficit should be made good out of the general fund. It is also accepted that ongoing parking operations may produce a parking income surplus although the level of the surplus is dependent on motorists' compliance with the parking restrictions in the borough, which is difficult to project.

The Council's aim, through its parking enforcement activity is to promote increased parking compliancy throughout the borough, however there is nothing wrong with making a surplus long as the authority does not rely on it and if for any reason a surplus does not occur, the Council commits that it will not adjust its charges or operations simply to achieve a surplus.

The use of any surplus is governed by Section 55 of the Road Traffic Regulation Act, 1984 which specifies that the surplus may be used for:-

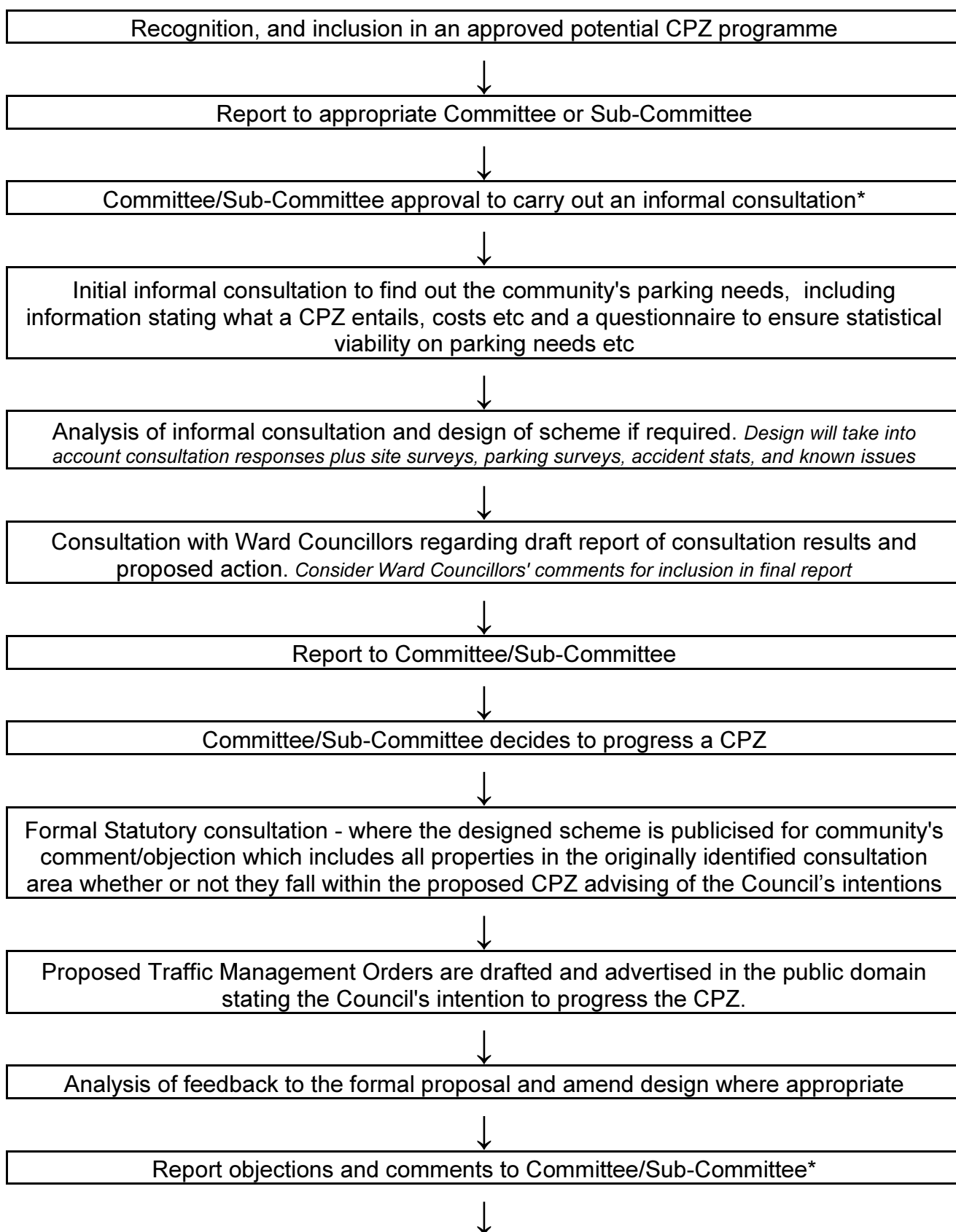
- (a) the making good to the general fund of any amount charged to that fund (*to make good any deficit in the SPA*) in the 4 years immediately preceding the financial year in question;
- (b) meeting all or any part of the cost of the provision and maintenance by the local authority of off-street parking accommodation, whether in the open or under cover;
- (c) the making to other local authorities or to other persons of contributions towards the cost of the provision and maintenance by them, in the area of

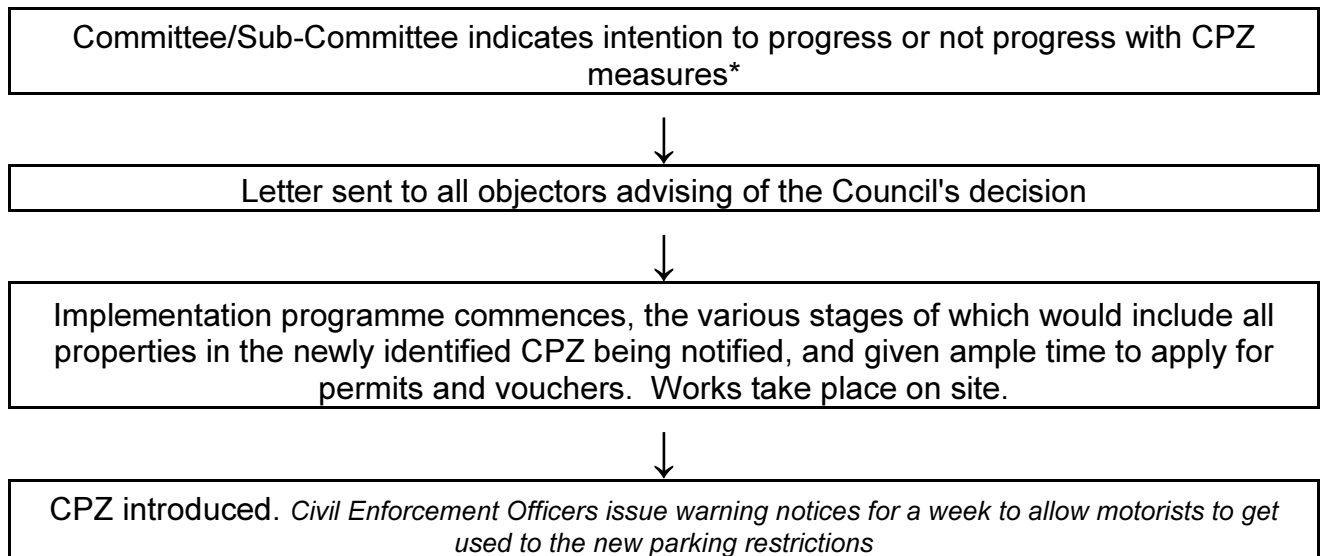
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<sup>1</sup> Operational Guidance to Local Authorities: Parking Policy and Enforcement (DfT 2010)

- the local authority or elsewhere, of off-street parking accommodation, whether in the open or under cover;
- (d) if it appears to the local authority that the provision in their area of further off-street parking accommodation is unnecessary or undesirable, the following purposes—
- (i) meeting costs incurred, whether by the local authority or by some other person, in the provision or operation of, or of facilities for, public passenger transport services,
  - (ii) the purposes of a highway or road improvement project in the local authority's area,
  - (iii) in the case of a London authority, meeting costs incurred by the authority in respect of the maintenance of roads maintained at the public expense by them,
  - (iv) the purposes of environmental improvement in the local authority's area,
  - (v) in the case of such local authorities as may be prescribed, any other purposes for which the authority may lawfully incur expenditure;
- (e) in the case of a London authority, meeting all or any part of the cost of the doing by the authority in their area of anything—
- (i) which facilitates the implementation of the London transport strategy, and
  - (ii) which is for the time being specified in that strategy as a purpose for which a surplus may be applied by virtue of this paragraph;
- (f) in the case of a London authority, the making to any other London authority of contributions towards the cost of the doing by that other authority of anything towards the doing of which in its own area the authority making the contribution has power—
- (i) to apply any surplus on the account required to be kept under subsection (1) above; or
  - (ii) to incur expenditure required to be brought into that account.

## Appendix 6: Process for progressing a Controlled Parking Zone





\*Note that Officers of the Council may be empowered to take these decisions and may do so where it is considered appropriate to do so

## Appendix 7: Controlled Parking Zones in Barnet

Controlled Parking Zone (CPZ)	CPZ Code		Operational Hours
	Resident	Business	
Brent Cross	B		Monday to Saturday 10.00am to 6.30pm
Brent Cross Station	BX	BXZ	Monday to Friday 11.00am to 12midday
			Monday to Friday 11.00am to 12midday and 2.00pm to 3.00pm
Chipping Barnet	C	CB	Monday to Saturday 8.00am to 6.30pm
	D		Monday to Friday 2.00pm to 3.00pm
Church Cottages	A	-	Monday to Friday 8.00am to 9.30am & 2.45pm to 4.15pm and Monday to Sunday 6.30pm to 8.45pm and Saturday and Sunday 10.00am to 4.00pm
Church End	CE1	CEZ	Monday to Saturday 8.00am to 8.00pm
	CE		Monday to Friday 2.00pm to 3.00pm
Colindale	P	R	Monday to Friday 2.00pm to 3.00pm
Cricklewood	C1	CZ	Monday to Friday 10.00am to 11.00am
Cricklewood (Terraces)	CT		Monday to Sunday 9.00am to 10.00pm (hours under review)
Cricklewood (Groves)	CW		Monday to Sunday 9.00am to 10.00pm
East Finchley	M	Q	Monday to Saturday 10.00am to 6.30pm
			Monday to Friday 2.00pm to 3.00pm
Edgware	J	U	Monday to Friday 10.00am to 11.00am
	K		Monday to Saturday 8.00am to 6.30pm
			Monday to Sunday 8.00am to 9.00pm
Edgware (Mowbray)	L	-	Monday to Friday 10.00am to 11.00am
Event Day (Saracens)	ED	-	Saturday and Sunday 1.00pm to 6.00pm (event days only)
Garden Suburb	GS	-	Monday to Friday 1.00pm to 2.00pm
Golders Green	G	W	Monday to Saturday 8.00am to 6.30pm and Sunday 9.30am to 6.30pm
	H		Monday to Friday 11.00am to 12midday
	H2		Monday to Friday 11.00am to 1.00pm
Hendon	HC1	HD	Monday to Friday 11.00am to 12midday
	HC2		Monday to Friday 10.00am to 5.00pm
	HC3		Monday to Sunday 8.00am to 6.30pm
Mill Hill	E	X	Monday to Friday 11.00am to 12midday
	E2	-	Monday to Friday 8.00am to 6.30pm
Mill Hill East	MH	-	Monday to Friday 10.00am to 11.00am
North Finchley	FN	FNZ	Monday to Saturday 9.00am to 5.00pm
			Monday to Friday 2.00pm to 3.00pm
Temple Fortune	TF	TFZ	Monday to Friday 9.30am to 6.00pm and Saturday 2.00pm and 6.00pm
			Monday to Friday 10.00am to 11.00am
			Monday to Friday 1.00pm to 2.00pm

Controlled Parking Zone (CPZ)	CPZ Code		Operational Hours
	Resident	Business	
			Monday to Friday 10.00am to 11.00am and 3.00pm to 4.00pm
West Hendon	WH1	WHZ	Monday to Saturday 9.30am to 4.30pm
	WH2		Monday to Friday 10.00am to 11.00am
	WH3		Monday to Friday 10.00am to 11.00am
			Monday to Friday 10.00am to 5.00pm
			Monday to Friday 10.00am to 7.00pm and Saturday 8.00am to 2.00pm (experimental as of June 2013)



## Appendix 8: Conservation Areas in London Borough of Barnet

The 16 conservation areas in the London Borough of Barnet

- Finchley Church End
- Cricklewood, Railway Terraces
- Mill Hill
- Glenhill Close
- Golders Green Town Centre
- Hampstead Garden Suburb, The Bishop's Avenue
- Monken Hadley
- Totteridge
- Watling Estate
- Wood Street
- Hampstead Garden Suburb
- Hendon - Church End
- Hendon - The Burroughs
- Finchley Garden Village
- Finchley College Farm
- Hampstead Village - Heath Passage
- Moss Hall Crescent

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## Appendix 9: Parking Contraventions and Observation Periods

Code	Short Description	Observation period
1	Parked in a restricted street during prescribed hours	Only if a commercial vehicle is observed loading
2	Parked or loading/unloading in a restricted street where waiting and loading/unloading restrictions are in force	0 minutes
5	Parked after the expiry of paid for time	5 minutes
11	Parked without payment of the parking charge	3 minutes
12	Parked in a residents' or shared use parking place or zone without clearly displaying either a permit or voucher or pay and display ticket issued for that place	Observed for period taken to issue PCN
16	Parked in a permit space without displaying a valid permit	Observed for period taken to issue PCN
18	Using a vehicle in a parking place in connection with the sale or offering or exposing for sale of goods when prohibited	0 minutes
19	Parked in a residents' or shared use parking place or zone displaying an invalid permit, an invalid voucher or an invalid pay & display ticket	3 minutes
21	Parked in a suspended bay or space or part of bay or space	0 minutes
23	Parked in a parking place or area not designated for that class of vehicle	0 minutes
24	Not parked correctly within the markings of the bay or space	0 minutes
25	Parked in a loading place during restricted hours without loading	5 minutes depending on the vehicle class
26	Parked in a special enforcement area more than 50cm (or other specified distance) from the edge of the carriageway and not within a designated parking place	0 minutes
27	Parked in a special enforcement area adjacent to a dropped footway	0 minutes
30	Parked for longer than permitted	5 minutes
34	being in a bus lane	0 minutes
40	Parked in a designated disabled person's parking place without displaying a valid disabled person's badge in the prescribed manner	0 minutes
45	Parked on a taxi rank	0 minutes
47	Stopped on a restricted bus stop or stand	0 minutes
48	Stopped in a restricted area outside a school when prohibited	0 minutes
55	A commercial vehicle parked in a restricted street in contravention of the Overnight Waiting Ban	0 minutes
61	A heavy commercial vehicle wholly or partly parked on a footway, verge or land between two carriageways	0 minutes
62	Parked with one or more wheels on or over a footpath or any part of a road other than a carriageway	0 minutes
73	Parked without payment of the parking charge	3 minutes
74	Using a vehicle in a parking place in connection with the sale or offering or exposing for sale of goods when prohibited	0 minutes
80	Parked for longer than the maximum period permitted	5 minutes
81	Parked in a restricted area in a car park	0 minutes

<b>Code</b>	<b>Short Description</b>	<b>Observation period</b>
82	Parked after the expiry of paid for time	5 minutes
85	Parked in a permit bay without clearly displaying a valid permit	5 minutes
86	Parked beyond the bay markings	0 minutes
87	Parked in a designated disabled person's parking place without displaying a valid disabled person's badge in the prescribed manner	0 minutes
91	Parked in a car park or area not designated for that class of vehicle	0 minutes
99	Stopped on a pedestrian crossing or crossing area marked by zigzags	0 minutes

## Appendix 10: Aims of Enforcement activity

- To ensure that enforcement of parking controls, bus lanes and any use of moving traffic contraventions pays due regard to the Council's parking objectives as set out in this policy document
- To ensure that the enforcement of parking contraventions is efficient and effective and meets the Parking Policy objectives.
- To issue Penalty Charge Notices (PCNs) for parking, bus lane and where used moving traffic contraventions, on a fair and transparent basis for contraventions that are clearly in breach of road signs and line markings. PCNs should accurately record the contraventions and the accuracy of recording should be the basis of measuring contract performance rather than the number of PCNs issued.
- To ensure that when a PCN is issued the recipient is provided with clear and helpful information about how to make payment, representations and appeals, if need be.
- To ensure that parking enforcement staff issuing PCNs do so rigorously and on a non-discriminatory basis in all cases where contraventions have occurred. Account can only be taken of extenuating circumstances or other such factors in cases where recipients of PCNs make representations and appeals as above.
- To ensure that parking restrictions and controls are clearly and unambiguously signed and line marked so that drivers are fully aware of the controls in place.
- To ensure that road signs and line markings are consistent with Traffic Orders and should any inconsistencies or anomalies become known, to make the necessary arrangements for these to be corrected without delay.
- To ensure that information, literature and web site details in relation to parking and enforcement services are expressed in a clear and unambiguous way and in plain English.
- To concentrate enforcement activity appropriately at locations where the incidence of infringements is known to be greatest and where this can improve road safety, improve traffic flow, reduce congestion and be flexible enough to react to specific requests from the local community where this is warranted.

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## Appendix 11 Enforcement on Public Holidays

Drivers are responsible for checking all signage in the vicinity of their desired parking location and must ensure that they are legally parked before leaving their vehicles.

<b>Parking type</b>	<b>Bank holidays</b>	<b>Christmas Day</b>
	<b>Will be enforced (Yes/No)</b>	
Across a dropped kerb	Yes	No
Bus lanes	Yes	No
Bus stops	Yes	No
Disabled bays	Yes	No
Double parking	Yes	Yes
Double yellow lines	Yes	No
Footway parking	Yes	No
Loading bays	Yes	No
Single yellow lines	Yes	No
Zigzag lines (white)	Yes	Yes
All council car parks	No	No
Business bays	No	No
Pay and display bays	No	No
Resident's bays	No	No
School markings	No	No

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## Appendix 12 – Parking on footways and verges

### Legal position

Parking on footways and verges whether wholly or partly is banned throughout London, unless signs are placed to allow parking.



667 – Vehicles permitted to park partly on the Footway



668- vehicles permitted to park wholly on the Footway

The ban requires that each road be reviewed on an individual basis to determine whether or not footway parking should be permitted, and a Council resolution passed in respect of any roads that are to be exempted from the general footway parking ban. The ban is specified in Section 15 of the Greater London Council (General Powers) Act, 1974.

### Reasons for the footway parking ban

Many of Barnet's streets were laid out in the 1920's and 30's when there were many less cars than today and therefore parking on footways and verges has been a serious and growing problem. There are a number of reasons why the ban was introduced including:

- **Preventing obstruction to pedestrians.**  
Cars and other vehicles parked on footways can make life difficult and dangerous for pedestrians. In particular causing obstructions for the partially sighted, parents pushing buggies, the elderly and disabled people in wheel chairs and electric carts; forcing them off the footway and requiring them to use the carriageway.
- **Preventing danger to other road users.**  
Parking on footways especially near to junctions is a specific hazard for other road users. Not only can it block vehicular movement but there is potential for impairing the view of other drivers navigating the carriageway. Many junctions have double yellow lines and loading restrictions for this reason.
- **Preventing damage to the footway.**  
Unlike road surfaces, footways and verges are not designed to take the weight of cars or other motor vehicles. Much of the damage to Barnet's footways (cracked or sunken paving slabs etc.) is caused by vehicles driving over or parking illegally on the footway. Repairs cost Barnet taxpayers millions of pounds each year, and tripping on damaged footways is the cause of many pedestrian injuries.
- **Maintaining footways as an amenity.**  
The presence of cars and other vehicles parked on footways, verges and other pedestrian areas is detrimental to the urban environment. The pavement surface is often soiled by oil stains leading to an unpleasant walking environment.

### How the Council controls footway parking

Footway parking is prohibited in Barnet with the exception of locations where either

- (a) Parking bays have been formally introduced (and backed by a Traffic Management Order) or
- (b) An informal amnesty applies.

When formally exempting roads from the footway parking ban, the Council will take into account the following criteria:

- The width of the road and the appropriate clearance widths required (this will vary on the type of road and its usage).
- The volume and nature of traffic using the road.
- Access requirements for emergency vehicles.
- The width of the pavement.
- Safety considerations for pedestrians and other drivers.
- The implications of any exemption for footway parking in terms of traffic and pedestrian movement.
- Whether or not there is off-street or alternative parking available nearby.
- Whether alternative measures can be introduced, such as –
  - Banning parking on one side of the street while permitting it on the other.
  - Introducing one-way working and permitting carriageway parking on both kerbs.

The desirability of allowing footway parking (both formal and informal) will be reviewed commencing during 2015/16 and formal signed parking arrangements put in place where required. This will ensure that all drivers and pedestrians are clear where parking on footways and verges is allowed. Details of the review methodology are given below.

Pending the review of footway parking within the Borough; which will result in clearly showing where vehicles can or cannot park via signage or bay markings, Civil Enforcement Officers will enforce against footway parking:-

- In any roads where the vehicle is seen to be seriously impeding the movement of pedestrians
- In roads where footway parking is prohibited
- In roads where signage or bays do not permit footway parking
- In roads with a wide carriageway where there is no objective reason why the motorist should have chosen to park on the footway

### **Footway Parking Review Methodology**

A review of footway parking needs to operate within the context of the Council's wider approach to waiting restrictions and traffic management. The requirement for parking has to be balanced against the Council's Network Management Duty, which requires us to expedite the movement of traffic including pedestrians. Other policies and legislative requirements (e.g. Equality Act 2010) are applicable. The following sections lay out how the review will be implemented however as the changes would require funding the progress of the changes proposed will be planned over time.

This review therefore sets out an approach to easing parking problems in conjunction with ensuring traffic movement (including pedestrians) is given sufficient priority. The approach will involve the following steps:

- Establish criteria that a street must meet if footway parking is to be formally permitted, the criteria should allow the majority of cases to be assessed without additional work being required.
- Any street identified (either by the Council or residents) as potentially suitable for footway parking should be assessed against the criteria. This will include a preliminary bay layout design.
- Once a street has been confirmed to be suitable for exemption from the footway parking ban, residents are consulted on whether they would like bays to be marked out or whether they would prefer for the ban to be enforced.
- If the consultation outcome is positive the process for implementing bays will proceed. If not, residents will be informed that footway parking enforcement will commence.

### **Potential benefits of the approach**

Establishing consensus amongst residents will allow positive action to be taken. Maintaining sufficient road width will help to reduce congestion and improve safety – this will be particularly beneficial on roads with bus services and where emergency service vehicles are at risk of delay. Clearly marked bays and enforcement will result in better management of parking and less obstruction of footways. Resolving the current uncertainty will

make it easier for Civil Enforcement Officers to know where to enforce and for residents to know where they can and cannot park.

### Practical considerations

The primary reason for considering footway parking would be where there is a demand for on-street parking and the road isn't wide enough to permit parking on one or both sides of the carriageway without traffic movement being obstructed. It therefore follows that the review of footway parking, as with other parking restrictions, needs to be based on an assessment of carriageway width for different types of road. Busier roads will require a greater width of clear carriageway to reduce the risk of vehicles being unable to pass each other without having to stop. On quieter roads, where residential amenity may be more important than through movement of traffic, reduced carriageway widths may be acceptable as long as they are still accessible to vehicles such as dustcarts and emergency services.

The following table sets out the minimum clear carriageway widths – these are widths which will be sought as minimums when considering the introduction of parking controls (including footway parking) on existing streets and are not intended to be used for any other purpose.

**Table 1 – Minimum clear carriageway width (two-lane roads only\*)**

Road types	Type 1	Type 2	Type 3	Type 4
<b>Road class</b>	All 'A' roads including those included within the Strategic Road Network (SRN). Also 'B' roads and unclassified roads with higher volumes of traffic, including a high proportion of larger vehicles.		Other 'B' roads and unclassified roads, especially those providing access to other residential areas.	Other roads.
<b>Typical examples</b>	SRN Most bus routes	Busy urban roads with substantial volume of non-residential traffic. Low frequency bus routes.	Busier residential roads	Low traffic volume Cul-de-sacs Serves less than 100 dwellings if not a cul-de-sac
<b>Minimum clear carriageway width</b>	6.0m	6.2	4.8	3.7
<b>Notes</b>	Suitable for high volumes of larger vehicles.	Enables the larger vehicles to pass each other.	Allows 2-way residential traffic.	A sufficient number of passing places (min width 5.5m) must also be available.
*Roads with more than two lanes are likely to require the additional capacity to cater for the volume of traffic or traffic control measures (e.g. traffic signals, bus lanes). Special consideration will be required.				

Where the minimum clear carriageway width shown in table 1 cannot be achieved with on-street parking, consideration will be given to the introduction of footway parking and/or parking controls. A standard width of 1.8m to be allowed for parked vehicles (3.6m where parking will be on both sides of the road).

Footway parking will only be considered in areas where this is an appropriate solution. It will normally be necessary for the following conditions to apply:

- Vehicles parked on the footway would not cause undue problems for pedestrians
- There is a history of significant levels of parking on the footway
- Parking demand cannot be met by on-carriageway parking (while maintaining the required minimum clear width)
- There is insufficient private off-street parking space available.
- There is insufficient spare on-street parking capacity on immediately adjacent roads.

In addition, where parking demand is lower, but on-carriageway parking may obstruct access by the emergency services or impede movement of buses and larger vehicles, footway parking will be considered even if the other conditions are not met.

Consideration also needs to be given to achieving consistency with surrounding roads to avoid confusing residents. Although footway parking areas will be clearly signed, some drivers may not understand why footway parking is allowed on one road, but not another. The application of this policy using agreed criteria will help to address this issue.

### Design considerations

Where a street has met the conditions for footway parking to be considered as an option, the following design criteria will need to be met.

#### Footway requirements:

Footway type	High footfall	Medium/Low footfall
Location	Town centres or within 200m of a station entrance	All other locations
Normal minimum footway width to be maintained	2.0m	1.5m
Exceptional minimum footway width (to overcome obstacles or pinch points – max length 6m)	Not appropriate	1.0m*

\*Where the footway width is less than 1.2m the passage of wheelchairs and prams/pushchairs requires special consideration. Some users may need to enter the carriageway to pass parked vehicles – the appropriateness of this needs to be assessed on a case by case basis with particular consideration for safety issues. Any sections of footway less than 1.2m wide should start and end with a section of dropped kerb in order to allow affected users to leave and rejoin the footway.

### Parking bay requirements:

Bays must be marked and signed in accordance with the Traffic Signs Regulations and General Directions.



- Bays must be no less than 1.8m wide
- No part of the bay may be more than 30m from a sign (i.e. the maximum distance between signs is 60m)
- Kerb face height shall be 75mm or less
- Bay layouts will need to protect existing accesses, trees and street furniture

- Where the road is marked with a centre line, this may need to be moved to reflect the centre of the clear carriageway

In addition, the footway construction type and materials will need assessment to confirm whether they can sustain loads resulting from footway parking. Where this is not the case, strengthening of the footway may be necessary. Footways which are not designed to take vehicle loadings may be more prone to damage. However, in many roads, unauthorised parking on the footway has been taking place for a number of years, often with little or no damage to the footway. Therefore, on roads where footway parking already occurs, or in locations where the footway is unlikely to need strengthening work, formalised footway parking may be introduced without strengthening work being carried out at first, but the footway must be inspected after one month (and thereafter in accordance with the cyclic inspection regime) to confirm that footway parking is not resulting in damage. Full or potential reconstruction of the footway should also be considered where work is required to achieve the maximum 75mm kerb height.

### **Enforcement requirements:**

Footway parking requires signage which may be visually intrusive. Bay layouts should consider the need to reduce signage wherever possible. Mixing footway parking and on-carriageway parking along a length of road may lead to an unattractive street scene and confusion of motorists. If isolated sections of the carriageway on a street are wide enough to permit on-carriageway parking, consideration should be given to whether continuing the footway parking would be appropriate to maintain consistency. If all or part of the road is in a conservation area additional design and layout considerations may apply. Liaison with the Council's Design and Heritage Group may be necessary as part of the initial process.

### **Parking on one or two sides:**

Where the combined footway and carriageway width does not permit parking on both sides of the road an assessment must be made on which side the parking should be placed. This assessment will depend on footway widths, off-street parking (crossovers) and maximising the availability of parking. The decision will depend on the individual circumstances of each case. Waiting restrictions will usually be required on the opposite side of the road. Alternating parking from one side to the other should generally be avoided.

Where circumstances would permit parking on both sides of the road an assessment should be made of the best distribution of space across the width of the road. For example, having partial footway parking bays on both sides of the road may give a more balanced appearance and be less disruptive for footway users than having full-footway bays on one side of the road and on-carriageway parking on the other.

If unacceptable levels of displaced parking would result from removing parking on one side of the street, this may constitute an exceptional circumstance (see below). Alternatively, enforcement (and/or waiting restrictions on both sides) may be the only option.

### **Exceptional circumstances**

Where a street does not meet the criteria for footway parking but where any enforcement action would create a situation where access for emergency vehicles is obstructed and/or the capacity of the highway is reduced below its functioning level then other options may need to be considered. In very exceptional circumstances it is possible that a 'shared surface' approach may be considered.

### **Review delivery**

The following actions will be required to deliver the review of footway parking. A programme will be drawn up setting out the roads to be considered and in which order:

- The first roads will be those currently on the informal 'do not enforce' list drawn up following complaints from residents and members.
- The second priority will be roads where 'legal' footway parking already exists, but where markings, signs and bay layouts need amending.
- The third priority will be roads identified following consultation with the emergency services, parking enforcement and refuse, as well as locations identified as pinch points.

The programme will take into account the footway resurfacing programme wherever possible, to avoid any duplication of works. A formal process will be required to consult residents and for a formal decision to be made on whether or not to proceed with any scheme.

Where physical works are required to implement a scheme, an appropriate funding source will be identified. In order to control overall costs, an annual budget for schemes will be established from existing highways expenditure and schemes will then be prioritised for implementation within this budget as part of the annual programme.

### **Environmental issues**

In some locations it may be deemed appropriate or necessary to utilise grass verges to facilitate parking where it would not be desirable to convert these verges to hard surface areas. Wherever possible, grass verges in the borough should be preserved to maintain the character of Barnet roads. However, where off-carriageway parking is necessary, consideration needs to be given to maintaining rain permeable areas and green areas within the street scene. The most appropriate solution will depend on the circumstances at each location. However, solutions may include the use of ‘hardened’ grass surfaces, or establishing grassed areas that are currently paved. In developing any solution, it will be important to give due consideration to the on-going maintenance obligations and physical appearance of any such conversion to ensure minimal future costs are incurred. Footway parking bay layout will be designed to ensure the protection of street trees.

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## Appendix 13: Dropped kerb enforcement

Locations covered by the procedure are as follows:

At any locations where the kerb has been lowered to the carriageway for the purpose of;

- assisting pedestrians crossing the carriageway,
- assisting cyclists entering or leaving the carriageway, or
- Assisting vehicles entering or leaving the carriageway across the footway, cycle track or verge.

A Penalty Charge Notice can be issued if a vehicle is parked adjacent to a dropped footway where the following circumstances occur:

- Resident/Business footway is dropped to allow vehicular access to their property.
- Where the dropped footway provides access to a resident's or business premises, written permission must be given by the resident/business to allow the Council to take enforcement action (this exception does not apply in the case of a shared driveway).
- Any dropped kerb that is placed for reasons other than the above (for instance where the kerb is lowered to assist pedestrians to cross the road) may be enforced as part of Civil Enforcement Officers normal duties.

Exemption to enforcement will apply in the following circumstances:

Cleansing and refuse vehicles collecting rubbish from the side of the road. This applies to the Council's refuse vehicles and commercial refuse company vehicles.

Evidence of picking up or setting down passengers and their luggage is observed. The driver should remain with the vehicle at all times. If upon further observation it is identified that the vehicle remains parked after the picking up/setting down activity has ceased, a PCN may be issued

Emergency Service vehicles during the course of their duties (Fire, Police, London Ambulance – including private vehicles).

If a Vehicle is involved in building operations; demolition, excavation, road maintenance and construction; traffic sign and sewer works; any mains, gas, electricity or water works; telephone wire, cable and support work. Prior consent for this activity should have been obtained from the Council.

With a dropped kerb we can enforce an obstruction whether there is a car on the drive or not.

Even without any restrictions parking adjacent to a dropped kerb is an offence.

Where a CEO comes across a vehicle parked obstructing a dropped kerb a PCN will be issued. However, in cases where there is evidence that the dropped kerb is redundant the CEO will exercise discretion and not issue a PCN. This would for example occur where an access to a resident's or business' premises has been removed by a permanent or temporary construction.

### How to report an obstruction:

Where a resident or business is inconvenienced by a vehicle parked across or impeding a dropped kerb, they can request the Council via NSL (the Councils enforcement partner) to attend and enforce as appropriate.

Contact can be made to NSL directly on **0208 375 4242** between 7am - 10pm 7 days a week. This must be done at the time the vehicle is obstructing the drive way and the person making the request must be present at the location to complete the required forms.

During the call NSL will ask for a number of details and information regarding the offending vehicle. Then a Civil Enforcement Officer will attend and request you to sign a Witness Statement (this must be signed for us to issue a notice). The officer will then proceed to issue a Penalty Charge Notice.



## Appendix 14: Criteria for issue of a Blue Badge

A person automatically qualifies for a Blue Badge without any further assessment if they:

- receive the higher rate of the mobility component of the Disability Living Allowance (DLA) or
- receive the mobility component of Personal Independence Payment (PIP) because they meet a descriptor from the 'moving around' activity with a score of 8 or more points, in which case the expiry date of the badge will be linked to the end date of the benefit if this is less than three years or
- are registered blind or
- receive a War Pensioners' Mobility Supplement (WPMS) or
- have been awarded a lump sum benefit at tariffs 1–8 of the Armed Forces Compensation Scheme and certified as having a permanent and substantial disability which causes the inability to walk or very considerable difficulty in walking.

A person may be eligible for a Blue Badge subject to further assessment if they:

- drive a vehicle regularly, have a severe disability in both arms and are unable to operate, or have considerable difficulty in operating, all or some types of parking meter.
- have a permanent and substantial disability that causes inability to walk or very considerable difficulty in walking.

### Children

Children automatically qualify for a Blue Badge without further assessment if they are aged two years or more but must be in receipt of:

- Receive disability living allowance (DLA) at the higher rate of the mobility component.
- Are registered as blind (severely sight impaired)

Children under the age of three may be eligible for a Blue Badge following further assessment if they fall into either or both of the following descriptions:

- on account of a condition must always be accompanied by bulky medical equipment which cannot be carried around with the child without difficulty and/or
- on account of a medical condition, must always be near a vehicle at all times, so that if necessary, treatment for that condition can be treated in the vehicle or be quickly driven to a place where they can be treated

### Application Process

Applicants may apply for a Blue Badge by post through the completion of an application form which they can obtain from the Council's Assisted Travel Section, or they can [apply online](#) via the Council's website which links to the Gov.uk website.

The application form process is designed to determine whether an applicant meets the criteria for the provision of a Blue Badge. If the application is successful the applicant will be contacted by the Assisted Travel team to inform them of the next process where the Council

will require proof of identity and address. These documents will need to be taken to one of the Council's Customer Access Points which are situated at Burnt Oak Library or Barnet House. The documents must be presented by the applicant in person.

### **Administration charge**

Each successful Blue Badge Applicant (those who are awarded a badge) will be subject to a **£10.00 administration charge**. This must be paid before the badge is issued.

Applicants are asked to allow a week for their identity and address documents which they took to the Council's Customer Access Points to be uploaded to the Assisted Travel Team, and then call the Assisted Travel team to make the £10 administration payment.

Once payment has been made, the Blue Badge will be ordered. The administration for all Blue Badges is carried out outside of the London Borough of Barnet and the Badge will be delivered to the applicant within **10 days** from the date of payment.

## Appendix 15: Process by which the Council deals with appeals against PCNs

### Discretion and Mitigation

If a Penalty Charge Notice (PCN) is contested the Council, initially via our enforcement partner (NSL), will consider any grounds for cancellation put forward. It is suggested that as much documentary evidence as possible is submitted in support of the case. The Council will consider each and every case on its individual merits taking account of the supporting data received. We will take into account any evidence that a motorist tried to park legally but we will not generally cancel a PCN where a driver made an error, did not understand the regulations or has received a PCN after failing to renew a permit.

The council will take account of the following factors when considering representations:

- The effect of the motorists' parking on traffic and safety
- The extent to which the motorist could have parked legally
- Whether there was an absolute need to park

The following provides a list of the types of issues which are most likely to be considered as an appropriate reason for mitigation to be accepted, however this is just provided as a guideline and not a general rule, as the decision will ultimately be dependent on the area in which the contravention occurred and the adverse impact arising:

- A medical emergency
- Forced to contravene in order to avoid an incident, such as a traffic accident
- The driver was directed to contravene by a police officer
- The vehicle had broken down and this can be proven beyond doubt
- The signs and lines were changed while the vehicle was parked

CEOs are not given the discretion whether or not to issue PCNs; if a contravention occurs they are obliged to issue a PCN. This is important to ensure that CEOs are not subject to pressure or persuasion about the issue of a PCN or open to accusations of corruption or influence in the exercise of their duties. Furthermore a CEO is not able to cancel a PCN once it has been issued.

The process for appealing or contesting a PCN is set out below.

### Process relating to Representations and Appeals

A driver in receipt of a PCN may lodge an objection and in so doing should follow the procedure which is explained on the reverse of the PCN.

The process for representations is broken down into two stages:

#### Informal representations

Any contact made with the Council requesting cancellation of a PCN up to 28 days from the date of issue is classed as an 'informal representation' or typically referred to as a pre -NTO enquiry, where NTO stands for 'Notice to Owner'. This period, like others below, is prescribed by the 'Road Traffic Act 1991'. If payment is made within 14 days of issue then the amount to be paid will be at a discounted rate. If objectors write within 14 days of issue and the Council rejects the basis on which

the objection is made then the Council will provide a further 14 days for a discount payment to be made from the date of responding to the pre-NTO enquiry. There is no legal obligation to do this, however it is considered good practice and shows the Councils' desire to deliver good customer service. Objections can be received up to 28 days from the date of the PCN, though after 14 days the discount will no longer apply.

### Formal representations

After 28 days in the absence of payment the Council will obtain the registered keeper details and sends a 'Notice to Owner' to the registered keeper of the vehicle in question, who has legal responsibility for paying or making representations. This gives the registered owner another chance to pay the PCN or to send in reasons for cancelling the PCN together with any evidence to support the objection.

The legal grounds on which owners can make representations are limited and dependent on the nature of the contravention and applicable legislation. However, the Council must consider all mitigating circumstances; it does not necessarily need to accept any or all cases where there are mitigating factors, but it must consider them.

After consideration the Council must issue a formal notice of acceptance and cancel the PCN or issue a formal notice of rejection. The latter would be accompanied by an appeal form and a full explanation of the next stages of the process, and how to lodge an appeal. The full penalty is due at this stage, but the council is able to exercise discretion and offer the opportunity to pay the discounted amount in certain circumstances.

It is important to note that, under the TMA, elected members (Councillors, MPs and MEPs) cannot influence the outcome of representations against a PCN: their role is defined as contributing to the reviewing and setting of overall policies. Therefore in order to avoid undue influence over the process, an appeal should only be lodged by the vehicle keeper and once submitted only an officer trained in the relevant legislation should liaise directly with the appellant to determine the outcome. It is therefore necessary for elected members who are contacted by drivers who are aggrieved at having received a PCN to make this point known and to simply explain that the appellant should follow due process as explained on the reverse of the PCN and on the Council's website.

### Formal appeals

The registered keeper can lodge a formal appeal with the adjudication service within 28 days of receiving a 'Notice to Owner'. This is a straightforward process and free of charge to the appellant. The Parking and Traffic Appeals service (PATAS) hears cases in London.

Appellants can request either a postal or attended hearing. Attended hearings are held at the Haymarket in London. The Council may choose to send a representative to the hearing although generally it does not.

The Council and the appellant are notified by the adjudication service and are expected to abide by the decision. There are limited grounds for a review and similarly limited grounds for costs to be awarded against either party.

If an appeal is allowed by the adjudicator the Council will be instructed to cancel the PCN. Where an appeal is refused the appellant has 28 days from the date the decision is made to pay the full penalty. In the absence of payment after 28 days the council can increase the penalty by 50% and issue a Charge Certificate.

As above assuming that a penalty charge is not paid or contested within 28 days of the Notice to Owner, it becomes a debt, which the Council can confirm by sending a Charge Certificate. It can then recover the outstanding amounts by issuing warrants to bailiffs as per the Enforcement of Road Traffic Debt (Certified Bailiffs) Regulations 1993 and related legislation.

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## Appendix 16: Criteria for the Provision of a Designated Disabled Person's Parking Bay

The applicant must be a resident of the borough and be in receipt of the higher rate of the mobility component of the Disability Living Allowance (DLA) or receive the mobility component of Disability Living Allowance (DLA). Furthermore, the applicant must be a London Borough of Barnet Blue Badge holder and the vehicle owner, or must be the keeper and user of a vehicle at the same address as the Blue Badge holder when the badge holder relies on that person to assist them as a passenger of their vehicle.

The Council will need to see written medical evidence that the Blue Badge holder has considerable difficulty in walking and will only consider providing a designated disabled parking place where there is proven difficulty in parking and no suitable alternative off-street parking is available.

### Application Process

Any applicant is required to complete an application form which they can print from the Council's website or receive a copy in the post direct from the Council upon request.

The application form process is designed to determine whether an applicant meets the criteria for the provision of a disabled bay. As part of the application process form is provided as part of the application pack that is to be given to the applicant's general practitioner or other medical professional to sign a statement confirming the applicant's level of disability and how far they consider the applicant is able to walk.

The applicant is required to submit their application form(s) and the form signed by their general practitioner/medical professional, including a copy of proof of the existence of a vehicle being registered at the address (e.g. vehicle registration document/ insurance document) where they wish for the bay to be provided.

In addition, the applicant is required to enclose a copy of their disabled badge, proof that they are in receipt of the required component of Disability Living Allowance and driving licence to support the application.

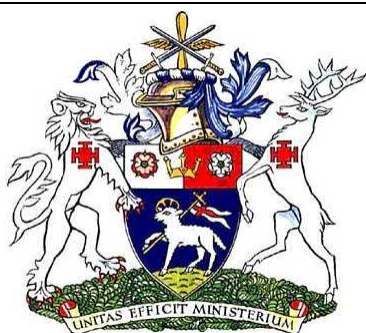
If an application received is initially approved by the Traffic and Development Section, through the application process and following an inspection of the applicant's road, the Council will then propose to introduce the disabled bay, by way of a consultation process outlined by statute.

The public are advised by way of a notice erected on-street, in the local Press newspaper and in the London Gazette of the proposal and are given a period (usually 21 days) to submit comment or object if they so wish. Ward Councillors are usually consulted at this time.

On receipt of an objection, the Council will consider its content and determine whether or not to introduce the disabled bay. If no objections are received, the Council will usually introduce the disabled bay at the earliest opportunity assuming funds are available.

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## Environment Committee

24 July 2014

<b>Title</b>	<b>Consultation on new Highways Plans and Procedures</b>
<b>Report of</b>	Declan Hoare, Lead Commissioner for Housing and Environment
<b>Wards</b>	All
<b>Status</b>	Public
<b>Enclosures</b>	<ol style="list-style-type: none"> <li>1. DRAFT <b>Network Management Plan 2014 (NMP)</b></li> <li>2. DRAFT <b>Network Recovery Plan approach (NRP)</b> – An addendum to the existing LBB Highway Asset Management Plan (HAMP).</li> <li>3. DRAFT <b>Operational Network Hierarchy (ONH)</b></li> <li>4. DRAFT <b>Developer’s Design Guide (DDG)</b></li> <li>5. Summary Flyers for draft documents 1-4 above</li> </ol>
<b>Officer Contact Details</b>	Mark Rees-Williams (Highways Mentor, RE), <a href="mailto:mark.rees-williams@capita.co.uk">mark.rees-williams@capita.co.uk</a> Liam Davies, <a href="mailto:liam.davies@barnet.gov.uk">liam.davies@barnet.gov.uk</a> 020-8359 3005 Gangan Pillai, <a href="mailto:Gangan.pillai@barnet.gov.uk">Gangan.pillai@barnet.gov.uk</a> , 020-8359-3044

### Summary

This report provides an explanation of the Re Highways investment initiative to develop a range of policy and guidance documents to:-

- comply with legislation;
- apply best practice to cost effective highway infrastructure maintenance;
- and improve service efficiency.

Draft policy documents have been developed in four areas:

- A. Traffic Management Act Network Management Plan 2014 (NMP)
- B. Network Recovery Plan (NRP) – Addendum to the existing LBB Highway Asset Management Plan (HAMP)
- C. Operational Network Hierarchy (ONH)
- D. Developer’s Design Guide (DDG)

The report proposes that the draft policy documents undergo a period of public consultation and subject to consultation responses the draft documents will then be reported back to

committee for consideration on whether to adopt them as LBB policy and guidance documents.

High level summary sheets for each of the 4 draft policy/guidance documents are also attached which will be used to publicise the consultation and to provide a high level overview of the projected benefits.

## **Recommendations**

- 1. That the Committee note the contents of this report, the draft policies and the summary briefing sheets which highlight the key issues, implications and service benefits associated with these draft documents.**
- 2. That the Committee approve a twelve week period of public and stakeholder consultation in respect of the following draft documents:**
  - A. Traffic Management Act Network Management Plan (NMP)
  - B. Network Recovery Plan (NRP) – Addendum to the existing LBB Highway Asset Management Plan (HAMP)
  - C. Operational Network Hierarchy (ONH)
  - D. Developer’s Design Guide (DDG)

### **A DRAFT TMA NETWORK MANAGEMENT PLAN (NMP)**

#### **1. WHY THIS REPORT IS NEEDED**

- 1.1 To provide an opportunity for Local Members to be apprised of the background and purpose of a newly developed draft Network Management Plan.
- 1.2 All Highway Authorities have a legal requirement under the Traffic Management Act to produce and maintain a Network Management Plan. The Plan is the responsibility of the designated Traffic Manager
- 1.3 The overall outcome for the Plan is to set out a clear plan and provide evidence that a Local Authority is managing and mitigating congestion on its’ network
- 1.4 A Re. Highway commitment was included in order to address the need for a statutory document to be in place in accordance with the Traffic Management Act.
- 1.5 The draft document has been developed using stakeholder workshop forums.
- 1.6 Key elements for Members to note are:-
  - the inclusion of a Congestion Map
  - the Influence Points Connectivity structure which identifies all departments, people and organisations who can influence the short term or long term mitigation of congestion.

- a first draft Improvement Plan

1.7 A summary of the draft document has been prepared which covers:-

- What is the purpose of the document ?
- How will the Plan be Used ?
- How does the Plan improve service delivery ?
- Who is Responsible for the Plan ?

## **2. REASONS FOR RECOMMENDATIONS**

2.1 The recommendation is to initiate a period of appropriate stakeholder consultation for the draft Network Management Plan.

## **B DRAFT NETWORK RECOVERY PLAN (NRP)**

### **3. WHY THIS REPORT IS NEEDED**

3.1 To provide an opportunity for LBB Local Members to be apprised of the background and purpose of a newly developed draft Network Recovery Plan to be used in conjunction with the current LBB Highway Asset Management Plan and also a risk based network hierarchy (see section C below).

3.2 A Re. Highways commitment was included to address the need to consider a different approach to highway infrastructure maintenance to tackle the backlog and make optimum use of LBB Managed budgets and realistic levels of annual capital funding.

3.3 A Network Recovery Plan is important as most authorities including LBB face significant issues formulating an affordable financial plan that can tackle the backlog and keep pace with the rate of deterioration in the roads and pavements and other key assets such as structures and drainage.

3.4 The Plan is a timely initiative as there are impending changes to the Whole of Government Accounting system with a change to Depreciated Replacement Cost. The Highway Infrastructure Asset has a valuation of circa £1.3billion.

3.5 Key elements for Members to note are that the NRP:-

- aims to increase the percentage area of the LBB network benefiting from maintenance treatment and steadily reduce the proportion of Managed budget expended on costly reactive repairs
- will utilise the optimum use of contemporary maintenance treatments such as micro-asphalts and preventative treatments
- offers the opportunity to support a business case for strategic investment funding and securing grant opportunities for LBB

3.6 A summary of the draft document has been prepared which covers:-

- What is the purpose of the document ?
- How will the Plan be Used ?

- How does the Plan improve service delivery ?
- Who is Responsible for the Plan ?

#### **4. REASONS FOR RECOMMENDATIONS**

- 4.1 The recommendation is to initiate a period of appropriate stakeholder consultation for the draft Network Recovery Plan addendum to the LBB Highway Asset Management Plan.

#### **C DRAFT OPERATIONAL NETWORK HIERARCHY ANALYSIS (ONH)**

#### **5. WHY THIS REPORT IS NEEDED**

- 5.1 To provide an opportunity for LBB Local Members to be apprised of the background and purpose of a newly developed draft risk based analysis of the LBB operational network hierarchy (ONH) which it is intended will complement the Network Recovery Plan and HAMP delivery to objectively direct maintenance expenditure where it is most needed and, in addition, to better focus the scheduled safety inspection regime.
- 5.2 All Highway Authorities need to categorise their highway network to be able to apply the Section 58 statutory defence (against third party claims). Such systems need a clear basis for applying different inspection and maintenance expenditure plans to different parts of the carriageway and footway network. In simple terms the most used or most important routes will be inspected most frequently and require expenditure to be prioritised over less well used routes.
- 5.3 Guidance is provided in the National Code of Practice (Well Maintained Highways) but the Code directs application of local factors to reflect local network characteristics which the ONH analysis addresses.
- 5.4 A Re. Highways commitment was included in order to address the need for a different approach to highway infrastructure maintenance to ensure the efficient direction of managed budgets and staff resources.
- 5.5 Key elements for Members to note are that the ONH aims to ensure :-
- that managed budget is focussed to give the best value for LBB
  - decision making for maintenance is logical and transparent borough-wide
  - a clear risk analysis as a basis for a review of the LBB inspection and repair procedures
- 5.6 A summary of the draft document has been prepared which covers:-
- What is the purpose of the document ?
  - How will the Plan be Used ?
  - How does the Plan improve service delivery ?
  - Who is Responsible for the Plan ?

## **6. REASONS FOR RECOMMENDATIONS**

- 6.1 The recommendation is to initiate a period of appropriate stakeholder consultation in respect of the risk based analysis of the LBB network and identified changes to the hierarchy.

## **D DRAFT DEVELOPER'S DESIGN GUIDE (DDG)**

## **7. WHY THIS REPORT IS NEEDED**

- 7.1 To provide an opportunity for LBB Local Members to be apprised of the background and purpose of a newly developed draft Development Design Guide. It is intended that this document will provide a basis for developing and implementing an internet based portal to inform and advise developers, design professional and to those proposing improvements to public highway of the Council's requirements on adoptable highway.
- 7.2 To initiate an appropriate level of consultation with key stakeholders to capture views and opinions and feedback
- 7.3 A commitment was included by Re. to drive better integration of Highways, Regeneration and Planning services, to help with operational efficiency and set the platform for improved customer/developer ease of accessing these key services. The draft document will offer the potential to setup a one stop shop premium service and will support strategic JV contract KPIs for stimulating regeneration and customer service.
- 7.4 Key elements for Members to note are that the draft DDG aims to:-
- provide a coordinated approach by Re. Highways, Planning and Regeneration to ensure consistent standards in the design of new or improvement works within the Borough
  - support investment in the local highway infrastructure by streamlining process
- 7.5 A summary of the draft document has been prepared which covers:-
- What is the purpose of the document ?
  - How will the Plan be Used ?
  - How does the Plan improve service delivery ?
  - Who is Responsible for the Plan ?

## **8. REASONS FOR RECOMMENDATIONS**

- 8.1 The purpose of the Design Guide is to provide highway planning information in accordance with the Council and National Guidance to the developers and investors seeking planning approval for development proposals in the borough.

- 8.2 The Design Guide will provide better outcomes and clear understanding of the Council's and national requirements for the design guidance on adoptable highway design.
- 8.3 The Design Guide will better inform and provide better understanding to the residents of the process involved.
- 8.4 The Design Guide will also form part of One Stop Shop which will endeavour to provide a clear and concise understanding of the Council's highway requirements.
- 8.5 The guidance document will provide a consistent approach to local highway infrastructure requirements, policy and aspirations.
- 8.6 The aim of the Design Guide is to provide a platform for encouraging investment in the borough which will make Barnet a better place to live, work and visit. By providing the highway planning information at an early stage the developers will be better informed of the highway planning requirements and continue to be encouraged to invest in the borough which in turn can meaningfully contribute to improving the local highway infrastructure.
- 8.7 Any new development is likely to have an impact on highway network and therefore the Design Guide will provide the advice in considering any mitigating measures on highway network at an early stage so that it can be included in the design of the development proposals.
- 8.8 See attached appendices which outline key elements and benefits of the guidance documents.

## **9. ALTERNATIVE OPTIONS CONSIDERED AND NOT RECOMMENDED**

This section of the report does not apply to this report.

## **10. POST DECISION IMPLEMENTATION**

- 10.1 The draft reports will be subject to twelve weeks consultation with residents, businesses and appropriate stakeholders from September 2014 in conjunction with the communication teams. A consultation plan will be developed and implemented.
- 10.2 A further report will be prepared following consultation summarising feedback, proposing changes as required to the draft documents and setting out recommendations for adoption by LBB for Committee approval.

## **11. IMPLICATIONS OF DECISION**

### **11.1 Corporate Priorities and Performance**

- 11.1.1 The Council's Corporate Plan 2013 – 2016 states in its strategic objectives that it will work with local partners to create the right environment to promote responsible growth, development and success across the borough. In particular the Council will maintain a well-designed, attractive and accessible place, with sustainable infrastructure across the borough. The plan also acknowledges that the future success of the borough depends on effective

transport networks.

## **11.2 Resources (Finance & Value for Money, Procurement, Staffing, IT, Property, Sustainability)**

11.2.1 The recommendation is to initiate a period of consultation in respect of draft documents only. The costs of developing the draft policies will be met from existing budgets.

11.2.2 The policies aim to ensure optimum value for money from expenditure for LBB Highway Maintenance Managed Budgets. Detailed financial impacts will be included in relevant programme approval reports to Environment Committee. These policies do not in themselves give rise to any additional costs.

## **11.3 Legal and Constitutional References**

11.3.1 The draft documents relate to statutory duties under the Highways and Traffic Management Acts.

11.3.2 The Council's Constitution (Responsibly for Functions, Annex A) gives the Environment Committee certain responsibilities related to the street scene including pavements and all classes of roads, parking provision and enforcement, and transport and traffic management including agreement of the London Transport Strategy Local Implementation Plan.

## **11.4 Risk Management**

11.4.1 The recommendation is to initiate a period of consultation in respect of draft documents only.

## **11.5 Equalities and Diversity**

11.5.1 Street design should be inclusive, providing for all people regardless of age or ability. There is a general duty for public authorities to promote equality under the 2010 Equality Act. There is also a specific obligation for those who design, manage and maintain buildings and public spaces to ensure that disabled people play a full part in benefiting from, and shaping, an inclusive built environment.

Designers will be required to refer to Inclusive Mobility, The Principles of Inclusive Design and Guidance on the Use of Tactile Paving Surfaces (1999) in order to ensure that the designs are inclusive.

11.5.2 The 2010 Equality Act outlines the provisions of the Public Sector Equalities Duty which requires Public Bodies to have due regard to the need to:

1. eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010
2. advance equality of opportunity between people from different groups
3. foster good relations between people from different groups

The broad purpose of this duty is to integrate considerations of equality into day to day business and keep them under review in decision making, the design of policies and the delivery of services. As part of the consultation development a separate stakeholder management plan is being developed to ensure that equalities issues are incorporated into the policy development, consultation and implementation.

## **11.6 Consultation and Engagement**

11.6.1 The recommendation is to initiate a period of consultation in respect of draft documents in accordance with the body of the report.

## **12. BACKGROUND PAPERS**

12.1 London Borough of Barnet Highways Asset Management Plan



# DRAFT

## Network Management Plan 2014

March 2014 | Version 1: July 2014





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## Appendices

- |  |  |
|--|--|
| <p><b>A</b> NMP Performance Indicators (background and definitions)</p> <p><b>B</b> Congestion Map*</p> <p><b>C</b> Congestion Improvement Plan (Locations, Schemes, Solutions)*</p> <p><b>D</b> Strategic Performance Indicators (TfL)</p> <p><b>E</b> Action Schedule (risk register)*</p> <p><b>F</b> Project Planner; Service Improvement Planner*</p> | <p><b>G</b> Schedule of Influence Points - Documents, Organisations, Meetings and Key Contacts (Diagram 3.4)</p> <p><b>H</b> Re TMA Project Team</p> <p><b>I</b> London Permit Scheme Objectives Overview</p> <p>* <i>The Congestion Maps and Action Plan are live documents maintained in electronic format. Contact the Traffic Manager and/or Streetworks Manager for the latest version.</i></p> |
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# Section 1

## Introduction

### Contents

Barnet is London's second most populous borough, with 356,000 residents recorded in the 2011 census. Barnet's story is one of aspirant growth. The local population has grown by 41,800 (+11.5%) between 2001 and this growth is forecast to continue over the coming decade as a consequence of regeneration and recent high birth rates.

Transport and successful network management is vital to maintaining economic prosperity and our ability to meet the needs of our growing population. We share many of the transport challenges experienced across London; increasing traffic congestion, balancing the needs of road users and pedestrians, and a perception that public transport is overcrowded unreliable and expensive. Additionally, we face more local challenges to improve the transport infrastructure to support our ambitious regeneration programme.

Situated in north London Barnet is the fourth largest London borough in terms of area. It has boundaries with five other London boroughs (Camden, Brent, Haringey, Harrow and Enfield), and also with the district of Hertsmere in Hertfordshire. The borough does not have a single centre; the largest town centre, Edgware, is situated at the extreme north west of the borough at the boundary with the London Borough of Harrow.

There are, however a large number of district centres, and the Brent Cross Regional Shopping Centre is situated in the south of the borough.

The M1 corridor along the west side of Barnet forms a main route from North London to the rest of the country. Freight sidings are also available at Cricklewood in the south west of the borough permitting rail freight to and from the East Midlands, Central London and the South Coast.

The road network in Barnet is dominated by the corridor of radial routes along the west side of the borough that incorporates the M1, A1, A41 and A5, and the orbital A406 North Circular Road. The A1000 and A598 link many of the borough's town centres, but also cater for radial movements through the borough.

Many of the main roads operate above their design capacity for much of the working day and at peak times they are regularly heavily congested. Any incident on or in the vicinity have a significant impact on traffic movements as traffic diverts on to local roads. The A406 particularly suffers significant congestion between its junctions with the A5 and A1 and at the eastern side of the borough adjacent to Enfield.

*Picture and Location caption tbc in final version*



# Section 1

## Introduction

Some 914,000 trips are made by Barnet residents each day (LTDS 2006-09) of which 50% are made by car or motorcycle, 11% by bus, 1% by bicycle and 29% on foot (other trips are by rail or tube etc).

52% of trips by Londoners originating in Barnet are wholly contained within borough, 11% are to other North London boroughs (Haringey, Enfield or Waltham Forest), 32% to locations elsewhere in London and 5% to destinations outside London.

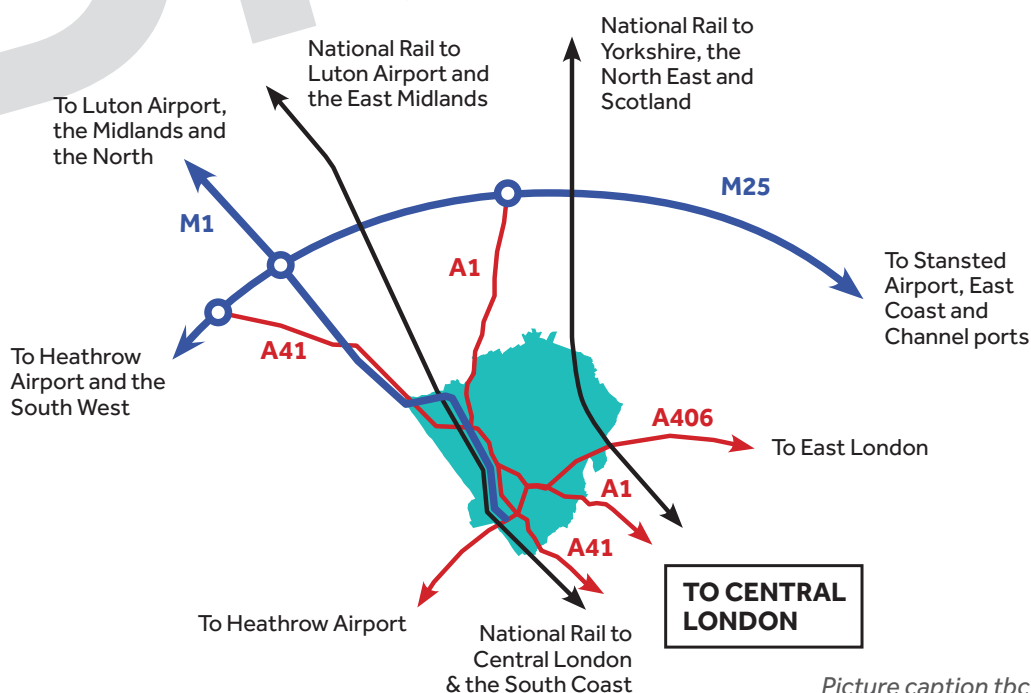
This first Network Management Plan is principally focussed on setting out the Authority's opening position and baseline approach to dealing with congestion and disruption on the network.

Most members of the public when asked to define congestion describe it in simple terms based on real life situations that they themselves have experienced such as:

**“Long lines of queuing, slow moving or static traffic that cause frustration and delays to their journey”.**

In simple terms 'congestion' can be caused by too much traffic for the road to cope with or incidents such as works on the highway or accidents that disrupt normal conditions. Some situations are difficult or perhaps impossible to predict but others can be tackled either by being forward thinking with policies or planning or by good communication and coordination for network operational management.

This Network Management Plan sets out the legal duty for network management and the LBB coordinated approach to mitigating congestion under the direction of the Traffic Manager.



Picture caption tbc in final version

## Section 2

# Traffic Management Act

### 2.1 Background

The Traffic Management Act (TMA) 2004 was introduced to address a number of traffic related issues that needed to be resolved. The TMA amends sections of the New Roads and Street Works Act 1991 which imposed controls on Statutory Undertakers opening the highway.

The main components of the TMA are:

- Traffic Officers for England and Wales (Introduction of Civilian Traffic Officers)
- Network Management by Local Authorities (Network Management Duty/Traffic Manager)
- Permit Schemes (Details of permit schemes for streetworks)
- Streetworks – update to the 1991 Act
- Highways and Roads – strategic roads in London;
- Civil Enforcement of Traffic Contraventions (Introduction of civil penalties)
- Miscellaneous and General (Minor alterations to existing registration)

Although all of these issues affect local authorities, it is the **Network Management Duty**, and the **Traffic Manager** role, as set out in part 2 of the TMA that are the drivers and basis for the **Network Management Plan**.

**The Traffic Manager role is primarily aimed at reducing delays and traffic congestion which result in major disruption to life and business.**

The general thrust of the Network Management Duty includes:

- (a) A designated Traffic Manager to manage all activities on the highway in such a manner that disruption is kept to a minimum: and
- (b) That the Authority is able to demonstrate an effective monitoring regime.

The TMA is aimed at all parties who make use of the highway and not just statutory undertakers. This includes other departments within the council whose activities affect the highway, including importantly Barnet's own highway maintenance (DLO) division.

For completeness the TMA legislation includes intervention powers by the national authority to appoint a Traffic Director, if the local authority fails to carry out its duties correctly. If applied the Authority will be charged.

## Section 2 Traffic Management Act

### 2.2 Traffic Manager Duty

It is the duty of the local traffic authority to manage their road network with a view to achieving, so far as may be reasonably practical having regard to their other obligations, policies and objectives, the following:

- (a) Securing the expeditious movement of traffic on the authority's road network; and
- (b) Facilitating the expeditious movement of traffic on road networks for which another authority is the traffic authority.

*The action which the authority may take in performing that duty includes, in particular, any action which they consider will contribute to securing:*

- (c) The more efficient use of their road network; or
- (d) The avoidance, elimination or reduction of road congestion or other disruption to the movement of traffic on their road network or a road network for which another authority is the traffic authority.

Such action may involve the exercise of any power to regulate or co-ordinate the uses made of any road (or part of a road) in the road network (whether or not the power was conferred on them in their capacity as a traffic authority).

**This legal duty forms the basis for the terms of reference, responsibilities and objectives and performance outcomes for the Traffic Manager, as set out in Section 3 of this Network Management Plan.**

The duty specifically includes the requirement to take into account any action they may take that may affect a road in an adjoining authority or of a trunk road that may pass through their authority. In turn, any adjoining authority or the Trunk Road Authority must take into account any actions they take on their roads that may affect the network in the London Borough of Barnet.



*Picture and Location caption tbc in final version*



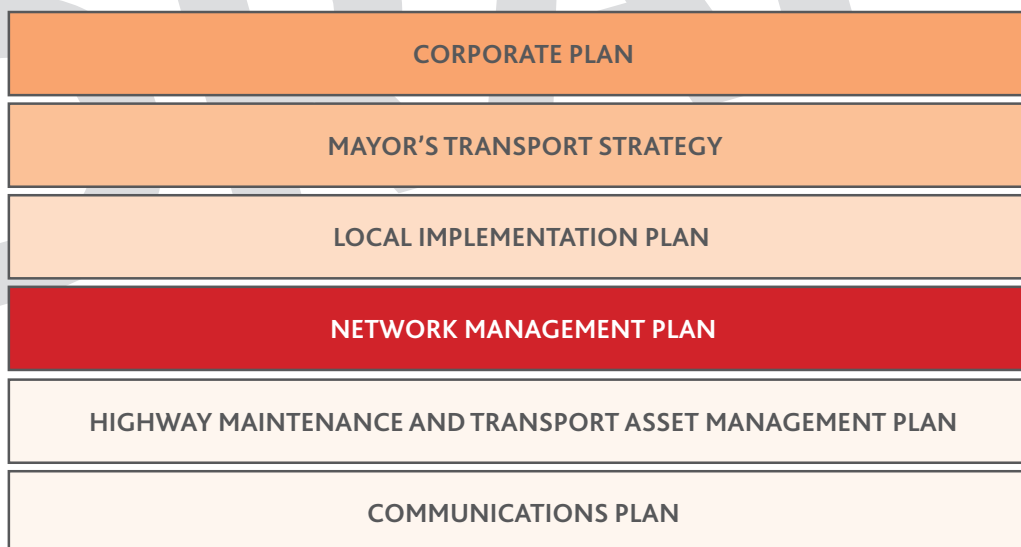
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### 2.3 TMA Context

The Traffic Management Act (TMA) does not exist or operate in isolation. Local Authorities have a further range of legislative powers and duties by which the management of congestion is implemented and the duty includes a requirement to take into account any impact on adjacent networks.

The TMA and specifically the Network Management Duty and Plan must be approached within the overall context of national, regional and local policies and legislation. Some tasks will be the sole responsibility of the Council to undertake directly whilst other actions will necessitate liaison and consultation with numerous stakeholders to tackle the reduction in congestion throughout the region.

This plan needs to be read in conjunction with the suite of strategies that underpin the Development and Regulatory Services (Re). It identifies the measures for optimisation of the Highway network and congestion relief in response to the Traffic Management Act 2004 and to achieve the Local Implementation Plan objectives. It is a five year plan based on a ten year vision for the safe and efficient movement of people and goods to enhance the economy facilitate regeneration and improve quality of life whilst protecting the environment. The aim is to secure public confidence in journey time reliability by the most appropriate modes and along the best routes. This will ensure that traffic flows on the right roads to protect the over used elements of the network.





## Section 2

# Traffic Management Act

### Role of Transport for London (TfL)

The plan covers the whole of Barnet but recognises the need to provide traffic control that helps to minimise congestion in the surrounding areas. Within Barnet there are shared responsibilities for management of the transport network. Transport for London (TfL) and the Highways Agency (HA) are responsible for the trunk roads and Motorways. TfL is an executive agency of the Greater London Authority and reports to London's Mayor, who has responsibility for transport policy in London. Its remit is unique in Britain and has five primary aspects:

- Provider of public transport – both by direct operation of the Tube and by the acquisition and performance management of bus services with a combined route length of some 7,000km. TfL also has interests in other forms of mass transit, such as the Docklands Light Railway, Crossrail, Trams and River Services.
- Highway authority under the Highways Act 1980 and Greater London Act 1991 - maintaining the fabric and operation of the **Transport for London Road Network (TLRN)**, a network of 580km of the busiest main roads, recognisable as London's Red Routes.

- Signals operator - maintaining and programming the operation of all of London's 4,800 sets of traffic lights.
- Strategic transport authority - executing Mayoral policy on transport, in partnership with and by co-ordination of the other 34 highways authorities for London's 13,000km road network.
- Public carriage Office licences London's Taxis and Private Hire vehicles - providing more than 160m journeys a year.

**The Strategic Road Network (SRN)** is a network of strategic roads within London which was derived under the TMA. Highway and Traffic authority for the SRN remains with the Borough Councils.

However, TfL will have strategic oversight of these roads and has one month in which to approve or object to schemes or major works on these roads. The partnership with TfL is therefore vital to success.

Length Km	% of road length	Characteristics
580	5	TLRN - Major roads carrying about 1/3 of traffic of goods, vehicles and people for which TfL is the local Traffic and Highway Authority.
520	4	SRN - Initiated by the Secretary of State for Transport, modifiable by the Mayor by agreement with the Borough Councils. Owned and operated by London Boroughs, subject to statutory TMA notifications to TfL.
Approx 2000	16	Network of Interest (NOI) - An unofficial network used by TfL as the focus of its activities (eg. The management of unplanned congestion through the London Traffic Control Centre). Comprises TLRN, SRN, the remainder of the Borough Principal Road Network and a few additional roads important to major bus routes.
Approx 12,420	95	Local Access Roads (LAR) - All roads other than the TLRN but including the SRN and NOI for which the London Borough Councils are the local Traffic and Highway Authority.

### 2.4 London Borough of Barnet Perception of Congestion and Disruption

This first Network Management Plan is fundamentally established on the basis of defining the baseline situation for congestion and disruption against which improvements will subsequently be assessed. The measurement of congestion and disruption must account for personal perception and differing perspective through a range of stakeholders. The establishment of an agreed baseline in terms of 'definitions' has been based on capturing a collective opinion from key internal stakeholders.

In December 2013 and January 2014 consultation with a broad range of internal departments via two interactive workshops provided opinions and perceptions on the causes of congestion on the LBB network. Detailed notes were produced for these workshops, copies of which can be obtained from the Traffic Manager. The workshops provided the basis for the production of the Network Management Plan and the foundation for longer term key aims:

- To involve, from the outset, those who will ultimately own and deliver the implementation action plan
- To capture specific information to complete the Barnet Network Management Plan and to collect key reference documents for the Plan
- To capture and map the particular organisational interface issues that will influence TMA legislation compliance (internal and external)
- To continue to identify, capture and refine actions in the implementation action plan
- To appreciate the strategic network performance roles and responsibilities of the Traffic Manager under the TMA
- To develop an outline Project Plan to direct and focus actions and resources.

A clear consideration stemming from the consultation was the need to effectively differentiate between what is congestion and what is disruption and LBB/Re stakeholders devised the following statements:

#### Congestion

In this plan, congestion is considered to have occurred when **'road capacity is exceeded by high volumes of traffic leading to a breakdown of traffic flow, a reduction in average speeds, and the subsequent formation of queuing on the network. At this point all road users may experience unreliable journey times, adverse safety implications caused by driver frustration and a reduction in service quality based against expected provision'**.

Output captured from the two workshop consultations identified several locations within Barnet that experience extensive and frequent congestion especially during the morning and evening peak commuter periods. The Network Management Plan's first Congestion Map establishes a first baseline and managed system for the congestion improvement plan to consider and tackle the key problem locations. Refer Section 4.

## Section 3

# Traffic Manager

### 3.1 Terms of Reference

The Barnet Traffic Manager will:

1. Oversee the implementation of the TMA by Re. on behalf of LBB and co-ordinate input on progressing the TMA, and the Network Management Duty (the 'Duty') in particular, into the Mayor's Transport Strategy/ Annual Progress Report Process;
  2. Review, propose and co-ordinate arrangements for the management of the local road networks. The objective being to secure the safe and expeditious movement of traffic within Barnet and to facilitate the safe and expeditious movement of traffic from and on to neighbouring authority networks. This will have regard to the practicability and other obligations, policies and objectives of the constituent local authorities. Traffic includes all road users: pedestrians and cyclists as well as motorised vehicles, whether engaged in the transport of goods or people, business or pleasure;
  3. Co-ordinate arrangements for making the best use of existing road space for the benefit of all road users; considering actions that would make more efficient use of the network, avoiding, eliminating or reducing congestion or disruption thereby improving journey reliability;
  4. Co-ordinate the occupation of the highway by Street and Road Works, special/planned events and other obstructions/incursions that may interfere with the safe and free flow of traffic. Due account being given to the statutory rights and reasonable demands of those parties needing to enter the highway, maintain or upgrade equipment within it;
  5. Determine policies, procedures, targets and objectives for improving traffic movement on local road networks;
  6. Identify proposals for monitoring the effectiveness of arrangements and actions established to meet the requirements of the TMA and the Duty;
  7. Establish and maintain working relationships with Traffic Managers in other authorities, TfL and its agents, stakeholders including the emergency services, utilities and bus operators who would have an interest in or be affected by the TMA or the Duty;
  8. Review the work and practices of other local traffic authorities in responding to the TMA and to implement best practice as appropriate;
- Review all strategies and planning designed to meet requirements of both the TMA and Duty to determine their consistency with wider local, regional and national policies and guidance (including Codes of Practice and Best Value Performance Indicators).

### 3.2 Responsibility

The Traffic Manager is responsible on behalf of the LBB for the following actions, in accordance with the TMA (2004):

- Identify and investigate activities and situations which are causing, or have the potential to cause, significant road congestion or other disruption to the movement of traffic;
- Consider possible actions that can be taken in response to, or in anticipation of anything identified;
- Determine specific policies or objectives in relationship to different roads and classes of roads in the authority's road network;
- Monitor the effectiveness of the authority's organisation, decision making processes and implementation of its decisions;
- Assess the performance of the management of the authority's road network;
- Set up and manage performance measurements to monitor the key aspects of network management;
- Keep under review the effectiveness of the arrangements in place for network management.



*Picture and Location caption tbc in final version*

### 3.3 Stakeholder Network

This Network Management Plan recognises the fundamental importance of the influence of a range of:

- Internal groups
- Decision making processes
- External organisations
- Documents (legislation, plans, policies and directives)

on the successful implementation of the Network Management Duty, collectively these are the 'Stakeholder Network'.

The stakeholder network will ensure the effective delivery of the Network Management Duty and it is the responsibility of the Traffic Manager to help plan for and reduce congestion on the highway network.

**The fundamental importance of the stakeholder network is to build trust and support between active members, providing capacity to manage change from a collective stance.**

The stakeholders must be aware of the role, responsibilities and objectives of the Traffic Manager.

The Traffic Manager's role in the stakeholder network is to act as the hub within this network and connect those who have a shared interest in the issue, disseminate information, and encourage further discussion. It is important that effective relationships are built allowing for a clearer framing of the traffic issues to be developed, and also ensure the commitment of individuals and organisations to get engaged.

The development of the NMP has focused on documenting the necessary integration and structure between key stakeholders, communication channels and Re./Barnet's management structures and has been developed and determined following staff consultation.



*Picture and Location caption tbc in final version*

## Section 3

# Traffic Manager

*Picture and Location caption tbc in final version*



The series of 3 diagrams/charts that follow in sections 3.3, 3.4 and 3.5 are designed to be considered collectively to highlight the 'strategic hub' role of the Traffic Manager denoted by the symbol.

**Traffic Manager**

The stakeholder network is reflective of the complexities inherent in influencing and managing the ever present potential for congestion and delay on a live highway network.

The stakeholder network comprises a mixture of:

- Organisations
- Designated organisational roles/people
- Documents - policies, procedures & Guidance

It is a vital component of the Communication Plan that current details are maintained. Details of influence points, contact point details are controlled and maintained via this NMP.

The latest details can be found in Appendix G.

# Section 3 Traffic Manager

**Within LBB/Re Highways/Infrastructure**

Traffic Manager  
Event management  
Parking enforcement  
Fleet management  
Green spaces / trees  
Travel Plans  
School Travel Plans  
T + D  
Road Safety Education

Refuse/Recycling  
Borough road works

LIP  
LOPS  
NMD  
LBB's  
Enforcement Policies  
Highway Planning  
Environmental schemes  
Highway Maintenance

**Within Barnet Council**

Child & Social services  
Transport - star bus  
Planning and regeneration  
Councillors and elected members  
Green spaces / trees  
Travel Plans  
School Travel Plans  
SMOTS

Parking enforcement  
Borough transport services (for social services)  
Borough PR event

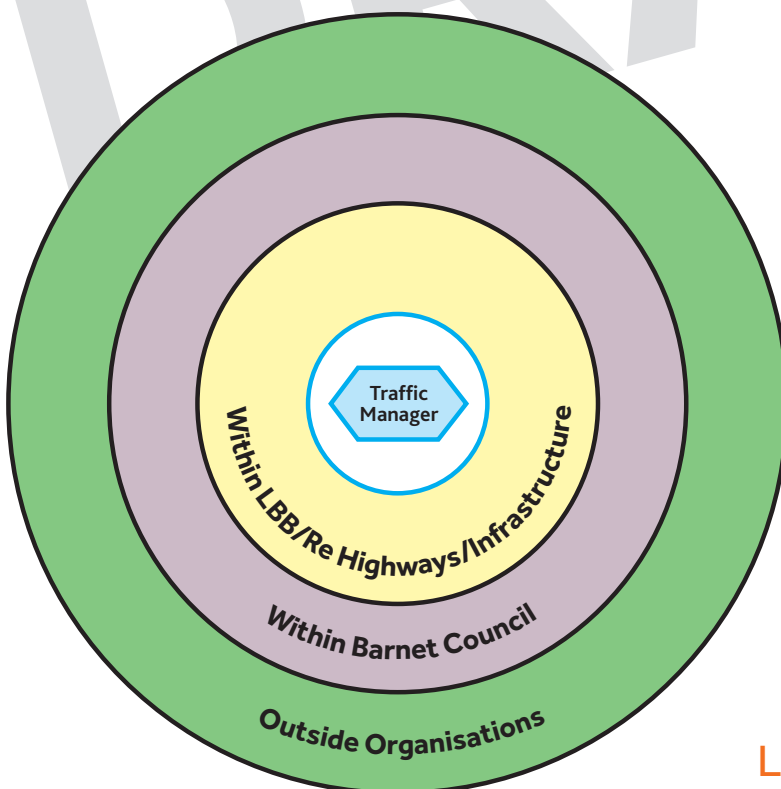
Administration i.e. cabinet  
Resident Crps  
Community Crps Eg. growth  
Town Centre Teams  
Incidents/emergencies  
Strategic regeneration  
Medial facilities

**Outside Organisations**

Educational establishments  
Road users  
Utilities  
TfL / GLA  
Government, DfT, Policies  
Tubes, trains, coaches and buses  
Saracens  
Environment Agency  
Education  
Inspections Act  
Faith Organisations

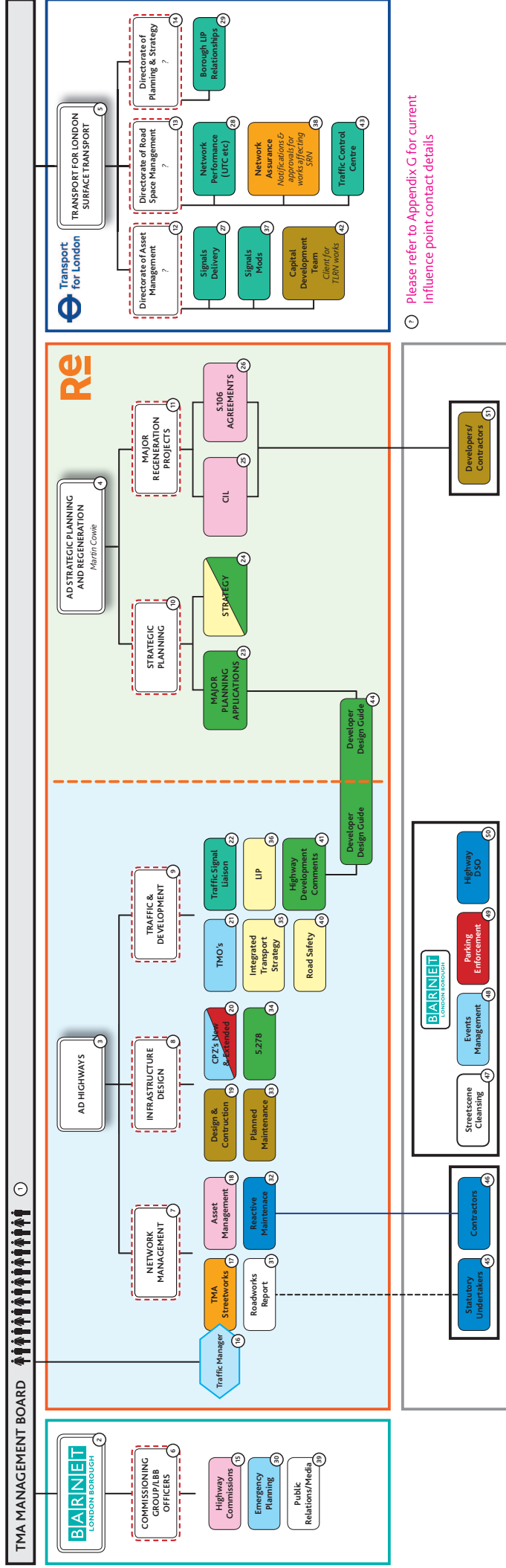
Public (inc diverting)  
Events  
Emergency services  
Accidents  
Census/Police enforcement  
Utilities road works  
Highway Agency  
Herefordshire  
Other boroughs  
TfL signals  
Strategic modelling  
Cycling groups

London major - MTS  
Police and LFB/Ambulance  
Blue light SUCS  
Neighbouring Road Authority  
MPs  
GLA members  
Developer  
Vehicles in accidents/planned works



**LBB/Re Stakeholder Network**

3.4 TMA Influence Points/Connectivity



① Please refer to Appendix G for current influence point contact details

The London Borough of Barnet (LBB) organisation comprises the Council Commissioning Group and the Joint Venture partner service provider **Re**. Re, comprises for TMA purposes:

- Highway Group
- Strategic Planning and Regeneration Group.

The Council through Re, works closely with the key stakeholder Transport for London TfL.

There are key internal stakeholders located in all three groups. The figures illustrate the formal lines of management and communication between the teams. Nine sections have been identified as having a major role in influencing, managing and controlling congestion and disruption on the network.

**Traffic Management**  
This group deals with all aspects of traffic management including regulation orders, applications for road closures, events and applications for 3 way temporary traffic signals.

**The Traffic Management team is in the Traffic and Development Group.**

**TMA Streetworks**  
This group has a number of roles but under the New Roads and Streetworks Act its main job is to ensure that all activities on the road network are co-ordinated, the highway network is not unduly disrupted and the fabric of the asset (road) is not compromised by utility companies. The Streetworks team manage the ETON system of noticing for works on the highway network and need to ensure parity of approach.

**The Streetworks team is in the Network Management Group.**

**Parking Services & Enforcement**  
This group operates the civil parking enforcement (CPE) system which in the context of the TMA is a key aspect of managing congestion by preventing obstructive parking.

**The Parking/CPE team is in LBB Streetscene.**

**Infrastructure Asset Management**  
This group is responsible for the Highway/Transport Asset Management Plans (HAMP/TAMP) and Asset Management Policy.

**The Infrastructure team is within Infrastructure Design.**

**Traffic Control Room/Telematics (Traffic Signals/UTC)**  
This team deals with the critical Intelligent Transport System ITS technology.

**The Telematics team is in Transport for London.**

**Highway Maintenance (Works Repairs)**  
The group is responsible for reactive safety defect repairs to the network and for planned maintenance resurfacing programmes. The Group includes the Cardiff in house DSO contractor.

**The Highway Maintenance team is Network Management.**

**Development (Highway Comments)**  
This group deals with the interface with the planning process as a statutory consultee. One of the main aims is to ensure that the highway network is not compromised during the land use planning process and that any future potential for congestion is considered and tackled through improved Section 106 infrastructure/Community Infrastructure Levy (CIL).

**There are Highway Development teams in both the Planning and Highway Groups.**

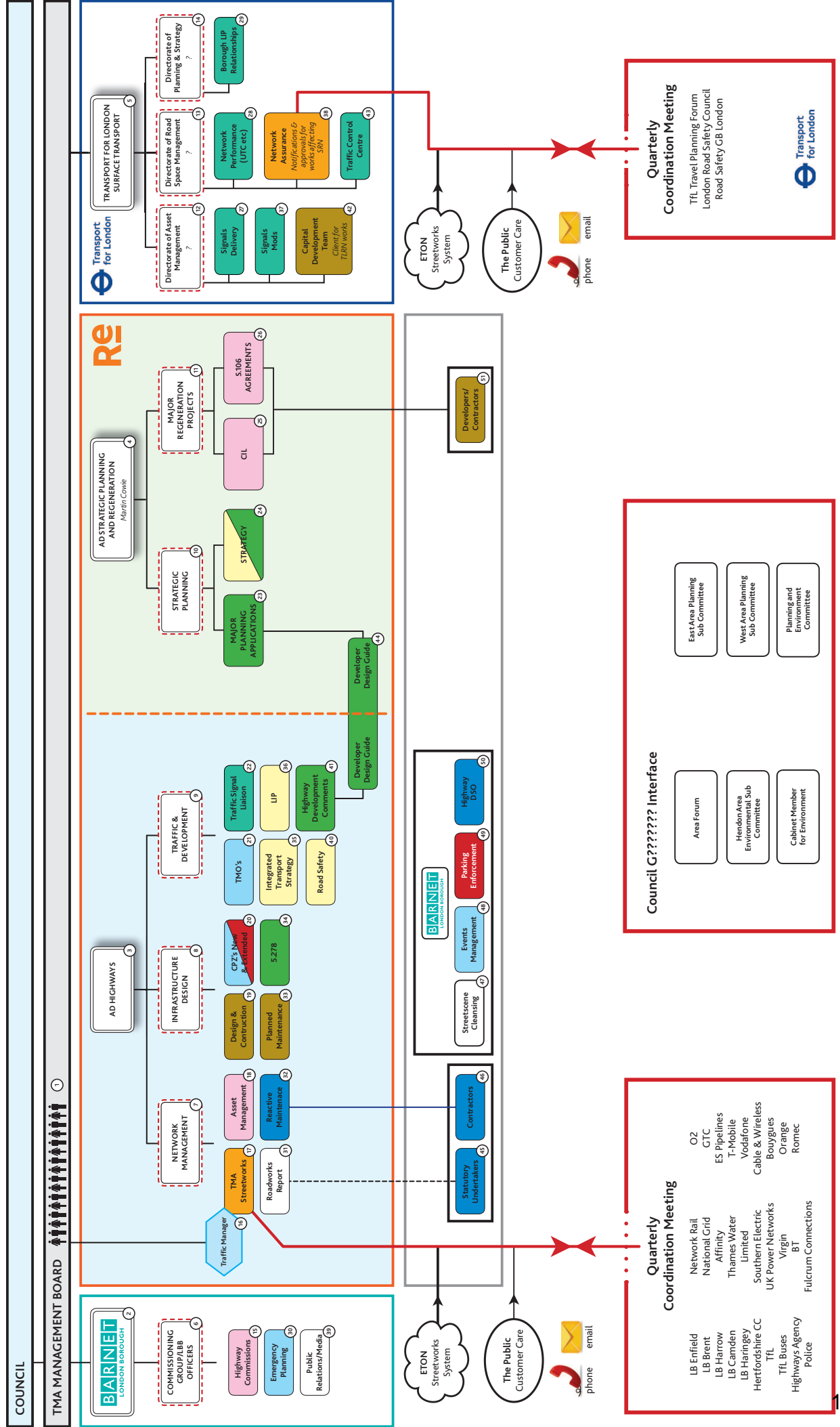
**Transportation Strategy/Road Safety**  
This group is the key/integrated/sustainable transport policy and strategy team and a direct communication channel with the Wales Assembly Government and the Regional Transport Authority - the South East Wales Transport Alliance (SEWTA). It is this group which in the context of the TMA addresses the role of congestion/disruption as part of the overall policy for a Sustainable Travel City.

**The Transportation Strategy team is in the Traffic and Development Group.**

**Infrastructure Design & Construction**  
This group designs and project manages key infrastructure projects and as such influences coordination of works and traffic management, and the impact of hard engineering on network management.

**The Infrastructure Design Team is in the Highways Group.**





### 3.6 London Borough of Barnet Traffic Manager

The designated Traffic Manager is Liam Davies.

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e: liam.davies@barnet.gov.uk



*Picture and Location caption tbc in final version*

## Section 4

# Network Performance

Part 2 Network Management of the TMA requires local traffic authorities to monitor the effectiveness of the actions and the processes put in place to deliver key requirements, as outlined previously within this plan. The TMA Duty and the role of Traffic Manager requires existing performance measurement to be developed to more specifically look at 'congestion' and to address the distinction between vehicle and pedestrian 'congestion/delay' based key performance indicators.

There is no single indicator that encapsulates and measures the impact on users of vehicle congestion but a combination of indicators when presented and analysed collectively, can monitor the impact of, and trends, in traffic congestion to targeted parts of the network.

### 4.1 Performance objectives

The overall aim is to manage traffic flow to provide reliable journeys by all modes. This will be achieved through:

- Reduce the need to travel.
- Secure safer transport networks.
- Establish reliable journey times on key route corridors.
- Provide better information on transport options and improve the attractiveness and use of a choice of transport modes including public transport, walking and cycling.
- Increase capacity at congestion hot spots and maximise the efficiency of the local road network.
- Take the opportunities presented by the regeneration areas to deliver high quality transport provision and mode choice.
- Comply with our duties under the Traffic Management Act 2004.

### 4.2 Barnet's Congestion

In the context of users of the network there are three distinctive aspects needed to achieve an effective monitoring programme to address the requirements of the TMA:

- Vehicle congestion
- Pedestrian congestion
- Cyclists

Further detail regarding these 3 items can be found within **Appendix A**.

*"We aim to provide the best infrastructure and systems to facilitate reliable journeys and keep Barnet moving for the well being of those who live and work in the borough."*

Barnet's "Freeflow approach" demands a balanced approach to the allocation of road space. It in no way precludes the reallocation of road space to certain modes, but recognises that the multiplicity of demands on that space, particularly given the conflicting demands inherent in the large number of town centres situated on main roads in Barnet, is such that there cannot be a presumption towards reallocation of space to any particular mode.

Barnet's preferred approach is to review roads as a whole rather than focussing on a single mode, considering the needs of all users in the process. The aim is to strike a balance between competing priorities that supports the vitality and viability of our town centres and the need for distribution of goods and people. The LIP sets out proposals to facilitate this through a series of corridor studies that will incorporate investigation of appropriate measures for London Cycle Network+ (LCN+) routes and bus priority proposals.

The key elements of our network management activity will be focused on planned initiatives to relieve and prevent further congestion and interactive control to minimise congestion in the face of events or incidents.

## Section 4

# Network Performance

The workshops have established the initial Congestion Map and 10 vehicle congestion indicators deemed appropriate for the particular characteristics of the London Borough of Barnet network. These have been outlined in table 4.1.

Ref.	Indicator
<b>VCM1</b>	Journey Time (delay compared to optimum journey time)
<b>VCM2</b>	Vehicle Queue Length
<b>VCM3</b>	Traffic Data Collection: Volume
<b>VCM4</b>	Traffic Data Collection: Average Speed
<b>VCM5</b>	Road User Satisfaction
<b>VCM6</b>	Accident Data Monitoring
<b>VCM7</b>	Air Quality Measurement
<b>VCM8</b>	Customer Care Complaints
<b>VCM9</b>	Public Transport Usage
<b>VCM10</b>	Network Availability

*Table 4.1:  
Vehicle Congestion Monitoring (VCM) Indicators*

## Section 4

# Network Performance

### 4.3 Congestion Map and Congestion Improvement Plan

Appendix B contains the initial NMP Congestion Map. The Congestion Map exists in electronic GIS format for ease of live management, amendment, addition and update. The Map comprises 15 initial sites around the London Borough of Barnet which were highlighted during workshop exercises and is an important aspect of the Network Management Plan as it is the basis for the improvement dimension of the NMP.

Each site location is supported by relevant information:

- Description of the congestion problem and precise location.
- A priority status for each site based on relative severity or impact on the network and urgency for improvement (highest priority is red).
- The type of solution needed and stakeholders needed to implement the solution (resources & indicative costs).
- The congestion performance measurement indicators that apply to monitor improvement.

The Congestion Map is used in conjunction with the Congestion Improvement Plan (see Appendix E for initial improvement plan) which is the basis for the necessary monitoring programme.

The Monitoring Programme to assess the performance of the Authority in implementing its Improvement Plan will consider:

The appropriate KPI or 'bundle' of KPIs used to quantify and measure congestion at a given location.

The Traffic Manager will maintain an appropriate Improvement Plan commensurate with budget resources.

### 4.4 Performance Indicators

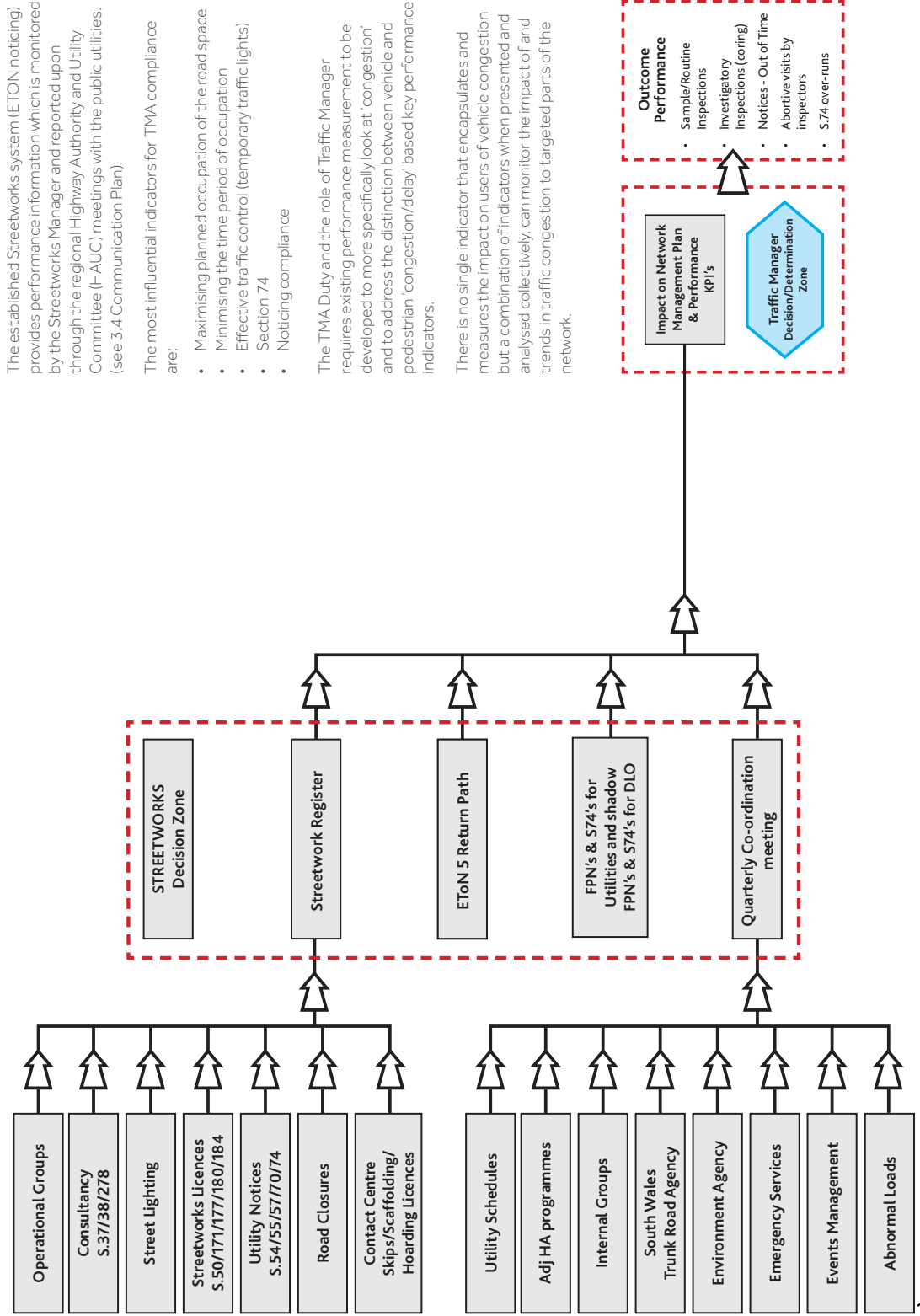
The Barnet TMA Network Management Plan is required to use appropriate performance indicators to monitor service improvement year on year specifically in respect of network management and congestion and disruption.

The choice of performance indicators for the LBB is particularly important in the context of integrated transport high levels objectives and the existing key policy and programme document Mayors Transport Strategy

The Mayor of London's vision for London is to make the Capital an exemplary sustainable world city based upon a strong and diverse economic growth, social inclusivity to allow all Londoners to share in London's future success, and fundamental improvements in environmental management and the use of resources. Achieving this vision of London as an exemplary sustainable world city will make London:

- A prosperous city: in which all share the benefits of wealth created in London's dynamic economy;
- A city for people: a liveable city of safe, attractive streets, where goods and services are within easy reach and where everyone feels safe and secure;
- An accessible city: with fast, efficient and comfortable means of transport, and access to affordable homes, education and training, health, leisure and recreation;
- A fair city: showing tolerance and abolishing all forms of discrimination, where neighbourhoods and communities have a say in their futures; and
- A green city: making efficient use of natural resources and energy, respecting the natural world and wildlife, using to the full the varied patterns of open space, eco-friendly design and construction methods, recycling waste and creating new 'green industries'.

4.4 Performance Indicators and Targets



The established Streetworks system (ETON noticing) provides performance information which is monitored by the Streetworks Manager and reported upon through the regional Highway Authority and Utility Committee (HAUC) meetings with the public utilities. (see 3.4 Communication Plan).

- The most influential indicators for TMA compliance are:
- Maximising planned occupation of the road space
  - Minimising the time period of occupation
  - Effective traffic control (temporary traffic lights)
  - Section 74
  - Noticing compliance

The TMA Duty and the role of Traffic Manager requires existing performance measurement to be developed to more specifically look at 'congestion' and to address the distinction between vehicle and pedestrian 'congestion/delay' based key performance indicators.

There is no single indicator that encapsulates and measures the impact on users of vehicle congestion but a combination of indicators when presented and analysed collectively, can monitor the impact of and trends in traffic congestion to targeted parts of the network.

**Performance Indicators: Carriageway/Vehicles**

This first Network Management Plan adopts 4 vehicle indicators deemed appropriate for the particular characteristics of the Monmouthshire network and traffic patterns:

- VCM1 Delay compared to optimum journey time;
- VCM2 Vehicle queue lengths;
- VCM3 Traffic data collection; and
- VCM4 Road user satisfaction  
Refer to table 4a

**Performance Indicators: Footways/Pedestrians**

The following two indicators are used to assess pedestrian congestion:

- PCM1 Pedestrian data collection (queue length/flows/waiting times); and
- PCM2 Pedestrian User Satisfaction

## Section 4

# Network Performance

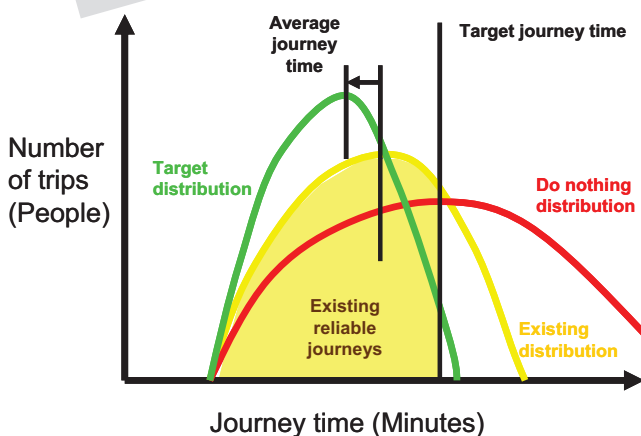
### The London Plan

The London Plan is the spatial development strategy for London. It underlines the guiding transport objectives set out in the Mayors Transport Strategy. The London Plan outlines the following five transport policy areas which are supported by the London Borough of Barnet:

- Closer integration of transport and spatial development;
- Enhancing international, national and regional transport links;
- Better public transport in London;
- Reducing congestion and making better use of London's streets;
- Improving freight movements and the distribution of goods and services.

Key performance indicators can be found in the following policy documents

- Barnet Local Improvement Plan
- The London Plan
- The Community Plan for Barnet



*Journey Time Distribution Diagram*

### 4.5 Data Management Systems

Relevant performance indicators will be determined based on easy to collect data. Challenging but realistic targets will be set to represent the desired outcomes. These will be publicised internally and externally to seek wider ownership of the problems and solutions.

To comply with the Network Management Duty and avoid Government intervention the Council, as the Traffic Authority, has a duty to: identify congestion and disruption to traffic flow, monitor the effectiveness of actions and assess their performance in managing the network.

There are two types of PI to be considered:

- Those that indicate how well the outcomes are being achieved; and
- Those that measure how well a borough is doing in implementing the measures that are intended to achieve the desired outcomes.

Congestion targets have been previously set for Barnet in the LIP based on traffic growth targets and improving bus journey times and reliability. Barnet Strategic Partnership will consider the need to adopt the new national indicator NI 167 "Congestion – average journey time per mile during the morning peak" as one of the Local Area Agreement indicators.

However on its own NI 167 may not be sophisticated enough to give a complete picture of network performance. The national indicator for Passenger Transport Reliability is currently based on the departure time tolerance at key stops. This is NI 178 Bus services running on time which measures bus departures within a one minute early 5 minutes late envelope or the excess waiting time where frequent service exist.

## Section 4

# Network Performance

*Picture and Location caption tbc in final version*



Simply driving down average journey times for all traffic flow is likely to be detrimental to sustainability as single occupancy private car use could increase. Therefore journey time reliability will be discussed with TfL with the view to establishing a new set of indicators to demonstrate excellent performance. To recognise the increasing demand for travel the number of trips will be based on the total number of people travelling along the link and not just the number of vehicles. To give a strong positive message the target will be to achieve 95% of all trips within the target time with, if possible, a small reduction in the average journey time. Ultimately the aim is to monitor reliability per person seamlessly across all modes.

Six main road routes within the borough's control have been identified for journey time monitoring twice each year. Initial surveys on these routes were carried out in March 2007, with a second set of surveys undertaken in September and early October. The 2008 results are currently being analysed.

Routes:

- A5100 - A5109 - A109 (A5 to Betstyle Circus)
- A1000 (Kitts End Road to borough boundary (south of borough))
- A411- A110 (A1 to Cat Hill Roundabout)
- A407 Cricklewood La - A598 - A504 East End Road (A5 – A1000)
- A5 (A41 to Cricklewood Lane)
- A1003-A598-A504 Hendon La/Finchley La/Station Road (Betstyle Circus – A5)

Average journey times have been calculated for each route in each direction for the am and pm peak periods. From these results a total average journey time has been derived for each peak period. In addition notional minimum and maximum figures have been derived by examining the average journey times achieved on each of the two survey days and separately totalling the larger and smaller values.

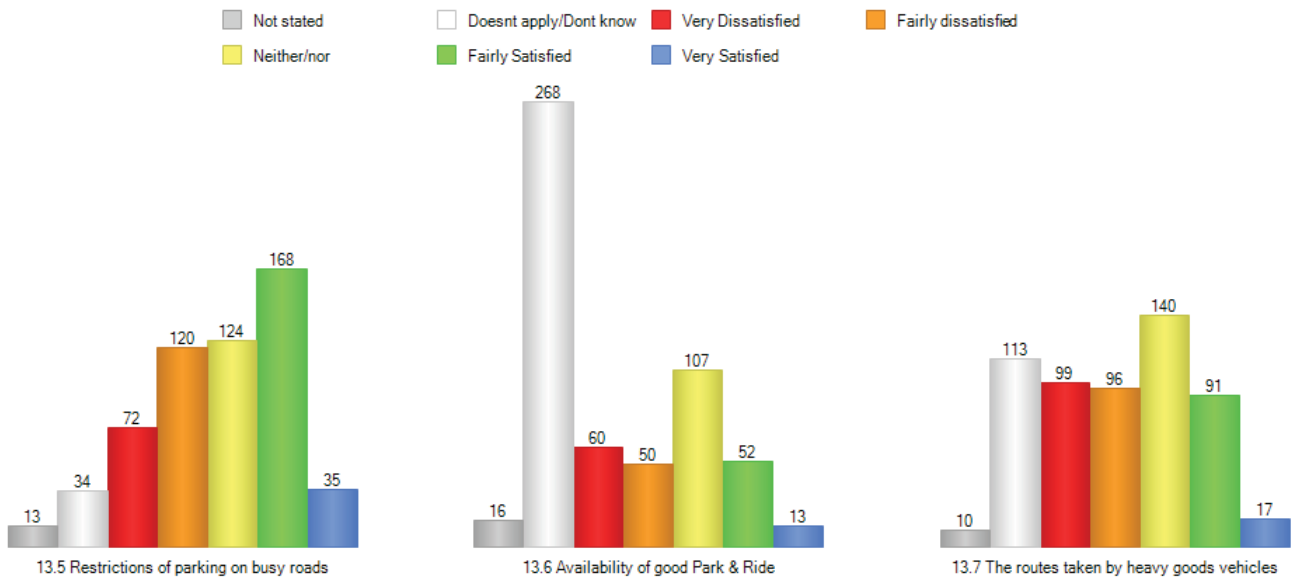
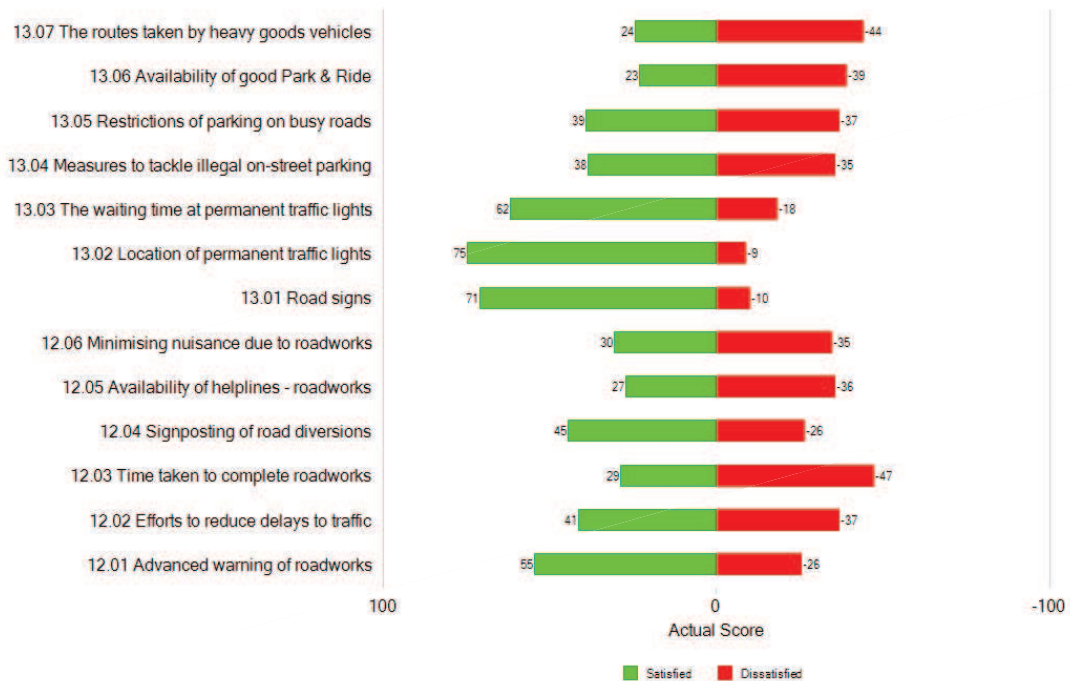


# Section 5 Monitoring and Review

## 5.1 Baseline

In a 2005 Citizens Panel survey 70% thought that reducing traffic pollution is very important and a further 26% felt it is important. The areas where the respondents felt they experienced the worst congestion are as follows:

- North Circular (no specific location on A406 identified)
- Whetstone
- Tally Ho
- Henley's Corner
- Golders Green (no specific location identified)



## 5.2 Action/Risk Summary

The Traffic Manager will maintain a live document to capture and manage a general actions list aimed at developing and improving the NMP service.

## 5.3 Improvement Plan

The Traffic Manager is responsible for the implementation of an appropriate service improvement plan to achieve the Network Management Plan performance targets. The initial plan is included in Appendix C.

The Traffic Manager will report quarterly to the TMA Management Board on progress against the plan.

## 5.4 Annual Review

The Network Management Plan is subject to an annual review. It is proposed that this will take the form of an annual progress report encompassing the following items:

- Output data established in relation to the Performance Indicators including a comment on progress made for each of the items
- Updated communication, stakeholder network and management structure plans illustrating changes made throughout the year
- The latest iteration of the risk action plan, improvement plan and congestion intervention plan
- Any proposed recommendations to improve the process of ensuring the successful implementation of the Network Management Plan

The proposed forward programme of reviews is

- March 2015
- March 2016
- March 2017

## 5.5 Key Project Information

A schedule of documents, organisations, meetings and key contacts is included in Appendix G.

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# Appendices

- Appendix A** NMP Performance Indicators (background and definitions)
- Appendix B** Congestion Map\*
- Appendix C** Congestion Improvement Plan (Locations, Schemes, Solutions)\*
- Appendix D** Strategic Performance Indicators (TfL)
- Appendix E** Action Schedule (risk register)\*
- Appendix F** Project Planner; Service Improvement Planner\*
- Appendix G** Schedule of Influence Points - Documents, Organisations, Meetings and Key Contacts (Diagram 3.4)
- Appendix H** Re TMA Project Team
- Appendix I** London Permit Scheme Objectives Overview

\*The Congestion Maps and Action Plan are live documents maintained in electronic format. Contact the Traffic Manager and/or Streetworks Manager for the latest version.

## Contact Details:

**Traffic Manager** Liam Davies

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**Email** liam.davies@barnet.gov.uk

**Streetworks Manager** Streetworks Manager

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**Email** liam.davies@barnet.gov.uk

# Appendix A

## NMP Performance Indicators (background and definitions)

- VCM1** Journey Time (delay compared to optimum journey time)
- VCM2** Vehicle Queue Lengths
- VCM3** Traffic Data Collection: Volume
- VCM4** Traffic Data Collection: Average Speed
- VCM5** Road User Satisfaction
- VCM6** Accident Data Monitoring
- VCM7** Air Quality Measurement
- VCM8** Customer Care Complaints
- VCM9** Public Transport Usage
- VCM10** Network Availability

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## Vehicle Congestion Monitoring (VCM) Indicators

### VCM1: Delay compared to optimum journey time

This is considered to be the traditional congestion indicator often used by transport agencies and local authorities alike and is defined as the average time lost per vehicle kilometre. The measure is defined as the difference in travel times along roads between free-flowing conditions and the actual average travel times across the day.

The application of journey time surveys on strategically identified routes provides a means to analyse changes in duration of actual trips over time, and subsequently help quantify reliability on the highway network. Applicable to the private car and public transport (principally bus journeys), reliability measures are arguably the most useful measure of congestion from a customers perspective providing the provision of information is presented in a clear format.

### VCM2: Queue Lengths

To assess the impact of traffic at junctions and roundabouts, observed static queue lengths can be ascertained at strategically important locations. This further addresses the perceived level of congestion by the travelling public as well as allowing for monitoring relative change over a designated period of time.

### VCM3: Traffic Data Collection

Increases in road traffic flows can potentially lead to greater variability of highway travel times. Subsequently the analysis of data received from fixed traffic count sites allows for long term trend information to be analysed as well as assess the effect of temporary changes to the road network (road closures, road works, flooding etc.) against the annual average. The data can be measured against the other vehicle congestion indicators to ascertain a comprehensive outline of congestion within the region.

Where specific congestion hotspots have been identified the assessment of traffic data can also be undertaken utilising temporary traffic count sites on either a long or short term basis.

### VCM4: Road User Satisfaction

To record the perception of road users, satisfaction questionnaire / surveys will provide a qualitative assessment of existing vehicle congestion issues. Responses can be formulated and cross referenced against the quantitative indicators outlined to determine applicable actions.

In relation to specific locations / routes, the surveys would be required to record perceived levels of satisfaction based several attributes that could potentially affect vehicle congestion and delay during a journey, including (but not necessarily limited to):

- Perceived congestion levels;
- Adequate provision and positioning of signs;
- Notice of road works;
- Reduction of accidents;
- Reasons for possible journey delay (road works, accidents, breakdown, congestion, bad weather, road closure, diversions, speed restrictions, slow vehicles)

Each attribute would be rated on a five point Likert scale (1 = very good, 2 = good, 3 = neither good nor bad, 4 = bad, 5 = very bad). The number of responses in each category will then be weighted (1, 0.5, 0, -0.5, -1) respectively, enabling a total level of satisfaction to be calculated. This results in the range 1 to -1.

A value of 1 would indicate all of the respondents considered the attribute very good, where as -1 would indicate all respondents considered the attribute very bad. A value between 0 and 1 indicates a positive satisfaction, where as a value between -0 and -1 indicates a negative response.

### VCM5: Accident Data

Review accident data collected at specific junctions and/or specific route sections over a given period of time (usually the last 5 year period is used within Transport Assessments) allowing traffic accident hotspots to be mapped.

The occurrence of traffic accidents also has the ability to severely disrupt traffic flow and improvements made to junctions and sections of applicable road can help necessitate improved traffic flow conditions.

### VCM6: Air Quality

Liaise with the Local Authority Pollution Control team to ascertain existing monitoring adjacent to the highway network. Increased traffic flow and congestion generally linked to a decrease in air quality. Monitoring enables highway improvements to be environmentally assessed and determine potential success of any highway improvements at affected areas.

The air quality indicator is one of the 68 indicators of the Government's Sustainable Development Strategy. It measures annual levels of pollution from particulates (PM10) and ozone (O3), the two pollutants thought to have the greatest health impacts, as well as the number of days on which levels of any one of a basket of five pollutants were "moderate or higher".

Since December 1997 each local authority in the UK has been carrying out a review and assessment of air quality in their area. This involves measuring air pollution and trying to predict how it will change in the next few years. The aim of the review is to make sure that the national air quality objectives will be achieved throughout the UK by the relevant deadlines. These objectives have been put in place to protect people's health and the environment.

If a local authority finds any places where the objectives are not likely to be achieved, it must declare an Air Quality Management Area there. This area could be just one or two streets, or it could be much bigger. Then the local authority will put together a plan to improve the air quality - a Local Air Quality Action Plan.

### VCM7: Parking Analysis

The implementation of parking surveys to ascertain existing number of vehicles parked and identification all illegally parked vehicles.

The survey times and extent of the survey should be established with the survey results clearly presented within a table and/or illustrated on applicable diagrams. Any unusual obstructions (skips, abandoned vehicles etc.) should also be noted and existing parking controls established prior to the survey.

### VCM8: Customer Care Complaints

### VCM9: Public Transport Usage

### VCM10: Network Availability

## Pedestrian Congestion Monitoring (PCM) Indicators

### PCM1: Pedestrian Data Collection

To assess the impact of pedestrian movements at key controlled and uncontrolled crossing locations, as well as at busy pedestrian intersections with high flows. This allows for the monitoring of pedestrian queues, flows and waiting times over a designated period of time, and helps determine its direct influence and impact on both pedestrian and vehicle congestion.

### PCM2: Pedestrian User Satisfaction

To record the perception of pedestrians, satisfaction questionnaire / surveys will provide a qualitative assessment of existing pedestrian congestion issues. Responses can be formulated and cross referenced against the pedestrian data collated to determine applicable actions.

In relation to specific locations / routes, the surveys would be required to record perceived levels of satisfaction based several attributes that could potentially affect pedestrian congestion and delay during a journey, including (but not necessarily limited to):

- Perceived pedestrian congestion levels;
- Average wait at crossing locations;
- Conflict with pedestrians and vehicles;
- Enough space to walk at own pace; and
- System coherence

Each attribute would be rated on a five point Likert scale (1 = very good, 2 = good, 3 = neither good nor bad, 4 = bad, 5 = very bad). The number of responses in each category will then be weighted (1, 0.5, 0, -0.5, -1) respectively, enabling a total level of satisfaction to be calculated. This results in the range 1 to -1.

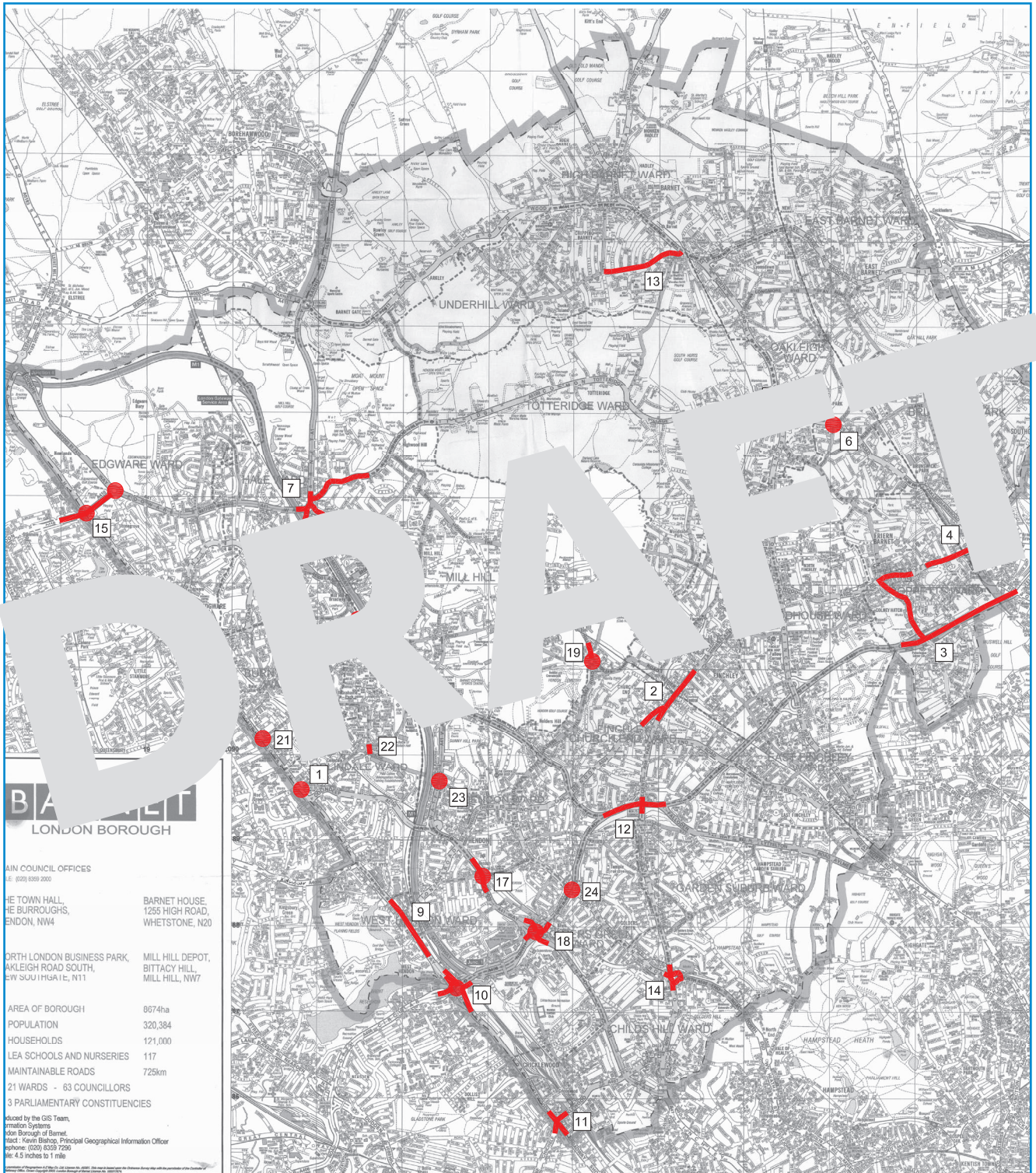
A value of 1 would indicate all of the respondents considered the attribute very good, where as -1 would indicate all respondents considered the attribute very bad. A value between 0 and 1 indicates a positive satisfaction, where as a value between -0 and -1 indicates a negative response.

# Appendix B

## Congestion Map

**DRAFT**





# Appendix C

Congestion Improvement Plan  
(Locations, Schemes, Solutions)\*

**DRAFT**

London Borough of Barnet Monitoring Programme											
Ref	Location	Congestion Problem	Suggest solution	Priority Status	Controllable	Potential KPI (VCM & PCM ref) (See Network Management Plan)	Preferred KPI's	Existing data available	Baseline data	Frequency of KPI Data Collection	Target KPI Improvement
1	Collindale Avenue / A5, Fritchley Church End Area.	<ul style="list-style-type: none"> <li>Excessive queuing.</li> <li>Future growth in Collindale.</li> </ul>	<ul style="list-style-type: none"> <li>Improved phasing a light</li> <li>TfL input needed.</li> <li>Signalisation of Junction.</li> <li>Brent input - Cross Boundary + Place-making.</li> </ul>	<p>Work on going/ plan in place</p> <p>High priority</p>							
2	East End Road Jct Regent Park Rd and Ballards Lane/Nether Street.	<ul style="list-style-type: none"> <li>Queuing traffic</li> <li>Weight of traffic</li> </ul>	<ul style="list-style-type: none"> <li>Upgrade signals to SCOOT control.</li> <li>TfL input needed.</li> <li>Investigate under bridge.</li> </ul>	<p>Medium priority</p>							
3	North Circular Rd East Bound at borough boundary with LB Enfield.	<ul style="list-style-type: none"> <li>Junction Bottleneck</li> <li>Long queues</li> <li>Reduced lanes (3 into 2)</li> <li>Signalised junction</li> </ul>	<ul style="list-style-type: none"> <li>Increase lanes</li> <li>Flyover</li> <li>Underpass</li> <li>Better transport + alternatives.</li> </ul>	<p>High Priority</p>							
4	Friern Barnet Road / Station Road Junction	<ul style="list-style-type: none"> <li>Rat Run</li> </ul>	<ul style="list-style-type: none"> <li>Improve junction capacity.</li> <li>Linked to 3</li> </ul>	<p>High Priority</p>							
5	High Road Whetstone / Junction Tottenham Lane	<ul style="list-style-type: none"> <li>Weight of traffic/future developments</li> <li>Queuing</li> <li>Safety issues</li> <li>Lane changing</li> <li>Poor geometry</li> </ul>	<ul style="list-style-type: none"> <li>Realign Junction</li> <li>Look at traffic light phasing</li> <li>Study on-going</li> </ul>	<p>High Priority</p>							
6	Oakleigh Road North / Junction with Middleton Park	<ul style="list-style-type: none"> <li>Right turn block movement creates queues</li> <li>Safety issues for pedestrians</li> <li>Junction too narrow</li> </ul>	<ul style="list-style-type: none"> <li>Widen road</li> <li>No space for improvements</li> </ul>	<p>Local issue/ low priority</p>							
7	Marsh Lane Junction with Apex Corner	<ul style="list-style-type: none"> <li>Queuing</li> <li>Signals on roundabout</li> </ul>	<ul style="list-style-type: none"> <li>Improve signals/modified SCOOT. Limited control.</li> <li>Improve junction layout</li> </ul>	<p>TfL involvement/ Controllable</p> <p>Medium priority</p>							
8	Mill Hill Circus	<ul style="list-style-type: none"> <li>Same as 7</li> </ul>	<ul style="list-style-type: none"> <li>Same as 7</li> <li>TfL to improve junction. Scheme being drafted.</li> </ul>	<p>TfL involvement</p> <p>Medium priority</p>							
9	A5 West Hendon Broadway.	<ul style="list-style-type: none"> <li>Volume of traffic</li> <li>Regeneration area</li> <li>New large developments</li> </ul>	<ul style="list-style-type: none"> <li>Tied to regeneration work</li> <li>Remove gyratory.</li> </ul>	<p>Work on going / plan in place</p> <p>High priority</p>							
10	Staples Corner A5/A406	<ul style="list-style-type: none"> <li>Excessive queuing</li> <li>Future growth at Brent Cross.</li> </ul>	<ul style="list-style-type: none"> <li>New gyratory planned on part of regeneration scheme.</li> </ul>	<p>Work on going / plan in place</p> <p>High priority</p>							
11	A5 Junction Cricklewood Lane	<ul style="list-style-type: none"> <li>Excessive queuing</li> <li>Future growth at Brent Cross.</li> </ul>	<ul style="list-style-type: none"> <li>Junction improvement planned as part of regeneration scheme.</li> </ul>	<p>Work on going / plan in place</p> <p>High priority</p>							

Ref	Location	Congestion Problem	Suggest solution	Priority Status	Controllable	Potential KPI (VCM & PCM ref) (See Network Management Plan)	Preferred KPI's	Existing data available	Baseline data	Frequency of KPI Data Collection	Target KPI Improvement
12	A1 Junction with North Circular Road	· Queuing traffic · Heavy traffic	· Grade separation Flyover · TTL involvement	Small improvement scheme underway completed. Low priority (long term)							
13	Meys Lane /A1000 Junction.	· Rat Run · Queuing	· Junction redesign	Medium priority							
14	Golders Green Gyratory.	· Road layout · Bus station traffic · Coaches · Double parking	· TRO's · Review gyratory and minor improvements.	Medium priority							
15	Canons Corner Spur Road Roundabout.	· Volume of traffic	· Re-modification of roundabout	Low priority							
16	A5 Deansbrook Road.	· Predicted future congestion.	· Modify traffic signals.	Low priority							
17	A41 Queens Road.	· Predicted delays.	· Grade separation.	Low priority							
18	A406/A41.	· Excessive queuing. · Future growth at Brent Cross.	· New gyratory planned on part of regeneration scheme. · Junction improvement planned as part of regeneration scheme.	Work on going / plan in place High priority							
19	Holders Hill Circus.	· Excessive queuing/future growth.	· Planned as part of regeneration.	High							
20	Burns Lane/Graham Park Way	· Excessive queuing. · Future growth in Collindale.	· Improved phasing a light · TTL input needed. Signalisation of Junction. · Brent input—Cross Boundary + Placemaking.	Work on going / plan in place High priority.							
21	Montrose Avenue	· Excessive queuing. · Future growth in Collindale.	· Improved phasing a light · TTL input needed. Signalisation of Junction. · Brent input—Cross Boundary + Placemaking.	Work on going / plan in place High priority							
22	Realign Aerodrome Road	· Predicted congestion.									
23	A41/Aerodrome Road	· Excessive queuing	· No solution.								
24	A406/Golders Green Road	· Queuing at signals	· Cut and cover scheme	High							

# Appendix D

## Strategic Performance Indicators (TfL)

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To be completed...

**DRAFT**

# Appendix E

## Action Schedule (risk register)

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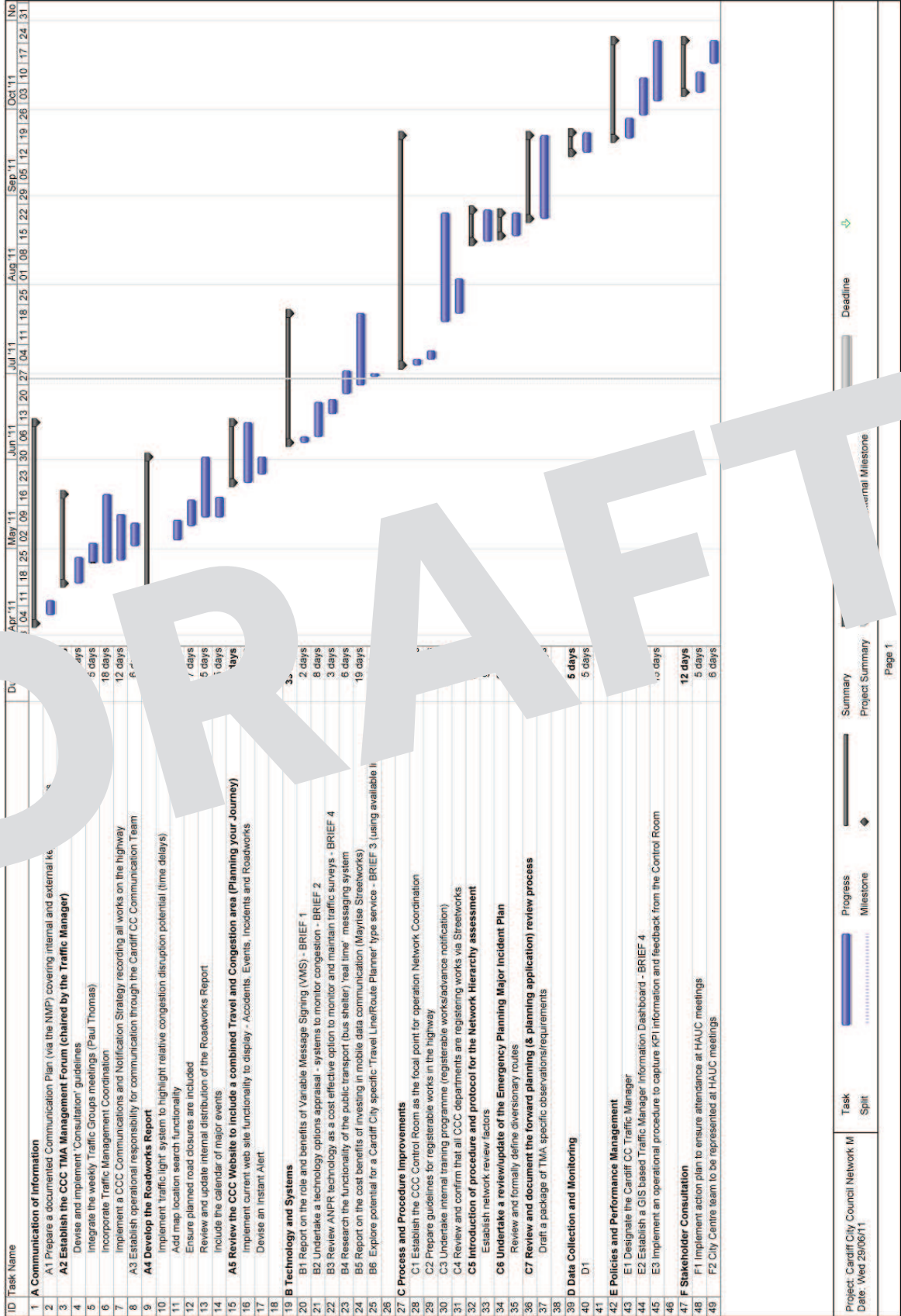
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		1.4.2.1.10										



# Appendix F

Project Planner; Service Improvement Planner

**DRAFT**



DRAFT

Project: Cardiff City Council Network M  
 Date: Wed 29/06/11

Task Split Progress Milestone Summary Project Summary

Deadline

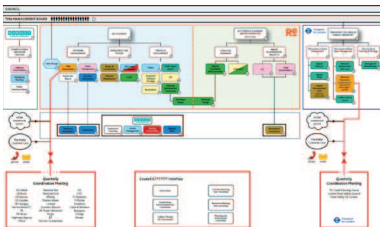
Page 1

# Appendix G

Schedule of Influence Points:

Documents, Organisations, Meetings and Key Contacts  
(Diagram 3.4)

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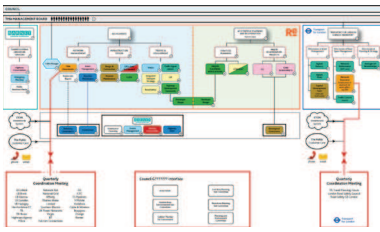


Refer to diagram 3.5 on page 14

## Appendix G

Ref	Organisation/Role	Influence Type	Contact Details
1	TMA Management Board Linked to Ref. 16 Traffic Manager	Strategic Direction; Performance Management and ownership of the Improvement Plan	Refer Appendix H for current details
2	London Borough of Barnet Council	Designated Highway Authority	
3	Re. Associate Director -Highways		
4	Re. Associate Director- Strategic Planning & Regeneration		
5	Transport for London		
6	LBB Client Commissioning Team		
7	Network Manager (Highways)		
8			
9	Traffic & Development Manger		Neil.Richardson@barnet.gov.uk 0208 359
10			
11			
12			
13			
14			
15	LBB Highway Commissioner	Interface for approval of NMP by LBB. Sign off of Annual Performance Report	Declan.Hoare@barnet.gov.uk
16	Traffic Manager		<a href="mailto:Liam.Davies@barnet.gov.uk">Liam.Davies@barnet.gov.uk</a> 0208 359 3005
17	Re. TMA Streetworks Team		<a href="mailto:NRSWA@barnet.gov.uk">NRSWA@barnet.gov.uk</a> 0208 359 6427
18	Asset Management		Chris Chrysostomou 0208 359
19	Construction and Design - Traffic and Development Manager		<a href="mailto:lisa.wright@barnet.gov.uk">lisa.wright@barnet.gov.uk</a> 020 8359 3049
20	CPZ's New/Extended – Senior Engineer		<a href="mailto:Gavin.woolery-allen@barnet.gov.uk">Gavin.woolery-allen@barnet.gov.uk</a> 020 8359 7454
21	TMO's – Senior Engineer		<a href="mailto:Gavin.woolery-allen@barnet.gov.uk">Gavin.woolery-allen@barnet.gov.uk</a> 020 8359 7454
22	Traffic Signal Liaison – Senior Engineer		<a href="mailto:Jane.shipman@barent.gov.uk">Jane.shipman@barent.gov.uk</a> 020 8359 7226
23			

Missing contact details tbc as part of consultation process

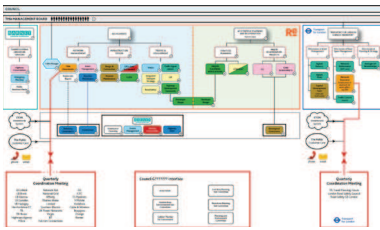


Refer to diagram 3.5 on page 14

## Appendix G

Ref	Organisation/Role	Influence Type	Contact Details
24			
25			
26			
27			
28			
29			
30	Emergency Planning Manager		<a href="mailto:Kate.Solomon@barnet.gov.uk">Kate.Solomon@barnet.gov.uk</a> 020 8359 2118
31	Senior Permit Coordinator		Tony Hopkins 0208 359 6427
32	Clerk of Works		Mark Cooper 0208 359
33	Senior Engineer		Shan Vaiti 0208 359
34	Traffic and Development Manager		<a href="mailto:Gangan.pillai@barnet.gov.uk">Gangan.pillai@barnet.gov.uk</a> 020 8359 3044
35	Integrated Transport Strategy - Senior Engineer		<a href="mailto:Jane.shipman@barent.gov.uk">Jane.shipman@barent.gov.uk</a> 020 8359 7226
36	LIP - Senior Engineer		<a href="mailto:Jane.shipman@barent.gov.uk">Jane.shipman@barent.gov.uk</a> 020 8359 7226
37			
38			
39			
40	Road Safety - Traffic and Development Manager		<a href="mailto:Lisa.wright@barnet.gov.uk">Lisa.wright@barnet.gov.uk</a> 020 8359 3049
41	Highways Development Comments - Traffic and Development Manager		<a href="mailto:Gangan.pillai@barnet.gov.uk">Gangan.pillai@barnet.gov.uk</a> 020 8359 3044
42			
43	London Streets Traffic Control Centre		(0) 845 850 2621
44	Developer Design Guide – Traffic and Development		<a href="mailto:Gangan.pillai@barnet.gov.uk">Gangan.pillai@barnet.gov.uk</a> 020 8359 3044
45			

*Missing contact details tbc as part of consultation process*



Refer to diagram 3.5 on page 14

Ref	Organisation/Role	Influence Type	Contact Details
46	Street Scene –Parks, Open Spaces, including highway verges and tree maintenance		Jenny Warren
47	Street Scene - Refuse		Jason Armitage
48	Street Scene - Cleansing		Jason Armitage
49	Parking Enforcement Manager		Paul Bragg
50			
51			
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60			

*Missing contact details tbc as part of consultation process*

# Appendix H

Re TMA Project Team

**DRAFT**

<b>TMA Network Management Plan Board/Project Team</b>	
<b>Service Function</b>	<b>Lead Contact(s)</b>
Traffic Manager	Liam Davies
Streetworks	Tony Hopkins
Planned Maintenance & Asset Management	Chris Chrysostomou
Traffic and Development Manager	Gangan Pillai
Highways Manager, T & D	Neil Richardson
Senior Engineer	Jane Shipman
Principal Engineer	Lisa Wright
AD Strategic Planning & Regeneration	Martin Cowie
Major Regeneration Projects	Mervyn Bartlet
Street Scenes/Parking/Cleansing	Paul Bragg



# Appendix I

## London Permit Scheme Objectives Overview

The objectives of LoPS were laid out in Section 2 of the Scheme. These are summarised below along with how they have been met within the second and third years of operation.

- 1) To provide an environment to help each of the Permit Authorities operating LoPS to meet their Network Management Duty (NMD);

The LoPS environment through its Committee and Task Forces and Permit Advice Notes (PAN) gives the London Permit Authorities direction and guidance towards meeting their NMD. The London Permit Scheme helps the London Borough of Barnet achieve its NMD by allowing more detailed assessment of the impact works will have on the road network and therefore better decision making when co-ordinating. Opportunities to encourage collaborative working, minimum dig technologies, and appropriate placement of apparatus all lend themselves to the expeditious movement of traffic.

- 2) To support those seeking to minimise disruption and inconvenience across London by encouraging good practice, mutual and collaborative working arrangements, and a focus on coordination and getting it right;

The London Permit Scheme allows for the waiving of permit fees for works promoters carrying out collaborative working and lower fees if carrying out works on traffic sensitive roads at non traffic sensitive times as an incentive for works promoters to co-ordinate and plan their works with minimum disruption. Barnet attends and contributes to the Works Task Force, Permits Practitioners Task Force, Joint Permit Group and Operational Committee and feeds back best practice via its quarterly co-ordination and performance meetings with works promoters. Barnet focuses co-ordination on road closures to identify collaborative opportunities and arranges ad hoc meetings with relevant works promoters to make arrangements for mutual and collaborative works to take place.

- 3) To encourage a high emphasis on safety for everyone including site operatives and all other road users with special emphasis on people with disabilities;

In line with the London Permit Scheme the details contained within permits and their attached conditions help ensure works are carried out safely as planned with a particular emphasis on people with disabilities. Where unforeseen difficulties are encountered new agreements can be confirmed via variations maintaining the emphasis on safety. Inspections are carried out whilst works are in progress to ensure compliance with Safety codes of practice, results are fed back to the works promoters through regular performance meetings. Internal inspections on the London Borough of Barnet's own works are carried out and reports submitted back to monthly contractor meetings to drive improvements in performance. Fixed Penalty Notices and Shadow Fixed Penalty Notices can be issued against breaches in conditions relating to safety in order to improve performance by all work promoters.

Barnet sits on the Works Task Force which as detailed beneath in 2.3 developed the joint inspection exercise which allows areas of best practice to be identified in relation to site safety.

- 4) To encourage a sharing of knowledge and methodology across the industries working within the London Permit Scheme;

The meetings and Task Forces within the London Permit Scheme act as a regular opportunity to discuss and share knowledge and methodology amongst the industries working within the scheme. These are reinforced during performance and coordination meetings at local level.

- 5) To emphasise the need to minimise damage to the structure of the highway and all apparatus contained therein;

Minimum dig techniques and reinstatement agreements can be reflected in the conditions of permits. Barnet has worked with companies such as National Grid to encourage vacuum excavation methods which minimise damage to the structure of the highway and all apparatus contained therein.

- 6) To provide a common framework for all activity promoters who need to carry out their works in London;

The London Permit Scheme allows works promoters to follow a single set of rules. The Task Forces and PANs help resolve issues of interpretation through consensus.

- 7) To treat all activities covered by the scheme and activity promoters on an equal basis.

The London Permit Scheme's Key Performance Indicators and Objective Measures have been set to help ensure equality for all activities and works promoters. The London Borough of Barnet has focused resources on ensuring an even playing field between all activities and works promoters. Permit applications are treated with parity during the review process. Barnet's Fixed Penalty Notice (FPN) scheme introduced in July 2012 to improve performance incorporates shadow FPNs for its own internal works. Barnet's Authority Permit Officer carries out inspections on internally promoted works to drive parity.

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# DRAFT

## Network Recovery Plan Approach DRAFT HAMP Addendum A

March 2014 | Version 1: July 2014





# Contents

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## Contents

1. Setting the Scene	1
2. Addressing the problem	2
3. Types of treatment	4
4. Footways	5
5. Third Party Claims	6
6. Outputs and Outcomes	7

### Appendices

Appendix A	2013-2014 Highway Capital Business Case Submission
Appendix B	Example Network Recovery Investment Scenario Dashboard
Appendix C	First Draft LBB/Re. Partnership Scenario Dashboard

(THE APPENDICES ARE NOT INCLUDED IN THIS DOCUMENT PDF)

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# Section 1

## Setting the Scene

### Setting the scene

This draft approach to a Network Recovery Plan approach to Highway Asset Management is Re.'s commitment T3-78.

It is promoted as a key initiative to address the realities of inadequate funding for highway infrastructure maintenance.

The LBB network maintained under a service contract agreement with Re. Partnership comprises some 5,000,000m<sup>2</sup> of carriageway and 3,000,000m<sup>2</sup> of pedestrian footways.

Current levels of planned maintenance replace less than 0.5% by area each year during which time the rate of deterioration greatly exceeds this level of replacement.

The highway network deteriorates year by year due to wear and environmental factors. If this deterioration is not addressed the value of the network depreciates. If maintenance is not carried out, a maintenance backlog occurs which deterioration adds to.

A Network Recovery Plan aims to address the maintenance backlog and to arrest depreciation in the network.

Before we can start to recover the network, we need to know what condition it is in. We do that by carrying out technical surveys on the highway network that identify certain defects. This collected data then undergoes an engineering assessment that adheres to central government guidelines to produce an overall condition index. However, we are able to refine the assessment to give better targeting of the sites requiring attention.

The network can then be classified according to the index, into scarlet, red, amber, yellow and green levels. Red represents areas that need attention, amber are areas that will need attention in the near future, yellow areas are showing signs of deterioration whilst green is generally good. Scarlet sites require substantial intervention with hot materials.

### Network Hierarchy – Risk Assessment

The Network Recovery Strategy will be approached in conjunction with a review of the network operational hierarchy which, subject to analysis being completed, will beneficially assist with prioritisation of network repairs i.e. focus expenditure to parts of the network most used and most important.

## Section 2

# Addressing the problem

## Addressing the problem

The aim of the Network Recovery Plan is to recover the network to reach a sustainable steady state at a minimum cost.

The result is to move from an expensive, reactive maintenance regime to a more planned, affordable programme. It will identify and intervene in areas of concern. Those sites of concern will incorporate targeted repairs, where necessary, and the extensive use of planned, preventative maintenance techniques.

To start to recover the network we must address two main areas:

(i) the maintenance backlog must be tackled.

The maintenance backlog has been defined as the value of the work required to remove the 'red' areas i.e. to turn them green

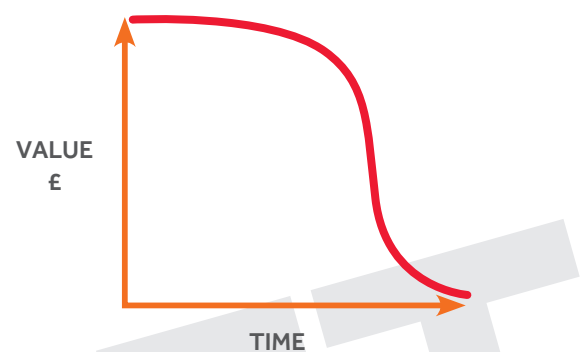
(ii) the natural deterioration of the network.

Deterioration occurs on the highway due to a number of reasons.

- Ageing process. Oxidation of bituminous materials occurs over a period of time causing surfacing to become loose and eventually to break up.
- Traffic Loading. Vehicles, especially heavy goods have a detrimental affect on the carriageway, actually causing defects by wear or making existing defects worse.
- Damage. This can be described as events that compromise the road surface. A good example would be poor utility reinstatements. Utility work needs to be rigorously policed in order maintain high standards of workmanship and materials
- Water, either standing on the highway or penetrating the underlying structure of the road, due to poor drainage. .

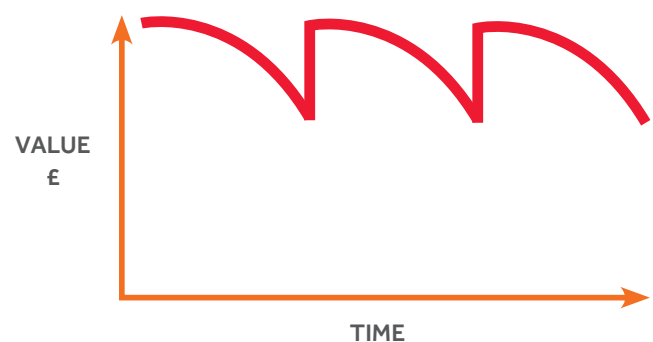
The loss in value of a highway due to deterioration is known as depreciation, which is the cost of maintaining an asset over a life cycle.

The rate at which depreciation occurs can be represented on this graph.



It can be seen that when a certain point is reached in time, the depreciation accelerates rapidly resulting in higher maintenance costs. The time for bitumen to age to reach this point is 10 years as defined in the TRL Report 24.

**The Network Recovery Plan attempts to address the roads that are further down the curve (the backlog), but also to treat the roads that are near the 'tipping point' with a preventative measure. Preventative techniques will extend the short term life, will delay the depreciation and have the benefit of being easier, cheaper and quicker to apply.**



## Section 2

# Addressing the problem

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### Overview of approach

- Roads that have already failed will need a more extensive structural repair.
- Applying preventative maintenance techniques, with targeted repairs to address any underlying structural problems, will make financial resources go further.
- Roads suffering increasing rates of deterioration are targeted with preventative-maintenance techniques to stop them failing and to delay depreciation.
- The preventative-maintenance techniques are surface treatments.
- The overall approach achieved is one of full-life costing.

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### Types of treatment

There are many treatments available to us making use of new developments and innovations. Using our engineering skills and judgement, we can apply surface treatments with targeted repairs as opposed to more costly reconstruction treatments.

All carriageway and footway sites targeted are given a detailed Engineering inspection. These inspections produce a bespoke, detailed design for the repair works at each location.

Scarlet areas are deemed to have already failed and will need a more extensive repair. By applying maintenance techniques, with targeted repairs to address any underlying problems, resources can be made to go further. Amber and yellow areas can be targeted with preventative techniques to stop them becoming red and to delay depreciation. These are in the form of surface treatments of which there are a number of options.

### Carriageways:

#### **100mm Inlay with Hot Materials**

Replace the top 100mm surface by machine.

#### **40mm Inlay with Hot Materials**

Replace the top 40mm surface by machine.

#### **Micro Asphalt with membrane and targeted pre patching**

Thin extra layer of 10mm added to a surface with a membrane to increase the strength. This is a preventative measure that will arrest deterioration and extend the life span by 10 years.

#### **Micro Asphalt with targeted pre patching**

This is similar to the above, but without the structural membrane. This will be used on roads that are not subjected to as much heavy traffic.

#### **Renew Binder Course with later Surface Dressing.**

Put a new layer of cheaper blacktop on the top and apply a preventative treatment at a later date.

#### **Surface Dressing with targeted pre patching**

This is a preventative treatment that includes patching defects first, followed by an application of bitumen with chippings as a new running surface. Again 10 years life can be expected of the treatment.

#### **Restorative Clause 950 Bitumen Preservative**

A bitumen emulsion with restorative properties that will seal a surface and arrest deterioration for 5 years.

#### **Targeted Repairs**

We will use a full range of techniques for targeted repairs:

- Jet patching
- Infra-red repairs
- Hot materials
- Reinforced slurry
- Proprietary products.

Of course, these techniques have been equally applied to reactive maintenance to drive down costs.

The final version will include some pictorial and/or cross section design illustrations of the treatments

### Footways

Reconstructing failed footways is labour intensive, time consuming and, consequently, very expensive (unit cost circa £65 per square metre) and we propose the progressive replacing of paved footways with bituminous materials in the quieter streets with little footfall.

Prestige Town Centre footways and public spaces and any footways subject to Conservation Area requirements would not be affected.

**Comment:** This will only be done after discussing and developing a new policy for material types and its discussion and approval by the LBB Environment Committee.

Most networks' footways need substantial maintenance. The Capita's Engineers have devised:

- A policy for improving the overall condition of the footways by the reintroduction of planned, preventative maintenance
- a set priorities for repair based on use by the public and condition.
- An integrated approach to maintaining the carriageways and footways so that the relative priorities are resolved.

The basis for the approach is the footway condition surveys which are systematically done and analysed through the Pavement Management System (PMS).

The approach includes assessing the trends in third-party claims in conjunction with the Insurance and Risk Manager, and Service Requests (SRs) and for any clusters of problems on a particular footway.

This means that:

- We only initially deal with the busiest footways, on a planned basis
- The rest of the footway network, will continue to be repaired based on the Safety Inspection System Policy, as necessary, to keep the Section 58 defence in place against third-party claims, until they receive planned attention
- The quieter flagged footways will be re-laid with flexible materials. However, some of the less-busy flagged footways are in very bad condition and have to be replaced
- The flexible footways will be repaired and sealed up with bituminous slurry. That will give them at least an extra ten years of life.

Again we produce targeted sites, subject to detailed Engineering inspection giving us the correct repairs and techniques.

## Third Party Claims

For both carriageway and footway programmes, the lists of candidate streets will be cross-checked with the GIS layer showing third-party claims. In that way any concentrations of claims could included in the programmes.

The effect of the Network Recovery Programme on the level of such claim instances/opportunities will be a significant reduction.

The Network Recovery Strategy presents the opportunity to work with the LBB Insurance and Risk Manager to develop focussed 'Invest to Save' schemes to reduce the Council's annual financial liability arising from the self insured policy.

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## Section 5

# Outputs and Outcomes

## Outputs and Outcomes

This section is under development reflecting pending changes in Asset Management Accounting concerning Depreciated Replacement Cost and the latest condition survey backlog projections. The final version will include an agreed Network Recovery Plan reflecting available funding.

Applying Asset Management condition analysis and experience, we can model the deterioration of the highway network and produce a Network Recovery Plan to:

- Remove the maintenance backlog
- Stop the deterioration and
- Return the network to a steady-state condition that is sustainable.

We propose to produce a fully designed, priced capital programme for the first year of the Plan and priced programmes of work and target sites for the next four years, until the highway network reaches steady state.

Thereafter, the overall planned maintenance programme runs at approximately half the cost of the annual deterioration.

As a result of following the Network Recovery Plan, and carrying out treatments every year, deterioration can be arrested and the value of the highway network maintained.

The ultimate outcome for the Network Recovery Plan is that it can be devised and delivered such that will cost less each year than the annual depreciation rate.

## Indicative Projections.

Based on the 2012 condition surveys the highway maintenance backlog, using the traditional treatments used in Barnet so far, has been estimated at £97.3 million (£56.5 m on carriageways and £40.8 m on footways). This equates to a required investment of £20m per year for 5 years which is clearly not affordable under the current financial climate.

This Network Recovery Plan is based on preventative type treatments which are cheaper and quicker to apply and will extend the life of the carriageway. Preliminary calculations put the cost of the recovery plan to about £6.5m per year over a 6 year period, with an added 3% inflation.

This cost is considered affordable by the Council, particularly bearing in mind that this investment will produce the following additional benefits:

- A reduction of the reactive maintenance costs from the current level of 2m to the level of the current Revenue budget of less than £0.5.
- A reduction in insurance related claims from the current level of an estimated £1m per year to say £200K.

More accurate figures are currently being prepared, using the latest condition surveys of the Barnet's network, to accurately evaluate the cost and benefits of the Network Recovery Plan.





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## Operational Network Hierarchy Review

March 2014 (Review Version 1: 4th July 2014)



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## 1. Overview

### 1.1 Purpose

The purpose of this document is to explain the complete process and methodology used by the London Borough of Barnet (LBB) to produce their Operational Network Hierarchy using a factor based scoring system.

### 1.2 Background

The general operational characteristics\* of a road network route are typically encapsulated within the traditional designations of the road classification (see section 2), Traffic Management Act traffic sensitivity designations, the Transport for London Network (TLRN) and the Strategic Road Network (SRN).

*\* vehicle flows, percentage of HGVs, bus routes, importance to the economy, role in connecting population centres - cities/towns/settlements, network sensitivity (to congestion and disruption).*

Such factors are also key considerations and components in the designations of Highway Asset Management Plan (HAMP)/Transport Asset Management Plans (TAMP) network service level standards and for the Traffic Management Act Network Management Plan, particularly in terms of 'congestion' journey time reliability and network resilience.

Collectively such 'embedded' factors in the designation already set out the comparative importance between different parts of the network in terms of operational usage and importance between different routes and are an appropriate 'foundation' for an operational maintenance hierarchy.

There are a number of other factors that may necessitate particular localized parts of a network being recognized in the operational hierarchy as being significant and so upgraded or alternatively downgraded.

**The Operational Hierarchy** (OH) has been developed in response to a Re commitment (T3-81) to assess the whole of the LBB carriageway network against a range of operational factors which together reflect the level of use and relative importance of particular routes or localised parts of the network. The project has defined a points score based LBB operational hierarchy which will be established and maintained in an electronic database\*.

*\* The system will be maintained and used through the computerised geographical information system (GIS) and integrated with Bentley EXOR. (Appendix J sets out the database structure). Contact: Vince Thomas.*

The OH will be used by LBB and Re to formulate the strategies and policy for the Safety Inspection system and annual highway maintenance service capital and revenue programmes. The OH will help drive important service efficiencies.

*pictures to be added to final version*

# Operational Network Hierarchy Review

## 1.3 Why is an Operational Hierarchy needed?

It is necessary to have a hierarchy because different parts of the carriageway network have different characteristics and risks to road users.

All Highway Authorities must comply with the Highways Act and in particular it is essential to be able to apply the Section 58 statutory defence to defend third party claim liabilities by demonstrating reasonable systems and maintenance to ensure road user safety. **A key part of such systems is a clear basis for applying different inspection and maintenance expenditure plans for different parts of the highway network.**

Drivers using the highway network are familiar with the national road classifications on roadmaps and being guided by advance directional road signing to a destination (M1, A41, A406, A5109 etc.). This is the system used by Satellite Navigation systems to select journey route options. The use of the Transport for London (TfL) Strategic Network road classifications and signing is designed to direct traffic in an efficient manner and achieve optimum journey times with free flow traffic.

Through this system drivers recognise that Motorways have the highest classification because of the volume of traffic they carry and their importance to the economy in distributing all manner of freight and goods. They are multi lane carriageways, properly designed and constructed and have good maintenance regimes supported by revenue and capital funding. At the opposite end of the scale local roads on residential estates and in rural areas are known by their street name and will typically be narrower single carriageway roads carrying low levels of traffic, in many cases with little or no formal construction.

The Code of Good Practice for Highway Maintenance (Well Maintained Highways) provides nationally prepared guidance on how all highway authorities should define their networks in order to produce a network hierarchy. In simple terms the busiest or most important routes will be inspected most frequently and require expenditure to be prioritised over less well used or important roads.

*pictures to be added to final version*



# Operational Network Hierarchy Review

## 1.4 Benefits of an Operational Network Hierarchy

The network hierarchy is an essential tool for the Highway Authority and maintenance engineers to ensure that highway maintenance expenditure is focused where it will give the best value and is most needed. It is very important that the process followed is transparent, understandable, fair/equitable and auditable.

The reality is that demand for highway maintenance works has exceeded available budget resources for as long as maintenance engineers can remember and as a result there is a constant need for prioritization of maintenance schemes. Members and Officers alike need a justifiable basis for making decisions on which schemes to take forward and which to defer.

The application of a clear set of factors through a consistently applied points system will direct higher or lower levels of service designation for different parts of the network. The factor based adjustments will typically impact on localized sections of the network rather than whole route parts of the operational network, an example would be, for instance, in the immediate proximity of an important hospital, industrial estate or major food distribution centre.

## 1.5 Operational Network Hierarchy Scoring Process

The LBB/Re have devised a straightforward and consistent strategic network scoring system which derives a score by applying points against a range of 8 factors (see Appendix C) to each part of the network. This approach is carefully designed to assess the relative role and importance of a particular part of the network to road users. The 8 factors cover the following broad aspects of a highway network:

- actual usage in terms of volumes of traffic (both cars and heavy goods vehicles);
- strategic importance and traffic sensitivity;
- importance of a route to access key public services;
- access to town centres and prestige regeneration areas.

The starting point to the analysis is a 'foundation' score (Factor 1) applied to each part of the network. The foundation score is based on the Well-maintained Highways Code of Practice for Highway Maintenance Management categories for the LBB network (Appendices A & B).

Each part of the carriageway network is then methodically assessed against 7 further factors which have the potential to locally change the operational characteristics of a given route, either on their own or in combination. One such example would be an unclassified road which may in reality have the characteristics of a higher category 'C' road in terms of local volumes of traffic or the dependence/importance to the travelling public. Another example might be a local residential road that usually has low use but is a designated alternative or secondary route to a Hospital.

Applying this approach to the Operational Network Hierarchy will objectively and consistently identify those parts of the network which warrant 'enhanced' or 'reduced' status in the hierarchy due to their locally assessed characteristics. The factor based adjustments will typically impact on localized rather than whole route parts of the operational network.

The database contains the 8 factors, described in Appendix C, together with other data sets needed to calculate the factor scores and support map display functionality. A tabulation of the data fields is included at Appendix J.

The project to establish the hierarchy will apply a test/validation phase.

The total points score variance to the foundation score will establish either a neutral, enhanced or reduced classification for each section.

The assessed operational hierarchy scores for each part of the network are maintained in the database and subject to periodic review by the database administrator (see para. 1.2).



# Operational Network Hierarchy Review

## 2. Links to Existing Road Classifications & Hierarchies

### 2.1 Route Capacity Classifications

Established road classifications are a good indication of relative importance and usage (volume of traffic, particularly HGVs). They directly correlate to network maintenance strategy and carriageway asset deterioration (wear and tear). Road classifications will periodically be reviewed as new infrastructure impacts on strategic routing. By way of example an 'A' road may be re-classified to a 'B' Road as a result of a new by-pass.

There is a correlation between the volume of traffic flow and the risks to users. It is important to identify those sections of the network which are carrying significantly more traffic than they have been designed for. The traffic capacities for urban roads are tabulated in Appendix D. These traffic flows are the basis for assessing factor 2, the vehicular traffic volume and factor 3, the HGV adjustment.

### 2.2 Well Maintained Roads Code of Practice Hierarchy

The Code of Practice (COP) guidance for maintenance hierarchies relates to the Motorway, Principal, Non Principal and unclassified networks but offers the opportunity for refinement of categories using a range of relevant factors such as vehicle speeds, junctions, properties frontages, and pedestrian activity, by way of example.

The primary function of the maintenance hierarchy is to:

- underpin the COP directive for needs based maintenance and resource (budget) allocation;
- provide the Section 58 defence under the Highway Act 1980 in terms of risk management;

The COP adapted maintenance hierarchy determines the intervals of regular scheduled inspection and the defined intervention points in terms of safety defects and will be the basis for the Highway Maintenance Plan. The hierarchy also directs the prioritization of planned maintenance programmes (revenue and capital).

Appendix E illustrates the relationships and linkage between route classifications, road classifications, COP hierarchy guidance and inspection frequencies.

*pictures to be added to final version*

# Operational Network Hierarchy Review

## 3. Network Review and Monitoring

The network will be periodically re-assessed using the guidelines and factor based point scoring approach. It is recommended that an annual formal reassessment is conducted. The database will be the 'tool' to conduct the review.

## 4. Role of Hierarchy on Capital and Revenue Investment

The points scoring system is designed to achieve an appropriate level of sensitivity to be able to influence and justify the movement of a foundation classification route to a higher or lower band of service or prioritization attracting either an enhanced or reduced level of service and resource allocation.

The diagram in Appendix E is illustrative of the connectivity between bandings and thresholds on service delivery outcomes and ultimately ...expenditure and investment.

The factors potentially raise or lower the importance of a route or part of a route. The reasons may be permanent, semi permanent or temporary. Periodic reviews of the network will revisit such factors.

**The Operational Hierarchy classification will not formally alter the route classification but it will identify parts of the network which are required to function with non typical characteristics. This assessment will inform operational risk and budget decisions.**

In operational terms the 'importance' of a route in terms of need for maintenance (capital or revenue) will be defined by:

- Safety Defect Rating System for frequency of inspection (and defect intervention levels);
- The order/priority that the planned maintenance programme is tackled.

## 5. Role of Operational Hierarchy on Insurance Claims

Poorly maintained roads leave the Council wide open to insurance claims for vehicles, street furniture and public boundaries damaged as a result of hitting a pothole. Whilst the Council is not liable for a defect they do not know about, they will be required to demonstrate that an effective system is in place to ensure road condition surveys are carried regularly. The Council must also demonstrate that if they are notified of defects, either by their own staff or a member of the public, that repairs are completed within a timely manner.

The Operational Hierarchy enables route scores to be adjusted to capture a variety of factors which influence

the frequency of inspection surveys. The Council can define additional factors which have local significance. Appendix F refers to an additional factor which would capture links where the pavements life is near an end but yet funding is not yet available to undertake works.

This would raise the overall score of a link which is showing signs of deterioration and potentially increase the frequency at which it is inspected. This would reduce the potential for insurance claims and the lost time and cost required to deal with both liable and blameless incidents.

# Operational Network Hierarchy Review

## 6. Recommendations

It is our recommendation that the Council take the following actions:

1. Review the whole highway network with regard to an agreed set of factors for which data is available and ascertain a new Operational Network Hierarchy;
2. Use the Inspectors manual assessment to sense check the results;
3. Re-define the frequency of each link in the Barnet road network;
4. Design inspection routes based on the revised frequencies using the MapInfo database to calculate route lengths;
5. Determine other factors, for which data is not available, that have local significance and obtain data sets to strengthen database value.

*pictures to be added to final version*

Appendix A  
Carriageway Hierarchy

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# Operational Network Hierarchy Review

## APPENDIX A

### Carriageway Hierarchy

Extract from Well-maintained Highways Code of Practice for Highway Maintenance Management.

Category	Hierarchy	Type of Road	Description
1	Motorway	Limited access motorway regulations apply	Routes for fast moving long distance traffic. Fully grade separated and restrictions on use.
2	Strategic Route	Trunk and some Principal 'A' roads between Primary Destinations	Routes for fast moving long distance traffic with little frontage access or pedestrian traffic. Speed limits are usually in excess of 40 mph and there are few junctions. Pedestrian crossings are either segregated or controlled and parked vehicles are generally prohibited.
3a	Main Distributor	Major Urban Network and Inter-Primary Links. Short - medium distance traffic	Routes between Strategic Routes and linking urban centres to the strategic network with limited frontage access. In urban areas speed limits are usually 40 mph or less, parking is restricted at peak times and there are positive measures for pedestrian safety.
3b	Secondary Distributor	Classified Road (B and C class) and unclassified urban bus routes carrying local traffic with frontage access and frequent junctions	In rural areas these roads link the larger villages and HGV generators to the Strategic and Main Distributor Network. In built up areas these roads have 30 mph speed limits and very high levels of pedestrian activity with some crossing facilities including zebra crossings. On-street parking is generally unrestricted except for safety reasons
4a	Link Road	Roads linking between the Main and Secondary Distributor Network with frontage access and frequent junctions	In rural areas these roads link the smaller villages to the distributor roads. They are of varying width and not always capable of carrying two way traffic. In urban areas they are residential or industrial interconnecting roads with 30 mph speed limits random pedestrian movements and uncontrolled parking
4b	Local Access Road	Roads serving limited numbers of properties carrying only access traffic	In rural areas these roads serve small settlements and provide access to individual properties and land. They are often only single lane width and unsuitable for HGVs. In urban areas they are often residential loop roads or cul-de-sacs.

# Appendix B Footway Hierarchy

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# Operational Network Hierarchy Review

## APPENDIX B

### Footway Hierarchy

Extract from Well-maintained Highways Code of Practice for Highway Maintenance Management.

Category	Category Name	Description
1a	Prestige Walking Zones	Very busy areas of towns and cities with high public space and streetscene contribution.
1	Primary Walking Routes	Busy urban shopping and business areas and main pedestrian routes.
2	Secondary Walking Routes	Medium usage routes through local areas feeding into primary routes, local shopping centres etc.
3	Link Footways	Linking local access footways through urban areas and busy rural footways.
4	Local Access Footways	Footways associated with low usage, short estate roads to the main routes and cul-de-sacs.

# Appendix C

## Application of Factor Points

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# Operational Network Hierarchy Review

## APPENDIX C

### Application of Factor Points

Factor 1 is the baseline 'foundation' score to which factors 2-8 inclusive are then applied (added or subtracted) to establish the LBB operational hierarchy score.

Factor			Points Awarded
1	Foundation Score	<p>The foundation scores are based on the existing LBB Network classification (see Appendix A).</p> <p>Type 2 Strategic Type 3a Main Distributer Type 3b Secondary Distributer Type 4 Link Road Type 4b Minor Access Road</p>	<p>500 400 300 200 100</p>
2	Vehicle Flows Adjustment	<p>Where actual traffic flows are available and vary with the traffic flow baseline a graduated points scale is applied.</p> <p>Where no measured traffic flow is available an option is available to accommodate local knowledge:</p> <p>Actual/Perceived AADT &gt;50% of baseline Actual/Perceived AADT &gt;40% of baseline Actual/Perceived AADT &gt;30% of baseline Actual/Perceived AADT &gt;20% of baseline Actual/Perceived AADT &gt;10% of baseline</p> <p>Actual/Perceived AADT &lt;10% of baseline Actual/Perceived AADT &lt;20% of baseline Actual/Perceived AADT &lt;30% of baseline Actual/Perceived AADT &lt;40% of baseline Actual/Perceived AADT &lt;50% of baseline</p>	<p>+100 +80 +60 +40 +20</p> <p>-20 -40 -60 -80 -100</p>
3	Heavy Goods Vehicles (HGV)	<p>Traffic survey guidelines state that HGVs account for approx. 10% of traffic. Significantly higher or lower levels indicate the role and importance of that link in the network to commerce.</p> <p>This factor also reflects the asset wear and tear.</p> <p>Actual HGV traffic &gt;20% of traffic flow Actual HGV traffic &lt; 5% of traffic flow</p>	<p>+50 -50</p>
4	Traffic Sensitive (including Bus Routes)	<p>The NRSWA identifies that a street designated as traffic-sensitive must have one or more of the following criteria:</p> <p>(a) The street is one on which, at any time, the street authority estimates traffic flow to be greater than 500 vehicles per hour, per lane of carriageway, excluding bus or cycle lanes.</p> <p>(b) The street is a single carriageway two-way road, the carriageway of which, is less than 6.5 metres wide, having a total traffic flow in both directions of not less than 600 vehicles per hour.</p> <p>(c) The street falls within a congestion charges area.</p> <p>(d) Traffic flow contains more than 25% heavy commercial vehicles.</p> <p>(e) The street carries more than eight buses an hour.</p>	

# Operational Network Hierarchy Review

## APPENDIX C

Factor			Points Awarded
		<p>(f) The street is designated for pre-salting, by the street authority as part of its programme of winter maintenance.</p> <p>(g) The street is within 100 metres of a critical signalised junction, gyratory or roundabout system.</p> <p>(h) The street, or that part of a street that, has a pedestrian flow rate in both directions at any time, of at least 1,300 persons per hour, per metre width of footway.</p> <p>(i) The street is on a tourist route or within an area where international, national, or significant major local events take place.</p> <p>For sections of the network (regardless of category) which are designated traffic sensitive</p>	+25
5	Strategic Road Network	<p>This factor adds emphasis and prioritization to operational networks service standards for the strategic integrated transport network which influences the speed and reliability of journey times.</p> <p>Diversionary routes (formally designated in the Network Management Plan (congestion management) and/or the Emergency Plan)</p>	+75
6	Single Settlement and Designated Primary Accesses	<p>The purpose of factor 7 is to recognize the 'no alternatives' (single access) function of a road as access to a settlement or the designation of one principal access road where several options exist.</p> <p>6a Sole access 6b Designated primary access 6c Non primary access</p> <p>This factor applies a refinement in relative importance to localised groups of unclassified routes.</p>	+75 +50 -25
7	Key Public Service (KPS) Accessibility	<p>The purpose of this factor is to recognize the local importance of a route or road in accessing/servicing important community facilities.</p> <p>Additional points to be applied for sections of the network that have localised importance in accessing/servicing:</p> <p>7a Major regional hospital 7b Major educational facility 7c Comprehensive school 7d Industrial estate/business park/major retail parks 7e Secondary healthcare facility 7f Emergency services 7g Leisure centre 7h Community centre 7i School 7j Major strategic car park</p> <p>The vicinity of specific locations will be assessed to decide on logical cut off points for application of any KPS factors.</p>	+100 +75 +75 +75 +50 +50 +50 +50 +50 +50 +50
8	Tourist Locations	<p>An adjustment factor to recognise the importance of a route to the local economy, increased seasonal volumes of traffic and public perception of LBB by visitors. Applies to primary tourist destinations based on Tourism Strategy.</p> <p>Recognised tourist route.</p>	+25

# Appendix D

## Traffic Capacity of Urban Roads

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# Operational Network Hierarchy Review

## APPENDIX D

### Traffic Capacity of Urban Roads

Extracts from DMRB TA79/99

1.4 This Advice Note gives the maximum hourly vehicle capacity for various types of Urban Trunk Road. All capacities quoted are for traffic compositions including up to 15% heavy vehicles; corrections are provided for higher proportions.

1.9 Urban All-Purpose Road (UAP)

An all-purpose road within a built up area, either a single carriageway with a speed limit of 40 mph or less or a dual carriageway with a speed limit of 60 mph or less.

1.10 Capacity

For the purposes of this Advice Note, capacity is defined as the maximum sustainable flow of traffic passing in 1 hour, under favourable road and traffic conditions.

Feature	ROAD TYPE				
	Urban Motorway	Urban All-purpose			
	UM	UAP1	UAP2	UAP3	UAP4
<b>General Description</b>	Through route with grade separated junctions, hardshoulders or hardstrips and motorway restrictions.	High standard single/dual carriageway road carrying predominantly through traffic with limited access	Good standard single/dual carriageway road with frontage access and more than two side roads per km	Variable standard road carrying mixed traffic with frontage access, side roads, bus stops and atgrade pedestrian crossings	Busy high street carrying predominantly local traffic with frontage activity including loading and unloading.
<b>Speed Limit</b>	60mph or less	40 to 60mph for dual and generally 40mph for single carriageway	Generally 40mph	30mph to 40mph	30mph
<b>Side Roads</b>	None	0 to 2 per km	more than 2 per km	more than 2 per km	more than 2 per km
<b>Access to roadside development</b>	None. Grade separated for major only.	Limited access	access to residential properties	Frontage access	Unlimited access to houses, shops & businesses
<b>Parking and Loading</b>	None	Restricted	Restricted	Unrestricted	Unrestricted
<b>Pedestrian Crossing</b>	Grade separated	mostly grade separated	Some at-grade	Some at-grade	Frequent at-grade
<b>Bus stops</b>	None	in lay-bys	at kerbside	at kerbside	at kerbside

Table 1:  
Types of Urban roads and the features that distinguish them

# Operational Network Hierarchy Review

## APPENDIX D

3.1 Table 1 sets out the types of Urban Roads and the features that distinguish between them and affect their traffic capacity. Tables 2 & 3 give the flow capacity for each road type described in Table 1.

		Two-way Single Carriageway - Busiest direction flow (Assumes a 60/40 directional split)								Dual Carriageway				
		Total number of Lanes								Number of Lanes in each direction				
		2		2-3	3	3-4	4	4+	2	3	4			
Carriageway width		6.1m	6.75m	7.3m	9.0m	10.0m	12.3m	13.5m	14.6m	18.0m	6.75	7.3m	11.0m	14.6m
Road Type	UM	Not applicable										4000	5600	7200
	UAP1	1020	1320	1590	1860	2010	2550	2800	3050	3300	3350	3600	5200	*
	UAP2	1020	1260	1470	1550	1650	1700	1900	2100	2700	2950	3200	4800	*
	UAP3	900	1110	1300	1530	1620	*	*	*	*	2300	2600	3300	*
	UAP4	750	900	1140	1320	1410	*	*	*	*	*	*	*	*

Table 2:  
Table 2 Capacities of Urban Roads - One-way hourly flows in each direction

### Notes

1. Capacities are in vehicles per hour.
2. HGV ≤ 15%
3. (\*) Capacities are excluded where the road width is not appropriate for the road type and where there are too few examples to give reliable figures.

# Operational Network Hierarchy Review

## APPENDIX D

Carriageway Width		6.1m	6.75m	7.3m	9.0m	10.0m	11.0m
		2 Lanes			2-3 Lanes		3 Lanes
Road Type	UAP1		2950	3250	3950	4450	4800
	UAP2	1800	2000	2200	2850	3250	3550

Table 3:  
Capacities of Urban One-Way roads, hourly flows

### Notes

1. Capacities are in vehicles per hour.
2. Capacities for one way road types UAP1 at 6.1m width, UAP3 and UAP4 are not shown as there are too few examples to give reliable capacities.
3. Capacities for one-way roads (e.g. UAP2 at 7.3m and 11.0m carriageway widths) are generally less than capacities of dual carriageways in one direction shown in Table 2. The reason is that one-way roads are often of short lengths and form part of a gyratory system between junctions, necessitating high proportion of vehicle weaving and stopping, thereby decreasing the capacities.

Appendix E  
Road Classification:  
Safety Inspection Frequency

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# Operational Network Hierarchy Review

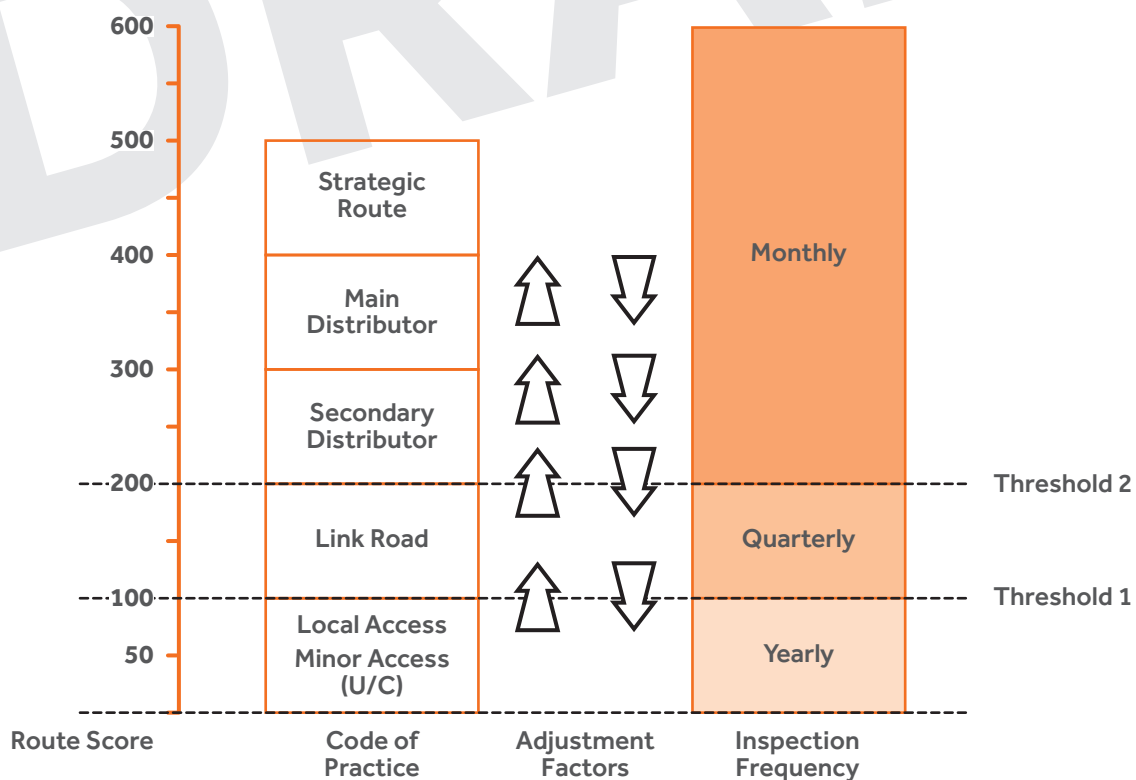
## APPENDIX E

### Road Classification – Safety Inspection Frequency

Extract from Table 4 – Safety Inspection Frequency of the Well-maintained Highways Code of Practice for Highway Maintenance Management

Description	Category	Frequency
Strategic Route	2	1 month
Main Distributor	3a	1 month
Secondary Distributor	3b	1 month
Link Road	4a	3 months
Local Access	4b	1 year
at kerbside	at kerbside	at kerbside

### Road Classification – Service/Resource Thresholds





# Appendix F

## Future Considerations for Operational Network Factors

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# Operational Network Hierarchy Review

## APPENDIX F

### Future Considerations for Operational Network Factors

#### Factor 9 Carriageway Rate of Deterioration (Wear & Tear/Usage)

This factor will reflect construction details and maintenance history (ideally from Pavement Management System) and is included in order to recognize that roads will deteriorate at different rates as a result of construction and maintenance history, requiring different safety inspection intervals (for risk assessment reasons). This factor would influence the Route Special Attention (SA) designation. Planned maintenance restoring the projected rate of deterioration to 'steady state/normal' would remove the designation. It is closely aligned with the risk management of third party claims

- Steady state/normal GREEN
- Advanced/accelerated AMBER
- Critical RED

This factor would be subject to constant review and update by reference to Pavement Management System (PMS) data.

#### Factor 10 Safe Routes in the Communities & Cycleways

This factor will reflect the particular issues where such routes connect with and coexist with the highway network. The Council may consider adjusting the score for routes identified as Safe Routes in the Communities to potentially increase the frequency of inspections on these routes.

#### Factor 11 Streets with Special Engineering Difficulties

This factor will ensure pavement deterioration on links where remedial works would cause additional costs and time, is identified early on. The Council may consider adjusting the score for these links to potentially increase the frequency of inspections on these routes.

#### Factor 12 Routes in need of complete repair

This factor will ensure pavements which are near to the end of their design life and therefore more susceptible to deterioration are inspected more regularly. The Council may consider adjusting the score for these links to potentially increase the frequency of inspections on these routes.

# Appendix G

## Frequently Asked Questions

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### Frequently Asked Questions

*"Once a route has been scored will it ever change?"*

The approach is a 'live system' that importantly allows the effects of ongoing changes to the network, such as those created by a new large housing development, to be constantly reviewed and the operational hierarchy updated as necessary to accommodate permanent, semi permanent or temporary changes.

*"How will I be able to explain that one road is a higher priority?"*

The system makes it easy to identify from the database the particular factor, or combination of factors, that has resulted in a section of road being upgraded or downgraded, for instance if the average volume of traffic is 3000 vehicles/hr and the actual is 6000 vehicles.

*"What are the benefits of this approach?"*

LBB can demonstrate a clear and transparent approach to defining its operational hierarchy resulting in services being prioritized on the basis of need in accordance with best practice Code of Practice guidance.

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# Appendix H

## Strategy and Hierarchy Objectives

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# Operational Network Hierarchy Review

## APPENDIX H

### Strategy and Hierarchy Objectives

- Define the carriageway network on the basis of an operational hierarchy;
- Define the relative importance (of parts of the network) to direct capital and revenue investments in a more structured way;
- Use the route hierarchy to determine highway safety inspection frequencies

*Extract Part C Section 8, Strategy & Hierarchy from Well-maintained Highways Code of Practice for Highway Maintenance Management (updated in September 2013)*

#### 8.7.2

It is important that the hierarchy adopted reflects the needs, priorities and actual use of each road in the network. These may be determined by importance – a route leading to a major hospital, for example. They may be determined by environment – rural, urban, busy shopping street, residential street etc. They may be determined by non-vehicular traffic factors such as pedestrian usage. Indeed, footway priorities may sometimes conflict with carriageway priorities, and hence it is necessary to define separate footway and cycle route hierarchies. Collectively, these issues may be referred to as the 'functionality' of the section of highway in question.

#### 8.7.10

It is also important that hierarchies are dynamic and regularly reviewed to reflect changes in network characteristics and functionality, so that maintenance policies, practices and standards reflect the current situation rather than the use expected Well-maintained when the hierarchy was originally defined. Where major maintenance, construction or other development involves significant traffic diversion, or when congestion in one part of the network results in traffic shift to another part of the network it is important that these changes are reflected in the hierarchy and subsequently in the maintenance and network management regimes.

Appendix I  
Glossary of Terms/Abbreviations

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# Operational Network Hierarchy Review

## APPENDIX I

### Glossary of Terms/Abbreviations

TERM	DESCRIPTION
IDNR	a unique reference for each record generated by the database (not used in scoring calculations)
Route Status	Traffic Regulations categorization eg. 'A', 'B' 'C', unclassified, green lane
COP	Code of Practice (Well Maintained Highways)
USRN	Unique Street Reference Number
SED	Streets with Special Engineering Difficulties

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# Appendix J

## Database Structure

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# Operational Network Hierarchy Review

## APPENDIX J

### Database Structure

FIELD NAME	FACTOR REF.	DESCRIPTION/USE IN DATABASE
USRN		Unique street reference number used in BS7666 Gazetteer. Not used in scoring calculation.
Section_LA		xxx Not used in scoring calculation.
Ward		Subdivision of the London Borough of Barnet. Not used in scoring calculation.
Description		Text description of the network section. Not used in scoring calculation.
Length		Length of the network section. Not used in scoring calculation.
Width		Width of the network section. Not used in scoring calculation.
No. of Lanes		Number of lanes in the network section. Not used in scoring calculation.
Carriageway Type		xxx Not used in scoring calculation.
Road Type		xxx Not used in scoring calculation.
Speed Limit		Speed limit on the network section. Not used in scoring calculation.
Footway Hierarchy		xxx Not used in scoring calculation.
Status		xxx Not used in scoring calculation.
Route Category	<b>1</b>	Sections are categorised by LBB based on the Code of Good Practice Maintenance Hierarchy.
<b>Foundation Score</b>		This score is derived directly from the route category as per the values set out in Appendix C.
Traffic Capacity	<b>2</b>	Maximum hourly capacity for the network section based on DMRB TA 79/99.
Measured Traffic Flow		If traffic survey data, less than five years old is available, actual traffic flows should be recorded.
Assumed Traffic Flow		Where survey data is unavailable this optional field allows local knowledge and observation of flows to be applied.
<b>Vehicle Flow Adjustment</b>		Factor 2 - points added/deducted based on the application of the scoring guidelines set out in Appendix C.
HGV Flow	<b>3</b>	This field allows adjustment if HGV proportions significantly vary from the assumed 15% of total traffic.
<b>HGV Flow Adjustment</b>		Factor 3 - points added/deducted based on the application of the scoring guidelines set out in Appendix C.

# Operational Network Hierarchy Review

## APPENDIX J

FIELD NAME	FACTOR REF.	DESCRIPTION/USE IN DATABASE
Traffic Sensitive Route	4	This field identifies routes designated as traffic sensitive (including bus routes) based on NRSWA guidelines.
<b>Sensitivity Adjustment</b>		Factor 4 - points added/deducted based on the application of the scoring guidelines set out in Appendix C.
Strategic Route	5	This field identifies routes designated as diversionary routes in the Transport for London Network.
<b>Strategic Route Adjustment</b>		Factor 5 - points added/deducted based on the application of the scoring guidelines set out in Appendix C.
Sole Access	6	This field identifies routes which are recognised as having 'no alternative'.
Designated Primary Access		This field identifies routes which are recognised as being the 'principal access'.
Non primary Access		This field identifies routes where several alternative options exist
<b>Access Adjustment</b>		Factor 6 - points added/deducted based on the application of the scoring guidelines set out in Appendix C.
Major regional hospital	7	This field identifies routes key to accessing major regional hospitals.
Major educational facility		This field identifies routes key to accessing major educational facility.
Comprehensive school		This field identifies routes key to accessing comprehensive schools.
Industrial estate/business park/major retail park		This field identifies routes key to accessing Industrial estates, business parks and/or major retail parks.
Secondary healthcare facility		This field identifies routes key to accessing secondary healthcare facilities.
Emergency services		This field identifies routes key to accessing emergency services.
Leisure centre		This field identifies routes key to accessing local leisure centres.
Community centre		This field identifies routes key to accessing local community centres.
School		This field identifies routes key to accessing local primary schools.
Major strategic car park		This field identifies routes key to accessing major strategic car parks.
<b>Key Public Service Adjustment</b>		Factor 7 - points added/deducted based on the application of the scoring guidelines set out in Appendix C.
Tourist Route	8	This field identifies routes which are recognised as being important for tourists.
<b>Tourist Route Adjustment</b>		Factor 8 - points added/deducted based on the application of the scoring guidelines set out in Appendix C.
<b>Operational Network Hierarchy Score</b>		This is the aggregated points score for a section of the network following application of the 8 factors. The extent to which this score varies with the foundation score dictates whether the section is upgraded or downgraded.



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DRAFT

## Developer's Design Guide

March 2014 | Version 1: July 2014

*Congestion outside the Odeon Theatre at High Barnet*







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\* This section is to be developed at a later stage.

# Section 1

## Introduction

Barnet is a prosperous borough with a thriving local economy and relatively low unemployment. It has the second largest borough population in London. The population of Barnet is 356,400, this is a rise of 41,800 since the last census in 2001. Transport and successful network management is vital to maintaining economic prosperity and our ability to meet the needs of our growing population. We share many of the transport challenges experienced across London; increasing traffic congestion, balancing the needs of road users and pedestrians, and a perception that public transport is overcrowded unreliable and expensive. Additionally, we face more local challenges to improve the transport infrastructure to support our ambitious regeneration programme.

Situated in north London Barnet is the fourth largest London borough in terms of area. It has boundaries with five other London boroughs (Camden, Brent, Haringey, Harrow and Enfield), and also with the district of Hertsmere in Hertfordshire.

The borough does not have a single centre; the largest town centre, Edgware, is situated at the extreme north west of the borough at the boundary with the London Borough of Harrow. There are, however a large number of district centres, and the Brent Cross Regional Shopping Centre is situated in the south of the borough.

The London Borough of Barnet contains the second biggest road network in London. As a Borough it contains the longest stretch, 12 kilometres, of motorway in London. In addition there are over 96 kilometres of 'A' roads which means Barnet contains some of the most significant arterial routes into the centre of London. With over 650 kilometres of minor urban roads the Borough contains the second biggest local road network in the Capital.



## Section 2

# What is a Design Guide?

## 2.1 What is a Design Guide?

This Design Guide is a document providing guidance on how development can be carried out in accordance with the design policies of a local authority or other organisation often with a view to retaining local distinctiveness.

This is a comprehensive manual of good practise for all concerned with the design and maintenance of highways, statutory undertakers and developers.

## 2.2 Design Guide Principles

There are four overall aims that are essential to creating successful places. These underpin the principles within this Guide and are:

- 1 **The need for sustainable development that is environmentally responsible, and:**
  - minimises consumption of finite and non-renewable resources;
  - reduces or eliminates harmful emissions; and
  - conserves and improves valuable and valued parts of the historic built and natural environment.
- 2 **The need for community development that provides for a greater sense of involvement in planning and development processes, and:**
  - supports cultural diversity, social interaction and cohesion; and
  - engenders civic pride and a sense of ownership of peoples' immediate and wider environments.
- 3 **The need for inclusive and safe development that is as accessible as possible to all, and:**
  - maximises choice and opportunity;
  - minimises opportunities for crime and anti-social behaviour; and
  - feels safe.

### 4 **The need for attractive development that is fit-for-purpose and:**

- is aesthetically pleasing;
- relates positively to its context; and
- enhances its surroundings. Sound planning policies and clear design guidance are by themselves no guarantee that high quality places will be created and maintained. Achieving good urban design needs to be supported by good processes.

## 2.3 Design Process

There are four processes involved in creating places:

1. **Design Solutions**, this requires on going commitment to improve design quality on the part of all participants.
2. **Applications and Approvals**, which requires the right skills in both the design team and the local authority to ensure that good quality applications are submitted and good quality decisions are made.
3. **Implementation**, which includes considerations of:
  - the practicality of the proposals;
  - how development is to be built out over time;
  - the requirements of agencies such as highways and statutory undertakers; and
  - the need to minimise adverse impacts on the environment and local communities during construction.
4. **Maintenance**, good design can only be successful if it lasts. Spaces and buildings that are difficult or expensive to maintain will not achieve good design. No matter how well designed initially, buildings and spaces that use materials with a short life will not achieve good design.

## Section 2

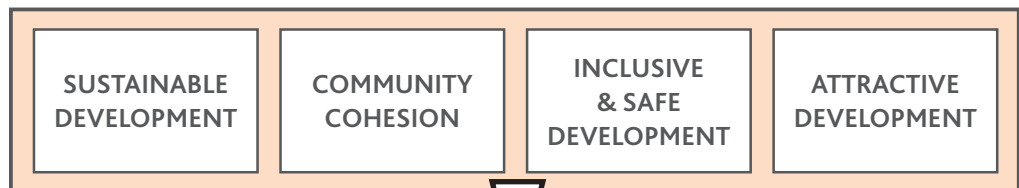
# What is a Design Guide?

The principles within this Guide are underpinned by the aims of;

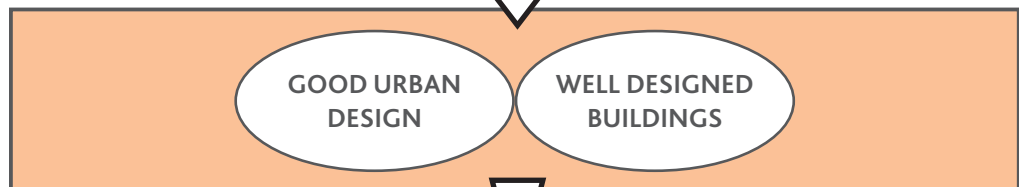
- i ensuring that durable, sustainable and replaceable materials and components are used for construction;
- ii appropriate provision is made for maintaining the development to ensure that the quality of the Boroughs is sustained over time; and
- iii actively involving the agencies responsible for maintenance in the design process.

The diagram below illustrates how design policies and the guidelines set out in this and other Guides relate to the four over-arching themes and the four processes in creating successful places for sustainable communities.

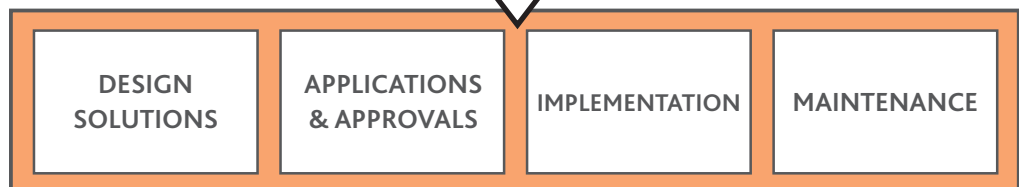
### OVERALL AIMS



### URBAN DESIGN POLICY AND GUIDANCE



### PROCESS SUPPORTING GOOD URBAN DESIGN



## Section 2

# What is a Design Guide?

## 2.4 London Borough of Barnet Developer's Design Guide Support Network

This Design Guide was developed following close consultation with a number of departments across the London Borough of Barnet, most notably Planning, Regeneration and Highways.

### LONDON BOROUGH OF BARNET DEVELOPERS DESIGN GUIDE WORKING GROUP

#### PLANNING

NAME: Tom Wyld and  
Graham Robinson

#### REGENERATION

NAME: Tony Westbrook

#### HIGHWAYS

NAME: Gangan Pillai; Andrew  
Etiang & Kishore Joshi

*Section to be further developed including core responsibilities and core planning policies*

## Section 3

# Using this Design Guide

Key development process stages when the design Guide will be used.

### 3.1 Developer Drafts Initial Proposal

Prior to formally contacting the Local Planning Authority (see Stage 2 below) the *Design Guide* will help the developer to fully appreciate the context of the development site in terms of location and policy context.

The *Design Guide* provides a single source of information that can be interrogated to present key issues relevant to a specific proposal in a particular location.

### 3.2 Pre Application Advice

The Local planning Authority is contacted with a request for formal planning advice. This may include a request for specific input from Officers from: Highways, Conservation, Design, Environmental Health or other Council experts.

[www.barnet.gov.uk/info/930273/advice/638/advice](http://www.barnet.gov.uk/info/930273/advice/638/advice)

Interrogating the policy documents referenced within the Design Guide and ensuring the development accords with relevant parts of Section 8 will increase the acceptability of a scheme, saving time and money at the pre-application stage of an application.

To make best use of this service the developer will provide a draft scheme with an appraisal of the planning issues arising from a proposal presented. The level of detailed response provided will depend upon how comprehensive the submission is.

It should be noted that whilst the Design Guide provides a valuable resource for developers, in the case of larger or more complex planning applications it is always advisable to engage directly with the LPA to receive specific feedback. In such cases it is advisable that the council is engaged either through a number of formal pre-application contacts or by entering into a Planning Performance Agreement.

This service is provided on a chargeable basis to the developer/applicant.

### 3.3 Preparation of Planning Application

Following the applicant seeking Pre-application advice the preparation of submission documents in accordance with the council's **Validation Checklist** is necessary prior to submission.

The Design Guide will provide a useful reference source for the preparation of general documents such as Planning Policy Statements and can be used to refine specific aspects of the design approach in accordance with Section 8.

### 3.4 Clearance of Conditions/S106 Requirements

The Design Guide provides a source for reference when preparing details for various conditions for example hard and soft landscaping, details or street furniture, etc.

### 3.5 Construction

The Design guide provides flowcharts to assist developers in navigating the Councils legal processes for S278 and S38 agreements.



### 3.6 Applying the Guidance

The guidance in this document applies to:

- roads (streets) in residential areas or; areas of mixed residential / local facilities and roads serving employment and commercial developments
- the overall development concept in terms of site access and highways and transportation impacts;
- areas to be adopted as publicly-maintained highways;
- the safety, ease of access to, and future maintenance responsibilities of areas not for adoption; and
- impacts of new developments on existing highways and transportation infrastructure.

It is recognised that due to conditions at a site it may sometimes be difficult to comply with the guidance, particularly on urban, brownfield sites. It is also recognised that the Government and planning authorities are encouraging new, innovative residential layouts that reflect local character while providing for more houses.

So, if an acceptable case is presented with supporting evidence that explaining a proposed layout that is not explicitly covered by these guidelines, it will be considered if :

- the proposals meet the overall policies and objectives set out in this document;
- also meet any other policies and objectives of the relevant highway authority;
- the applicant approaches both the Highway Authority and the planning authority for early joint discussions, to make ensure consideration of matters before preparing any layout proposals; and
- a concept proposal is provided and full supporting details in line the requirements of the Design Guide.

Where highway adoption is proposed then the applicant must start thinking about and preparing the required details as soon as possible and certainly before a planning application is submitted. Otherwise, even if the development is granted planning permission, there is no guarantee that the Council will agree to adopt any roads or areas.

When preparing the required details, the applicant should work closely both with the Highway Authority and the planning authority. Planning authorities will not favour developments that lack quality layout and design.

The Council has produced this Design Guide to aid Developers, Designers and other professionals, and to consider how their proposals will affect the highways and transportation infrastructure. It explains the Design Philosophies, Criteria, and Council Policies, and sets out the procedures for application and processes to be followed for adoption of the infrastructure. It also sets out the Council's requirements for compliance with Legislation, Health and Safety, Environmental and Public Protection.

#### Equalities Impact Assessment (EIA)

As part of EIA the Developer's Design Guide takes into consideration the guidance given in Manual for Streets (MfS) as follows:

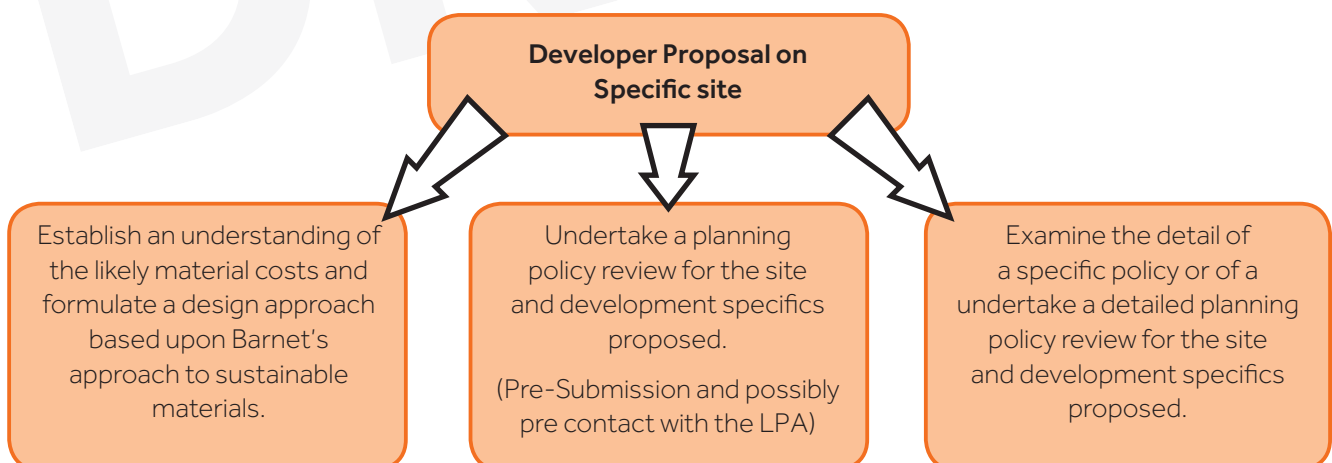
Street design should be inclusive. Inclusive design means providing for all people regardless of age or ability. There is a general duty for public authorities to promote equality under the Disability Discrimination Act 2005. There is also a specific obligation for those who design, manage and maintain buildings and public spaces to ensure that disabled people play a full part in benefiting from, and shaping, an inclusive built environment.

Designers should refer to Inclusive Mobility, The Principles of Inclusive Design and Guidance on the Use of Tactile Paving (1999) in order to ensure that designs are inclusive.



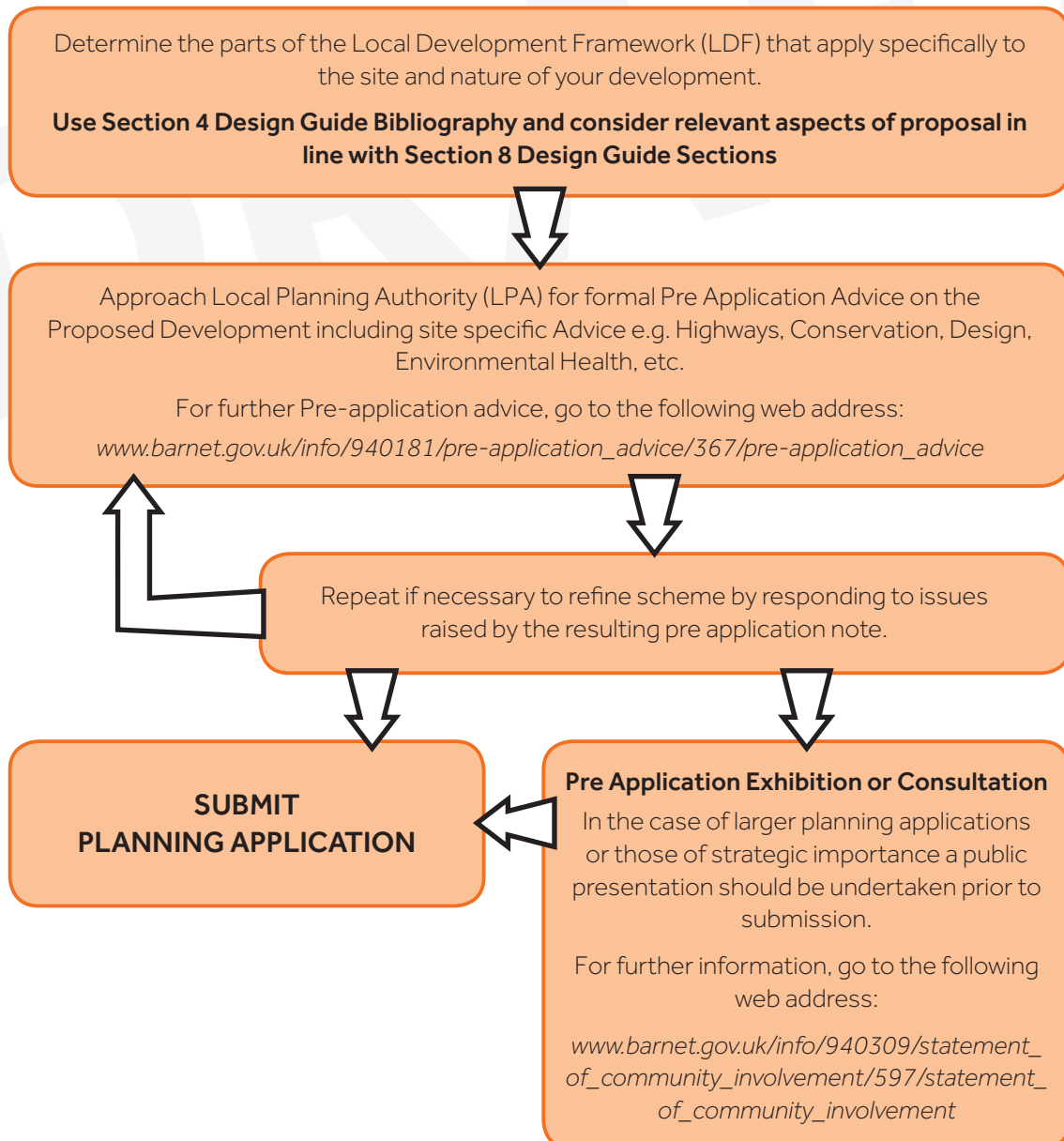
### 3.7 Using the Design Guide in the Planning Process

The purpose of the guide is to provide a single source of information to developers to interrogate in relation to the Council's development policies and its established approach to securing the use of durable sustainable and replaceable materials and components used for construction.



## Section 3 Using this Design Guide

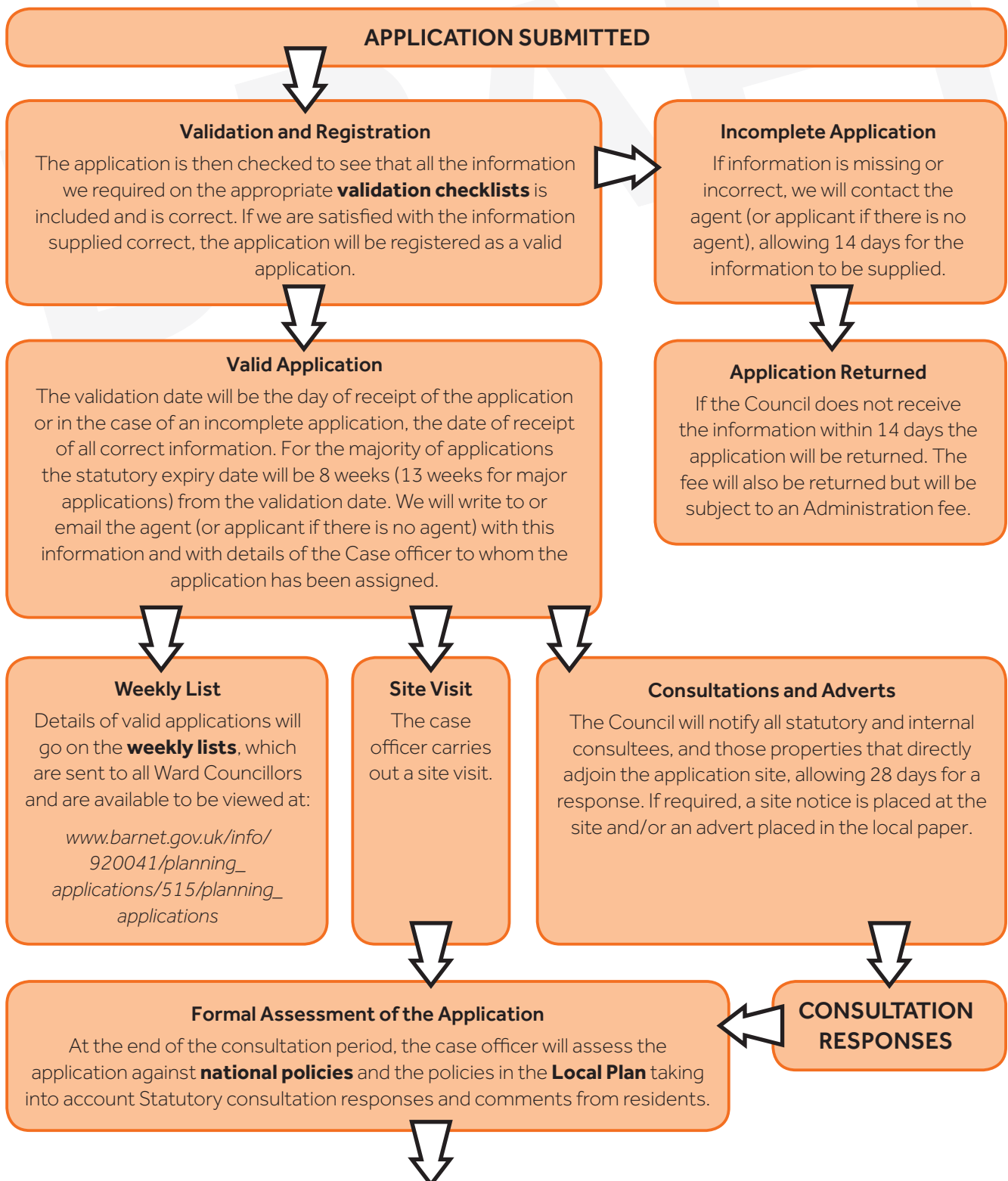
### Pre Application Process



# Section 3

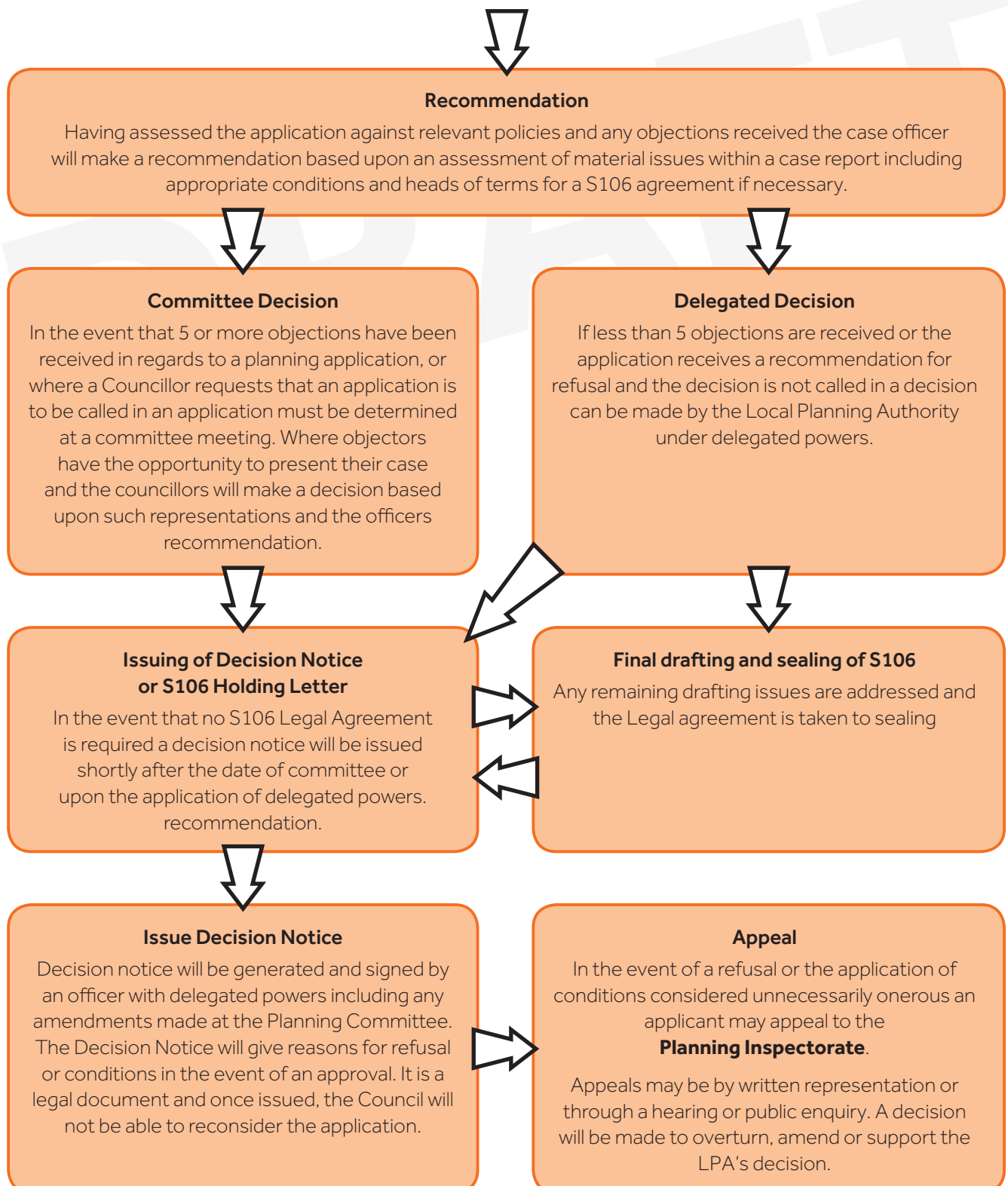
## Using this Design Guide

### Planning Application Process



## Section 3

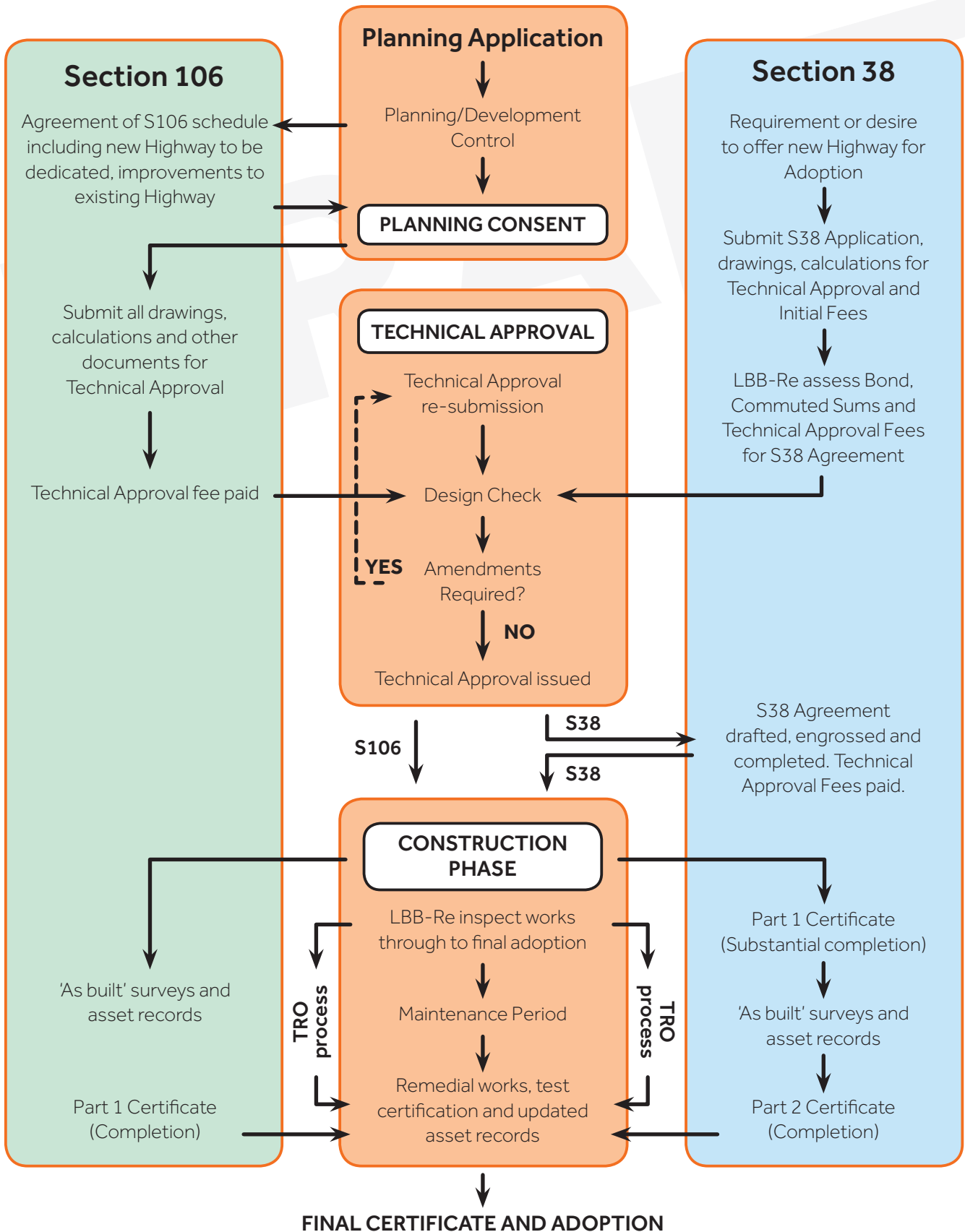
# Using this Design Guide



- Town & Country Planning Act 1990
- Highways Act 1980
- TRO - Traffic Regulation Order

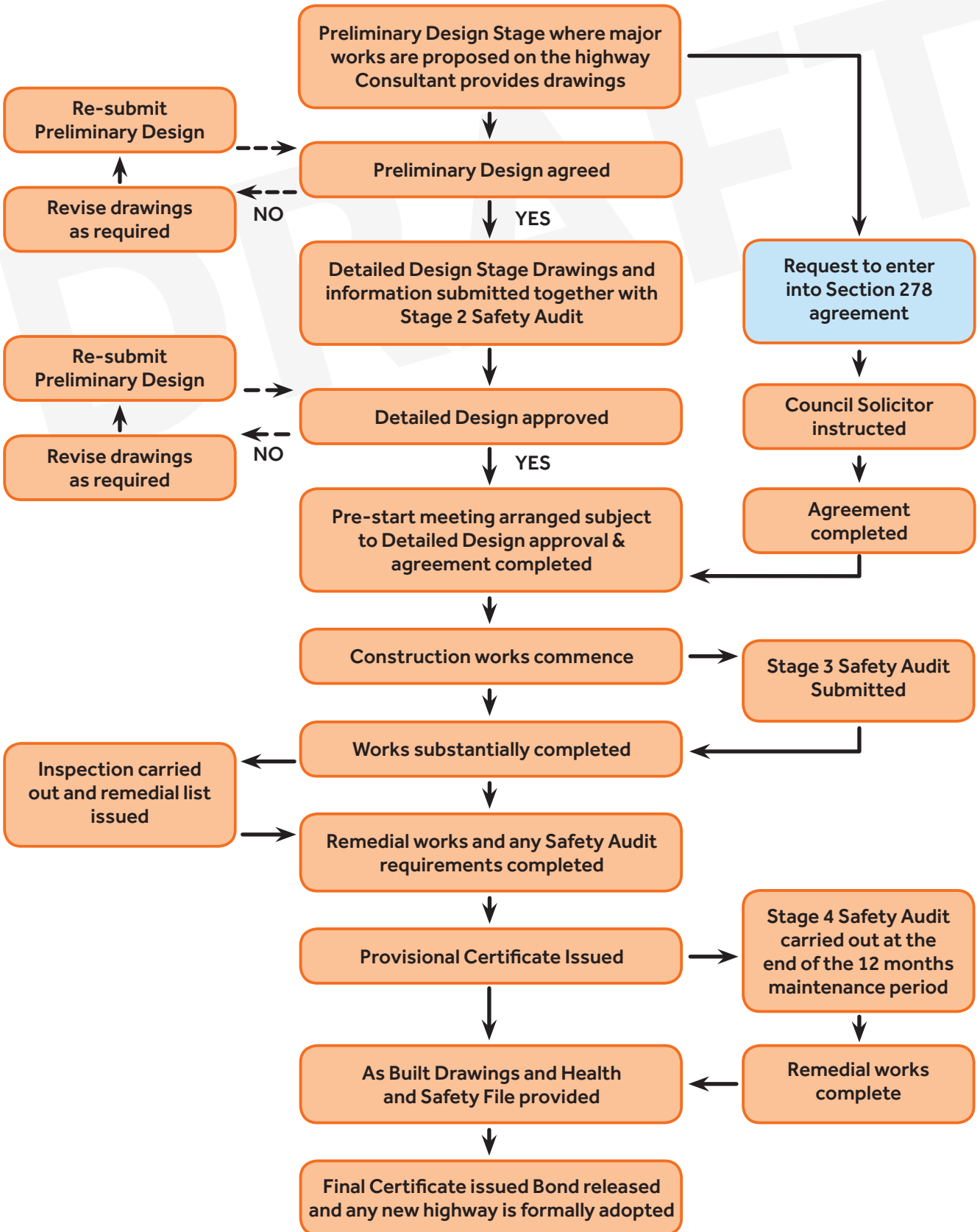
# Using this Design Guide

## Highway Adoptions Process



# Section 3 Using this Design Guide

## Off-Site Highway Works



## Section 4

# Design Guide Bibliography

## 4.1 Introduction in support of the existing/emerging Bibliography

The purpose of this bibliography is to serve as a guide to the major sources of information on the design and maintenance of highways within London Borough of Barnet. This bibliography was a combined effort between the Highways, Planning and Regeneration departments. The list contains over 120 entries including sources and categorised into Highways, Planning, External References and Legislation. Readers should be aware that the list is not exhaustive and only includes the frequently referenced documents used pre and post planning application.

The bibliography is not to be regarded as instructive but as what needs to be considered as a minimum by prospective developments. Readers need to satisfy themselves that the versions of the documents are relevant to any development considerations. Every effort has been made to highlight the documents which are mandatory as opposed to advisory. This status is subject to change over time with changes to legislation, policy, etc. Resources listed in the bibliography include both print and electronic materials, most of which are directly accessible from their respective websites.

For more information on the Design Guide Bibliography please see Appendix A.



## Section 5

# Design Guide Zones

### 5.1 Introduction in support of the existing/emerging Design Guide Zones

Please see Map in Appendix B for Green Belt Areas, Town Centres, Conservation Areas and Area Action Plan/Framework Areas. Major transport routes and hubs in the Borough are also shown on the map.

This section will be further developed at a later stage.





## Section 6

# Materials Palette

This document is created in order to set out the standards by which London Borough of Barnet will approve materials used in adoptable highway assets and collect commuted sums for future maintenance activity.

The palette of materials does not discourage use of enhanced materials for surfacing and kerbing but aims to encourage appropriate use and sets out the palette of standard materials the Council would normally utilise in scheme development.

Updates to the appendices within this document will be undertaken periodically to reflect industry developments and condition monitoring over time on Barnet highway network.

It is acknowledged that the contribution of appropriate material selection can make the function, character, and local identity of schemes. Traditional, proven highway materials provide uniformity of appearance and predictable performance characteristics and maintenance requirements when they are designed and constructed in accordance with published standards and acknowledged best practice. In circumstances where standard materials do not fulfil the aesthetic design aspirations, use of enhanced materials may be appropriate. Such enhanced materials offer variations in patterns, textures and colours that can compliment the surroundings and create a sense of place.

The document is intended to provide developers with a framework in which they can develop their proposals whilst being fully aware of the technical, practical and financial limitations that will be imposed upon them by the Council. This document can be used by developers, architects and engineers from the outset in the processes of planning and regeneration schemes.

It is not feasible or practical to document each and every material product that may be permitted on the highway network. Developers proposing non standard features or palette of materials on schemes should liaise with Council Officers from the outset.

For any surfacing or kerbing material to be used on the highway network, it must fulfil the following principles:

- Safety - Safe for purpose
- Durability
- Sustainability
- Quality
- Maintainability - Easy to maintain
- Availability
- Suitability
- Fit for Purpose
- Functionality

In achieving these principles, the proposed material must not place an undue financial burden upon the Council which will become responsible for the long-term maintenance of the asset upon adoption. In circumstances where a non standard material is used, maintenance requirements and costs that are over and above those that would typically be expected for a standard material then a commuted sum payment will be sought from the developer. Developers will need to ensure that their proposals satisfy above principles.

It is recommended that early discussions and negotiations should take place with Council Officers.

For more information on the Materials Palette, please see Appendix C.

## Section 6

# Materials Palette

### Standard Materials

Council's standard palette of surfacing materials comprises of the following:

- Hot Rolled Asphalt
- Dense Asphalt Concrete
- Precast Concrete Flags - Traditional Large sized flags
- Close Graded Asphalt Concrete
- Granite Kerbs
- Brindle Blocks;
- Standard Concrete Block Pavers
- Precast Concrete Gully Pots
- Tactile Paving
- Precast Concrete Edgings
- Ductile Iron Gully Gratings

The above Standard materials are well used across the Borough. When designed, specified and constructed in accordance with established standards they deliver predictable performance. Standard palette of materials consists of proven, predictable, cost effective materials that have traditionally been used throughout the Borough. When standard materials are used, no commuted payments will be sought from the developer.

Any materials other than those listed above will attract commuted payments. Commuted payments are also applicable for trees; landscaped areas; SUD's; Highway Structures; Beany Blocks, pigmented surfacing, etc.



# Section 7

## List of Contacts

Appendix D contain a list of contacts including statutory companies and associations

### Notable LBB Contacts

#### CONSTRUCTION LICENCES

**a:** North London Business Park,  
Oakleigh Road South, London N11 1NP  
**t:** 02083 597644

#### DEVELOPMENT CONTROL (HIGHWAYS)

##### Traffic and Development Section

**a:** North London Business Park (NLBP),  
Oakleigh Road South, London N11 1NP  
**t:** 02083 593044

#### NEW ROADS AND STREETWORKS

##### Streetworks Team

**a:** North London Business Park (NLBP),  
Oakleigh Road South, London N11 1NP  
**t:** 02083 593005

#### PARKING PERMITS

##### Parking Process Team

**a:** London Borough of Barnet Parking Permits,  
PO Box 49065, London N11 1UZ  
**t:** 02083 597446  
**f:** 0871 911 6188

#### PLANNING

**a:** North London Business Park (NLBP),  
Oakleigh Road South, London N11 1NP  
**t:** 02083 593000  
**e:** [planning.enquiry@barnet.gov.uk](mailto:planning.enquiry@barnet.gov.uk)

#### PLANNING AND REGENERATION

**a:** North London Business Park (NLBP),  
Oakleigh Road South, London N11 1NP  
**t:** 02083 593000  
**e:** [towncentreplanning@barnet.gov.uk](mailto:towncentreplanning@barnet.gov.uk)

#### ROAD SAFETY

##### Barnet Design Team

**a:** Traffic & Development Section, Building 4,  
North London Business Park,  
Oakleigh Road South, London N11 1NP

#### SCHOOL TRAVEL PLANS

**a:** School Travel Plans,  
North London Business Park,  
Oakleigh Road South, London N11 1NP  
**t:** 02083 597105  
**f:** 08719 116105  
**e:** [schooltravelplans@barnet.gov.uk](mailto:schooltravelplans@barnet.gov.uk)

#### STRATEGIC PLANNING

**a:** North London Business Park (NLBP),  
Oakleigh Road South, London N11 1NP  
**t:** 02083 593000  
**f:** 08708 896819  
**e:** [forward.planning@barnet.gov.uk](mailto:forward.planning@barnet.gov.uk)

#### STREET FURNITURE AND LIGHTING

##### Barnet Lighting Services

**t:** 08000 326788  
**e:** [BLS@bouygues-es.co.uk](mailto:BLS@bouygues-es.co.uk)

#### STREET NAMING AND NUMBERING

**a:** North London Business Park (NLBP),  
Oakleigh Road South, London N11 1NP  
**t:** 02083 594500  
**e:** [street.naming@barnet.gov.uk](mailto:street.naming@barnet.gov.uk)

#### TRAFFIC SCHEMES

##### Barnet Design Team

**a:** Traffic and Development,  
Environment Planning and Regeneration,  
North London Business Park,  
Oakleigh Road South, London N11 1NP  
**e:** [BLS@bouygues-es.co.uk](mailto:BLS@bouygues-es.co.uk)

#### TRAVEL PLANS

**a:** Traffic & Development Section,  
North London Business Park,  
Oakleigh Road South, London N11 1NP  
**t:** 02083 597603  
**e:** [abetterwaytowork@barnet.gov.uk](mailto:abetterwaytowork@barnet.gov.uk)

#### VEHICULAR ACCESSES FOR NEW DEVELOPMENTS

##### Traffic and Development Section

**a:** North London Business Park (NLBP),  
Oakleigh Road South, London N11 1NP  
**t:** 02083 593043

## Section 8

# Design Guide Sections

### 8.1 Introduction in support of the Design Guide Sections

Design Guide Section 1: Vehicle Parking - This section is in development through the Working Group

Design Guide Section 2: Traffic Calming Measures

Design Guide Section 3: Road Adoption

The following design guides are not included in this draft version. There are in development through the Working Group.

Design Guide Section 4: Public Transport

Design Guide Section 5: Lining, Signing & Traffic Regulation Orders

Design Guide Section 6: Street Lighting

Design Guide Section 7: Drainage

Design Guide Section 8: Landscaping

Design Guide Section 9: Digital Barnet

Design Guide Section 10: Highways Processes

(including Licences, Section 38 / 278 Agreements, Stopping Up, Vehicular Accesses)

### Design Guide Section 1: Vehicle Parking

Manual for Streets provides guidance on the provision of parking on new developments which includes cars, cycles, motorcycles and where appropriate coaches and lorries. The guiding principle that will be applied by the Council towards parking provision is that sufficient parking should be made available within a development to ensure parking problems do not occur in the surrounding area as a result of overflow parking generated from the development. The parking facilities should be integrated within the overall design of the development so that they are easy, safe and attractive to use and so that parking in inappropriate locations is deterred. A lack of adequate parking provision can lead to overspill on to residential streets and footways causing resident concerns and highway safety issues.

### Design Guide Section 2: Traffic Calming Measures

The aim should always be to achieve the desirable design speed values as set out in Manual for Streets Guidelines counter-balanced against the need to ensure expeditious movement of traffic within the borough and de-congesting the network. In the great majority of developments this should be through the use of junction design and changes in horizontal alignment. This approach should be complemented with the careful arrangement of buildings and landscaping so that forward visibility and sight lines at junctions reflect the design speed. It is also recognised, however, that occasionally additional speed restraint measures may be required or may even be considered to aid the overall design. Conflict among various user groups can be minimised or avoided by reducing the speed and flow of motor vehicles. Ideally, designers should aim to create streets that control vehicle speeds naturally rather than having to rely on unsympathetic traffic-calming measures. As far as is reasonably practicable, a development's design layout should preferably incorporate inherent ['natural'] and appropriate traffic and speed management features to obviate the need for post-development traffic calming control without necessarily dominating the visual appearance of the street.

This approach accords with the London Mayor's Transport Strategy (2010) which gives the prerogative to highway authorities in the capital to formulate alternatives to achieve slower traffic speeds without necessarily resorting to vertical deflection measures. This formed the impetus for the development of Kerb build-outs, chicanes or other such preferred measures should be sympathetic in design and choice of materials to safeguarding the amenity of the built environment and street scene while continuing to ensure a minimalist approach with regards to road markings and signs.

A range of traffic-calming measures can be considered and these could act in different ways, with varying degrees of effectiveness:

#### Street dimensions

These can have a significant influence on speeds. Keeping lengths of street between junctions short is particularly effective. Street width also has an effect on speed.

#### Reduced visibility

There is a link between appropriately considered reductions in forward visibility and reduced driving speeds.

#### Provision of on-street parking

Parking layout design is an important consideration and can be used to create a 'natural' or 'chicane effect' to effectively change the horizontal alignment and thus curtail speeding.

#### Physical features

Parking layout design is an important consideration and can be used to create a 'natural' or 'chicane effect' to effectively change the horizontal alignment and thus curtail speeding.

#### Reduced Corner Radii

These are effective in slowing turning movements at junctions offering greater safety for pedestrians and cyclists. Overrun areas, constructed by slightly raising the surface within the limits specified in The Highway (Traffic Calming) Regulations, can be provided to allow larger vehicles access. Overrun areas can be used at bends and junctions (including roundabouts) and are areas of carriageway with a surface texture and/or appearance intended to deter overrunning by cars and other lighter vehicles. Their purpose is to allow the passage of large vehicles, such as buses and refuse vehicles, while maintaining 'tight' carriageway dimensions that deter smaller vehicles from speeding.

## Section 8

### Design Guide Sections

#### Changes in priority

Can be used at roundabouts and other junctions to disrupt flow and therefore bring overall speeds down.

#### Gateway Feature or Entry Treatments

This feature at the start of a 'traffic calmed' area alerts drivers to the fact that they are entering a residential area where the needs of pedestrians and cyclists take precedence over the free flow of vehicles. Features which contrast with the surroundings - such as signs, fences, landscaping, narrowing, vertical changes, coloured surfacing and islands - create a visual impact which encourages drivers to take extra care.

#### Consultations

There is a statutory duty for the Highway Authorities to consult with the police and other bodies whenever traffic calming schemes or other significant road layout changes are to be introduced within a road or area. However when schemes are proposed on existing roads, as part of S278 works, the developer should carry out consultation with the residents of that road. If traffic calming is to be introduced as part of the development, prospective buyers should be made aware of the scheme. It will also be necessary to consult with the bus companies if a bus route is proposed.



### Design Guide Section 3: Road Adoption

A new road will be considered by the council for adoption provided that the freehold owner(s) of the land dedicate the road as a public highway when it is built, under a Section 38 Agreement of the Highways Act 1980, and the following criteria are met:

- there is a direct link with the existing public highway network
- It must be of sufficient utility to the public and offer wider community benefits
- the roads offered for adoption will have a wider use than simply providing access to residential or commercial properties
- the road will remain open to the public to pass and re-pass at all times when formally adopted
- the carriageway and footways offer safe passage for pedestrians and vehicles
- the carriageway and footways have an approved means of surface water drainage
- street lighting must conform with current local requirements and national standards
- they are constructed to a satisfactory standard
- commuted sums are paid to provide ongoing maintenance

For all roads offered for adoption, the developers must ensure that these accord with the above criteria prior to consulting the council. The council does not adopt all new roads built by housing developers. Housing developers can choose to keep their new roads private if roads do not meet above criteria.

When considering whether to adopt a road, the Highway Authority considers whether it will have sufficient public utility to ensure that the council does not take on liabilities that it is not prepared for and which are not in the general public interest. To clarify:

- where developments have no through route, only the main access road will be considered for adoption subject to the main access road serving in excess of 50 residential units
- bus routes as well as roads serving community facilities will be considered for adoption
- residential access roads serving underground car parks, supported by structures or taking the form of cul-de-sacs with no wider highway benefit will not be considered for adoption

A new road will be considered for adoption provided that it meets our design standards and the developer enters into a suitable legal agreement with the council (Section 38 Agreement of the Highways Act 1980).

**For all new roads, developers must approach the council's Traffic and Development Section about adoption.**



## Section 8

# Design Guide Sections

The terms of the Section 38 agreement (normally between the council, housing developer and a surety) describe that if the developer builds the new road up to the council's standards and maintains it for a year after it has built the final phase, then the council will adopt it as a public road. The agreement normally includes other terms, such as:

- the road construction duration and the maintenance period
- responsibility for maintenance and repair of the road before adoption
- payment of the council's fees and charges including commuted payments by the developer
- any land transfer arrangement and way leaves

Sometimes road adoption is delayed for the following reasons:

- the developer starts building the road before entering into the Section 38 Agreement
- the developer tries to vary the standard terms of the Council's Section 38 Agreement
- the developer builds the road slowly or does not finish it
- the developer does not build the road up to the council's standards
- delays by the sewerage authority in adopting the sewers serving the development
- delays in completing the outstanding remedial works on the adoptable highway

On larger developments the completed road may be used as a site access for other phases of the development, therefore adoption can only be undertaken on completion of the whole development. This may raise further complications if the site is divided by different developers and on completion some developers leave the site without the roads being adopted.

The adoption process can be lengthy and while the road remains un-adopted, the developer is responsible for maintaining the road until adoption is complete. Otherwise it is the owners of properties or land that have frontages onto such roads who are responsible for their upkeep.

Residents and management companies usually maintain private roads not scheduled to be adopted by the council. Existing private roads will not normally be adopted unless the owners of the road bring it up to current adoptable standards and to the satisfaction of the council and meets the above criteria.

# APPENDICES

# APPENDIX A:

## BIBLIOGRAPHY

# BIBLIOGRAPHY

## HIGHWAYS

DOCUMENT, SOURCE / LOCATION	MANDATORY	ADVISORY
<b>Application For Road Agreements Highways Act 1980 – Sections 38 &amp; 278</b> S38 - S278 application form V7 DEVELOPMENT CONTROL TEAM, TRAFFIC & DEVELOPMENT SECTION, DEVELOPMENT & REGULATORY SERVICES	✓	
<b>Application for Street Works Licence (New Roads and Street Works Act)</b> IMMEDIATE / URGENT, MAJOR, MINOR, STANDARD Application, Section 50 Licence document, Section 50 Application form and checklist NRSWA TEAM, NETWORK MANAGEMENT SECTION, DEVELOPMENT & REGULATORY SERVICES	✓	
<b>Application for Vehicle Crossovers &amp; Highway Accesses For New Developments Requiring Highways Authority Approval</b> Application form S184 April 2012, S184 Guidance Notes (Oct 2012) DEVELOPMENT CONTROL TEAM, TRAFFIC & DEVELOPMENT SECTION, DEVELOPMENT & REGULATORY SERVICES <a href="http://www.barnet.gov.uk/info/930383/vehicular_accesses_for_new_developments/1019/vehicular_accesses_for_new_developments">www.barnet.gov.uk/info/930383/vehicular_accesses_for_new_developments/1019/vehicular_accesses_for_new_developments</a>	✓	
<b>Building Material Licence Applications</b> Building Material Licence Application Form, FAQs NRSWA TEAM, NETWORK MANAGEMENT SECTION, DEVELOPMENT & REGULATORY SERVICES <a href="http://www.barnet.gov.uk/info/930010/construction_licences/770/construction_licences">www.barnet.gov.uk/info/930010/construction_licences/770/construction_licences</a>	✓	
<b>Container Licence Applications</b> Container Licence Application Form, Container, Size Hut, Porter Cabin, Trailer Licence FAQs NRSWA TEAM, NETWORK MANAGEMENT SECTION, DEVELOPMENT & REGULATORY SERVICES <a href="http://www.barnet.gov.uk/info/930010/construction_licences/770/construction_licences">www.barnet.gov.uk/info/930010/construction_licences/770/construction_licences</a>	✓	
<b>Crane Licence Applications</b> Crane Licence Request Form, FAQs, Indemnity Form NRSWA TEAM, NETWORK MANAGEMENT SECTION, DEVELOPMENT & REGULATORY SERVICES <a href="http://www.barnet.gov.uk/info/930010/construction_licences/770/construction_licences">www.barnet.gov.uk/info/930010/construction_licences/770/construction_licences</a>	✓	
<b>Cricklewood Design Charter</b> Basic Principles for a coordinated and attractive public realm in Cricklewood Town Centre DESIGN TEAM, TRAFFIC & DEVELOPMENT SECTION, DEVELOPMENT & REGULATORY SERVICES	✓	
<b>Development Control (Highways) - Standard Details</b> Standard Details for Gully Pot, Full Depth Footway - Carriageway Reconstruction (Distributor & Industrial), Full Depth Footway - Carriageway Reconstruction (Residential Access) and Kerb Options DEVELOPMENT CONTROL TEAM, TRAFFIC & DEVELOPMENT SECTION, DEVELOPMENT & REGULATORY SERVICES		✓

# BIBLIOGRAPHY

DOCUMENT, SOURCE / LOCATION	MANDATORY	ADVISORY
<p><b>Drainage (Highways) Specifications</b>            Guidance to LBB requirements for National Standards for SUDS and Highway Drainage Specification (Gully Grating)  <b>DRAINAGE TEAM, NETWORK MANAGEMENT SECTION, DEVELOPMENT &amp; REGULATORY SERVICES</b></p>	✓	
<p><b>Edgware Town Centre Framework</b>            Implementation of development plan policies within Edgware. A material consideration for planning applications in Edgware Town Centre  <b>DESIGN TEAM, TRAFFIC &amp; DEVELOPMENT SECTION, DEVELOPMENT &amp; REGULATORY SERVICES</b>  <a href="http://www.barnet.gov.uk/info/940426/edgware_town_centre_framework/1133/edgware_town_centre_framework">www.barnet.gov.uk/info/940426/edgware_town_centre_framework/1133/edgware_town_centre_framework</a></p>	✓	
<p><b>Habitual Crossing</b>            Habitual Crossing Licence Application, FAQs  <b>NRSWA TEAM, NETWORK MANAGEMENT SECTION, DEVELOPMENT &amp; REGULATORY SERVICES</b></p>	✓	
<p><b>Pedestrian Guard Railing</b>            LBB Guidance for pedestrian guard railing including assessments  <b>DESIGN TEAM, TRAFFIC &amp; DEVELOPMENT SECTION, DEVELOPMENT &amp; REGULATORY SERVICES</b></p>		✓
<p><b>Permanent Road Closures (Stopping Up)</b>            Stopping Up Guidance and Application form (S247-253 TCPA 1990)  <b>DEVELOPMENT CONTROL TEAM, TRAFFIC &amp; DEVELOPMENT SECTION, DEVELOPMENT &amp; REGULATORY SERVICES</b>  <a href="http://www.barnet.gov.uk/info/930382/stopping_up_of_highway/1065/stopping_up_of_highway">www.barnet.gov.uk/info/930382/stopping_up_of_highway/1065/stopping_up_of_highway</a></p>	✓	
<p><b>Projection Licences</b>            Projection Licence Application form (Sections 177 179 HA 1980)  <b>DEVELOPMENT CONTROL TEAM, TRAFFIC &amp; DEVELOPMENT SECTION, DEVELOPMENT &amp; REGULATORY SERVICES</b></p>	✓	
<p><b>Refuse Collection</b>            Flats recycling and refuse information for Developers April, Dennis Dustcart 26tonne Dimensions  <b>STREETSCENE, MILL HILL DEPOT, LONDON BOROUGH OF BARNET</b>  <a href="http://www.barnet.gov.uk/info/930146/refuse_and_green_waste/211/refuse_and_green_waste">www.barnet.gov.uk/info/930146/refuse_and_green_waste/211/refuse_and_green_waste</a></p>	✓	
<p><b>Road Adoption</b>            LBB guidance for minimum specification of roads to be offered for adoption  <b>DEVELOPMENT CONTROL TEAM, TRAFFIC &amp; DEVELOPMENT SECTION, DEVELOPMENT &amp; REGULATORY SERVICES</b>  <a href="http://www.barnet.gov.uk/info/701/road_adoption/354/road_adoption">www.barnet.gov.uk/info/701/road_adoption/354/road_adoption</a></p>	✓	
<p><b>Road Closure - Temporary Traffic Order</b>            Road Closure Application  <b>NRSWA TEAM, NETWORK MANAGEMENT SECTION, DEVELOPMENT &amp; REGULATORY SERVICES</b></p>	✓	

## BIBLIOGRAPHY

DOCUMENT, SOURCE / LOCATION	MANDATORY	ADVISORY
<p><b>Scaffolding And Hoarding Licence Applications</b> Scaffolding And Hoarding Licence Application Form, Scaffolding and Hoarding FAQs NRSWA TEAM, NETWORK MANAGEMENT SECTION, DEVELOPMENT &amp; REGULATORY SERVICES <a href="http://www.barnet.gov.uk/info/930010/construction/licences/770/construction/licences">www.barnet.gov.uk/info/930010/construction/licences/770/construction/licences</a></p>	✓	
<p><b>Street Naming And Numbering</b> Street naming and numbering – LBB Application forms PROCESS SUPPORT TEAM, DEVELOPMENT &amp; REGULATORY SERVICES <a href="http://www.barnet.gov.uk/info/513/street_naming_and_numbering/844/street_naming_and_numbering">www.barnet.gov.uk/info/513/street_naming_and_numbering/844/street_naming_and_numbering</a></p>	✓	
<p><b>Tactile paving</b> Guidance Notes to LBB deviation from national guidance on tactile paving DESIGN TEAM, TRAFFIC &amp; DEVELOPMENT SECTION, DEVELOPMENT &amp; REGULATORY SERVICES</p>	✓	
<p><b>Temporary Excavation in the Public highway – Application</b> Application for a Licence to temporarily make an excavation in the public highway - S171 Highways Act NRSWA TEAM, NETWORK MANAGEMENT SECTION, DEVELOPMENT &amp; REGULATORY SERVICES</p>	✓	
<p><b>Traffic Calming</b> LBB Guidance for Speed Cushions, Traffic Islands, pedestrian guard railing including assessments DESIGN TEAM, TRAFFIC &amp; DEVELOPMENT SECTION, DEVELOPMENT &amp; REGULATORY SERVICES</p>		✓
<p><b>Traffic Management Act - Permit</b> TMA 2004 - Permit Application form NRSWA TEAM, NETWORK MANAGEMENT SECTION, DEVELOPMENT &amp; REGULATORY SERVICES</p>	✓	
<p><b>Traffic Management Order</b> Permanent or Temporary Application Pack NRSWA TEAM, NETWORK MANAGEMENT SECTION, DEVELOPMENT &amp; REGULATORY SERVICES</p>	✓	

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## BIBLIOGRAPHY

### PLANNING documents

For Planning Application Forms visit Planning Portal: <http://www.planningportal.gov.uk/planning>

For Planning Pre Application Advice: [http://www.barnet.gov.uk/info/940181/pre-application\\_advice/367/pre-application\\_advice](http://www.barnet.gov.uk/info/940181/pre-application_advice/367/pre-application_advice)

#### Local Plan

The Local Plan is a portfolio of documents that works in conjunction with national policy and the Mayor's London Plan to form the development plan for the borough. It sets out a framework for how development and growth will be managed in the borough including where new homes and infrastructure will be located and how new jobs will be created.

DOCUMENT, SOURCE / LOCATION	DATE	MANDATORY	ADVISORY
<b>Core Strategy DPD</b> As part of Barnet's Local Plan the Core Strategy documents were adopted by the Council on 11 September 2012. The Local Plan has replaced policies in the Unitary Development Plan (2006) with the exception of 13 'saved' policies for Brent Cross Cricklewood (these policies are found within Chapter 12 of the UDP). <a href="http://www.barnet.gov.uk/info/940354/local_plan-core_strategy_dpd/1004/adopted_local_plan-core_strategy_dpd">www.barnet.gov.uk/info/940354/local_plan-core_strategy_dpd/1004/adopted_local_plan-core_strategy_dpd</a>	Sep 2012	✓	
<b>Development Management Policies DPD</b> The policies within the Development Management document set out detailed borough-wide implementation planning policies for development and form the basis for local planning authority decision making. <a href="http://www.barnet.gov.uk/info/940164/development_management_policies/520/development_management_policies">www.barnet.gov.uk/info/940164/development_management_policies/520/development_management_policies</a>	Sep 2012	✓	
<b>Infrastructure Delivery Plan</b> This document forms part of Barnet's Local Development Framework evidence base, the key document of which is the Core Strategy. <a href="http://www.barnet.gov.uk/info/940171/community_infrastructure_levy/698/community_infrastructure_levy/2">www.barnet.gov.uk/info/940171/community_infrastructure_levy/698/community_infrastructure_levy/2</a>	Nov 2011	✓	
<b>UDP Policies (Chapter 12)</b> Unitary Development Plan	2006	✓	

## BIBLIOGRAPHY

### Supplemental Planning Documents

Supplementary Planning Documents (SPDs) are used to provide further detail and guidance on the implementation of policies and proposals contained in the existing Barnet Unitary Development Plan (UDP) and future Development Plan Documents.

DOCUMENT, SOURCE / LOCATION	DATE	MANDATORY	ADVISORY
<p><b>Affordable Housing</b>            Supplements the policies and proposals of the Adopted May 2006 Unitary Development Plan and the London Plan Spatial Development Strategy for Greater London  <a href="http://www.barnet.gov.uk/info/940310/affordable_housing/344/affordable_housing">www.barnet.gov.uk/info/940310/affordable_housing/344/affordable_housing</a></p>	Feb 2007	✓	
<p><b>Contributions to Education</b>            Supplements the policies and proposals of the Adopted May 2006 Unitary Development Plan and the London Plan Spatial Development Strategy for Greater London  <a href="http://www.barnet.gov.uk/info/940285/contributions_to_education/371/contributions_to_education">www.barnet.gov.uk/info/940285/contributions_to_education/371/contributions_to_education</a></p>	Jan 2010	✓	
<p><b>Contributions To Health Facilities</b>            Guidance to developers on the Council's approach to securing contributions for health facilities in order to address the impact of additional demand from new residential development.  <a href="http://www.barnet.gov.uk/info/940286/contributions_to_health_facilities/387/contributions_to_health_facilities">www.barnet.gov.uk/info/940286/contributions_to_health_facilities/387/contributions_to_health_facilities</a></p>	Jul 2009	✓	
<p><b>Contributions to Libraries</b>            Supplements the policies and proposals of the Adopted May 2006 Unitary Development Plan and the London Plan Spatial Development Strategy for Greater London  <a href="http://www.barnet.gov.uk/info/940284/contributions_to_libraries/388/contributions_to_libraries">www.barnet.gov.uk/info/940284/contributions_to_libraries/388/contributions_to_libraries</a></p>	Jul 2009	✓	
<p><b>Delivering Skills, Employment, Enterprise and Training (SEET) from Development through S106</b>            Draft Document – A Supplementary Planning Document (SPD) sits below Barnet's Local Plan Core Strategy and Development Management Policies documents.  <a href="http://www.barnet.gov.uk/info/940466/draft_skills_employment_enterprise_and_training_seet_from_development_through_s106/1178/draft_skills_employment_enterprise_and_training_seet_from_development_through_s106">www.barnet.gov.uk/info/940466/draft_skills_employment_enterprise_and_training_seet_from_development_through_s106/1178/draft_skills_employment_enterprise_and_training_seet_from_development_through_s106</a></p>	Feb 2014	✓	
<p><b>Planning Obligations</b>            This document is under and implements Local Plan policies in the Core Strategy and the Development Management Policies setting out borough-wide requirements and best practice planning guidance.  <a href="http://www.barnet.gov.uk/info/940158/planning_obligations/402/planning_obligations">www.barnet.gov.uk/info/940158/planning_obligations/402/planning_obligations</a></p>	Apr 2013	✓	



## BIBLIOGRAPHY

DOCUMENT, SOURCE / LOCATION	DATE	MANDATORY	ADVISORY
<p><b>Residential Design Guidance</b> Obligation Based SPD - sits beneath and implements Local Plan policies in the Core Strategy and the Development Management Policies documents, setting out borough-wide requirements and best practice planning guidance. <a href="http://www.barnet.gov.uk/info/940172/residential_design_guidance/1097/residential_design_guidance">www.barnet.gov.uk/info/940172/residential_design_guidance/1097/residential_design_guidance</a></p>	Nov 2011	✓	
<p><b>Sustainable Design and Construction</b> Obligation Based SPD - sits beneath and implements Local Plan policies in the Core Strategy and the Development Management Policies documents, setting out borough-wide requirements and best practice planning guidance. <a href="http://www.barnet.gov.uk/info/940170/sustainable_design_and_construction/618/sustainable_design_and_construction">www.barnet.gov.uk/info/940170/sustainable_design_and_construction/618/sustainable_design_and_construction</a></p>	Apr 2013	✓	
<p><b>Area Action Plan and Development Frameworks</b></p> <p>An Area Action Plan (AAP) is a statutory planning document which forms part of Barnet's Local Plan. It provides policies and guidance which will be used in the consideration of development proposals in a specific area within the borough and will be a material consideration in the determination of planning applications in the AAP area</p>			
DOCUMENT, SOURCE / LOCATION	DATE	MANDATORY	ADVISORY
<p><b>Colindale AAP</b> The Colindale Area Action Plan (AAP) is a statutory planning document which forms part of Barnet's Local Plan. The Colindale AAP covers an area of 200 hectares. <a href="http://www.barnet.gov.uk/info/940272/colindale_aap/744/colindale_aap">www.barnet.gov.uk/info/940272/colindale_aap/744/colindale_aap</a></p>	Jun 2009	✓	
<p><b>Cricklewood Brent Cross and West Hendon Development Framework</b> Brent Cross Cricklewood framework for the long term regeneration of the whole area <a href="http://www.barnet.gov.uk/downloads/download/345/brent_cross_cricklewood_framework">www.barnet.gov.uk/downloads/download/345/brent_cross_cricklewood_framework</a></p>	Dec 2005	✓	
<p><b>Mill Hill East AAP</b> The Mill Hill East AAP is a statutory planning document which forms part of the Barnet's Local Plan. The AAP area covers a total area of approximately 48 hectares. <a href="http://www.barnet.gov.uk/info/940168/mill_hill_east_aap/586/mill_hill_east_aap">www.barnet.gov.uk/info/940168/mill_hill_east_aap/586/mill_hill_east_aap</a></p>	Jan 2009	✓	

### Adopted Planning Briefs

A planning brief is a document which summarises the planning authority's guidelines and requirements for the development of a particular site or collection of sites. A planning brief is generally produced for sites of a significant size or for particularly sensitive sites which require more detailed guidance.

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<b>Barnet Community Infrastructure Levy</b>			
The Community Infrastructure Levy (CIL) is a planning charge that Local Authorities and the Mayor of London can set on new development to help pay for community infrastructure. It is intended to offer transparency, consistency and fairness for all developers and local authorities, whilst keeping a balance between the cost of funding infrastructure and the viability of development. Barnet's CIL Charging Schedule Was adopted on 1st May 2013.			
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<b>Barnet CIL Instalments Policy</b> <a href="http://www.barnet.gov.uk/info/940171/community_infrastructure_levy/698/community_infrastructure_levy/2">www.barnet.gov.uk/info/940171/community_infrastructure_levy/698/community_infrastructure_levy/2</a>	May 2013	✓	

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<b>Regulation 123 List</b> <a href="http://www.barnet.gov.uk/info/940171/community_infrastructure_levy/698/community_infrastructure_levy/2">www.barnet.gov.uk/info/940171/community_infrastructure_levy/698/community_infrastructure_levy/2</a>	May 2013	✓	
<b>Conservation Areas</b>			
<p>The Community Infrastructure Levy (CIL) is a planning charge that Local Authorities and the Mayor of London can set on new development to help pay for community infrastructure. It is intended to offer transparency, consistency and fairness for all developers and local authorities, whilst keeping a balance between the cost of funding infrastructure and the viability of development. Barnet's CIL Charging Schedule Was adopted on 1st May 2013.</p>			
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<b>Barnet CIL Charging Schedule</b> Community Infrastructure Levy (L.B Barnet) <a href="http://www.barnet.gov.uk/info/940171/community_infrastructure_levy/698/community_infrastructure_levy">www.barnet.gov.uk/info/940171/community_infrastructure_levy/698/community_infrastructure_levy</a>	May 2013	✓	
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<b>Conservation Area Boundary Maps</b>			
<p>Finchley Church End; Finchley Garden Village; Wood Street; College Farm; Hendon The Burrows; Hampstead Garden Suburb; Heath Passage; Cricklewood Railway Terraces; Glenhill Close; Moss Hall Crescent; Totteridge; Watling Estate; Mill Hill; Hendon Church End; Golders Green Town Centre; The Bishops Avenue; Monken Hadley <a href="http://www.barnet.gov.uk/site/scripts/documents.php?categoryID=100006">www.barnet.gov.uk/site/scripts/documents.php?categoryID=100006</a></p>			
<b>Cricklewood Railway Terraces</b>			
<p>Conservation Area Appraisals and specific design guidance <a href="http://www.barnet.gov.uk/downloads/file/191/cricklewood_railway Terraces">www.barnet.gov.uk/downloads/file/191/cricklewood_railway Terraces</a></p>			
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<p><b>New Roads and Street Works Act (NRSWA)</b>  Statute  <a href="http://www.legislation.gov.uk/ukpga/1991/22/contents">www.legislation.gov.uk/ukpga/1991/22/contents</a></p>	1991	✓	
<p><b>Planning Obligations - Circular 05/05</b>  Office of Deputy Prime Minister  <a href="http://www.planningportal.gov.uk/planning/planningpolicyandlegislation/previousenglishpolicy/circulars/planningobligations">www.planningportal.gov.uk/planning/planningpolicyandlegislation/previousenglishpolicy/circulars/planningobligations</a></p>	July 2005	✓	
<p><b>Rights of Way, Guidance for Local Authorities - Circular 1/09</b>  Department for Environment, Food and Rural Affairs  <a href="http://www.gov.uk/government/publications/rights-of-way-circular-1-09">www.gov.uk/government/publications/rights-of-way-circular-1-09</a></p>	Oct 2009	✓	
<p><b>The Traffic Signs Regulations and General Directions</b>  Statute  <a href="http://www.gov.uk/government/publications/the-traffic-signs-regulations-and-general-directions-tsrGD-2002">www.gov.uk/government/publications/the-traffic-signs-regulations-and-general-directions-tsrGD-2002</a></p>	2002	✓	
<p><b>Town and Country Planning Act</b>  Statute  <a href="http://www.legislation.gov.uk/ukpga/1990/8/contents">www.legislation.gov.uk/ukpga/1990/8/contents</a></p>	1990	✓	
<p><b>Land Drainage Act</b>  Statute  <a href="http://www.legislation.gov.uk/ukpga/1991/59/contents">http://www.legislation.gov.uk/ukpga/1991/59/contents</a></p>	1991	✓	
<p><b>The Traffic Signs Regulations and General Directions (TSRGD)</b>  Statute  <a href="http://www.legislation.gov.uk/uksi/2002/3113/contents/made">http://www.legislation.gov.uk/uksi/2002/3113/contents/made</a></p>	2002	✓	
<p><b>The Water Industry Act</b>  Statute  <a href="http://www.legislation.gov.uk/ukpga/1991/56/contents">http://www.legislation.gov.uk/ukpga/1991/56/contents</a></p>	1991	✓	

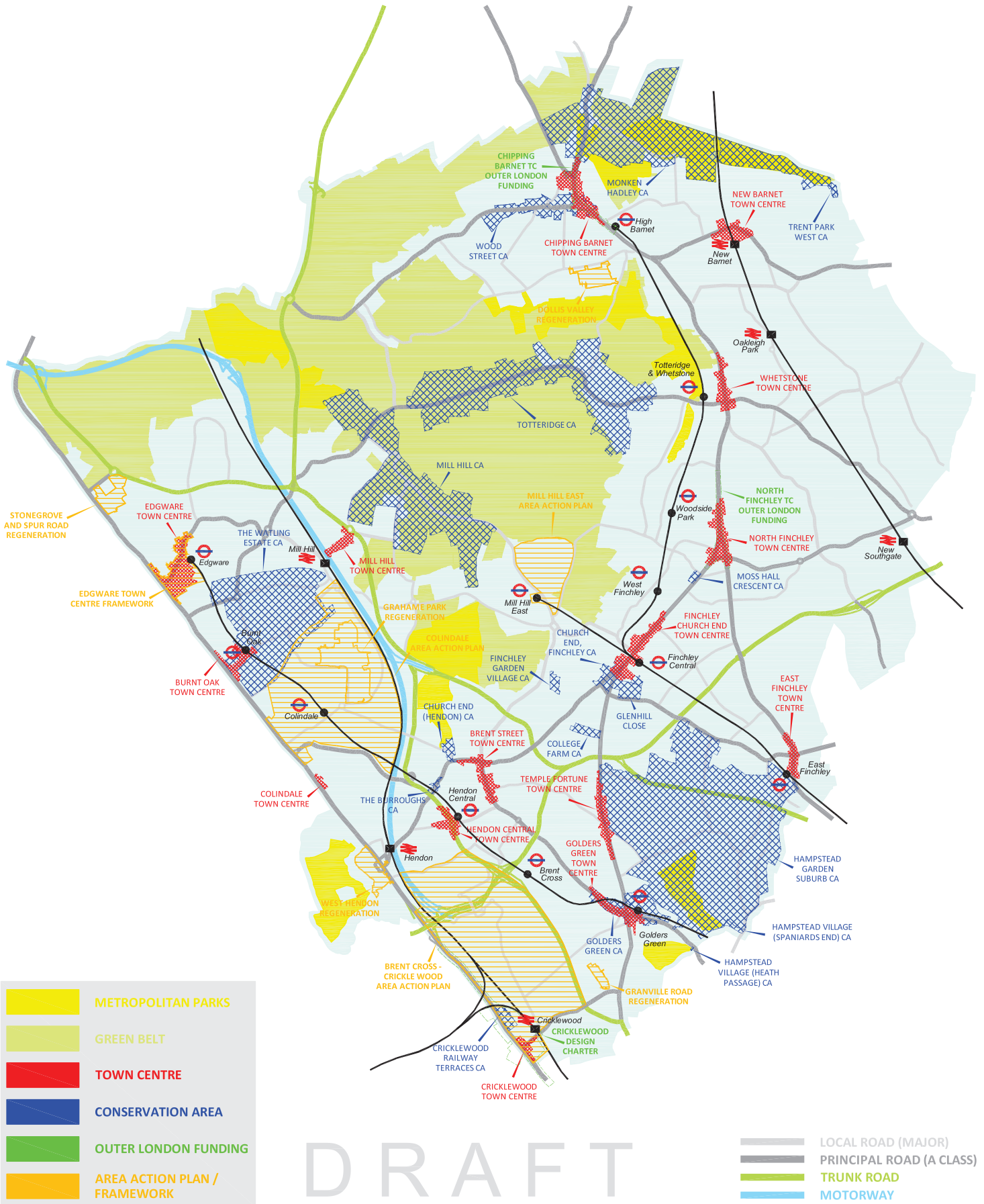
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# APPENDIX B:

## DESIGN GUIDE ZONES

# BARNET

LONDON BOROUGH



- METROPOLITAN PARKS
- GREEN BELT
- TOWN CENTRE
- CONSERVATION AREA
- OUTER LONDON FUNDING
- AREA ACTION PLAN / FRAMEWORK



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- LOCAL ROAD (MAJOR)
- PRINCIPAL ROAD (A CLASS)
- TRUNK ROAD
- MOTORWAY

# APPENDIX C:




## MATERIALS PALETTE

PALETTE OF MATERIALS

BUS SHELTER				
Type	Description and Notes	Application	Example	Standard Material
Standard Style (TfL Approved)	A modular system capable of a wide range of configurations including the new courtesy shelter that is only one advertising bay wide. Designed to integrate solar powered lighting and future technologies. Fully integrates TfL's increasing need for the delivery of information to the travelling public.	To be installed in conjunction with and in accordance with TfL requirements. Units are supplied and managed by TfL.		YES
Kassel Kerbs	Kassel Kerb forms a seamless, gap-free join between low-floor vehicles and stops, providing faster and easier passenger access and more efficient and accessible transport services. <ul style="list-style-type: none"> <li>• No-gap access for easier, safer and more accessible transport for all</li> <li>• Guides vehicle into optimal stopping position to maximise safety and service speed</li> <li>• Proven long-term performance</li> </ul>	Entry point and exit point at bus stops Granite Finish to be used in areas agreed with LBB		YES
Bus Stop/ Shelter Surfacing Finishing	Area of bus stop and bus shelter to have a lighter coloured grey surface. Typically these areas to be finished in modular paving to help reflect better lighting and provide safety during night time with the use of street lighting	Asphalt would be the option used in the footway of rural locations or to match existing materials	<i>Image to be inserted</i>	YES

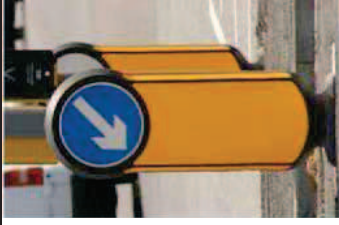
BINS		
Type	Description and Notes	Standard Material
Standard Bin	To be advised (town centre / residential and other locations)	To be confirmed


PALETTE OF MATERIALS

BOLLARDS					
Type	Description and Notes	Application	Example	Standard Material	
Standard Bollard Style	'Cold Stream' style bollard with grooved neck and flat top Black No logos, crests or messages. A visibility band may be used in the recess of the bollard Dimensions Height: 1000mm Materials Steel (or polyurethane) Fixing Root Fixed	For use in areas agreed with LBB		YES	
Standard Bollard for Verge Protection	Square timber bollard with pointed top No logos, crests or messages. Dimensions Height: 750mm Width: 150mm Materials: Timber	For use in areas agreed with LBB		YES	
Bollard Style Enhanced or Similar	Sleek, stylish and modern stainless steel bollards offering a contemporary design solution with very low maintenance. Or bespoke items as specified on a site by site basis by LBB	To be used at areas identified by LBB		YES	





PALETTE OF MATERIALS

BOLLARDS				
Type	Description and Notes	Application	Example	Standard Material
Standard Refuge Bollard Reflective	Non-illuminated bollard with yellow retro-reflective front, rear & sides and black plastic finish Traffic signs on one face Dimensions Overall height: 1036mm Max. bollard width: 400mm Max. bollard depth: 200mm Bolt---down foot detail: 328 x 328mm Fixing centres: 228 x 228mm Signface: 300mm diameter Front/rear patch true visible area: 0.1617m2 Side patch area: 0.0243m2 Fixing Base-plate fixing	To be used Borough wide		YES
Standard Refuge Bollard Illuminated	Illuminated bollard with yellow retro---reflective front, rear & sides and black plastic finish Traffic signs on one face Dimensions Overall height: 1036mm Max. bollard width: 400mm Max. bollard depth: 200mm Bolt---down foot detail: 328 x 328mm Fixing centres: 228 x 228mm Sign face: 300mm diameter Front/rear patch true visible area: 0.1617m2 Side patch area: 0.0243m2 Fixing Base-plate fixing	To be used Borough wide	<i>Image to be inserted</i>	YES


CYCLE STANDS				
Type	Description and Notes	Application	Example	Standard Material
Cycle Stands	Simple upright symmetrical style cycle stand with tight radii at corners finished in silver. No tapping bars or parking signage Dimensions : 715 x 800mm approx Materials: Steel (or polyurethane) Fixing: Surface fixing	To be used Borough wide		YES


## PALETTE OF MATERIALS

<b>RAILING</b>				
Type	Description and Notes	Application	Example	Standard Material
Guard Railing Style 1	Staggered vertical bars to create high-visibility panels that maximise motorists vision from any angle. Black (RAL No.9005) or Galvanised finish Dimensions: Panel lengths: 2000mm Above ground height: 1070mm Fixing: Mounted on top of root fixed stub posts rather than hung between interspacing posts Materials: Steel	Reference conformity to BS for pedestrian guard railing.		YES
Boundary Railings	Low timber post knee rail	For use around open spaces and grass verges where vehicle over-run is an issue		YES



<b>SEATING</b>				
Type	Description and Notes	Application	Example	Standard Material
Standard Seat Style 1	A simple style metal seat with back (and optional arm rests), Black (RAL No. 9005) Also available in a bench form without back and armrests Dimensions: 1800mm long Materials: Mild steel and fully welded Fixing: Legs to be root fixed or with concealed bolt ground fixing	Areas agreed with LBB	<i>Image to be inserted</i>	<i>To be confirmed</i>
Standard Seat Style 2	A traditional style seat with 2 legs, back, armrests and simple decorative details. Painted Black (RAL No. 9005) with timber slats Also available in a bench form without back and armrests Dimensions: 1850mm long Materials: Cast iron legs and supports, timber slats Fixing: Legs to be root fixed or with concealed bolt ground fixing	Areas agreed with LBB	<i>Image to be inserted</i>	<i>To be confirmed</i>
Memorial Seating	Engraved metal plaque fixed centrally to the back of the seat	All types of seating bench and agreed with LBB	<i>Image to be inserted</i>	<i>To be confirmed</i>

PALETTE OF MATERIALS


UTILITY EQUIPMENT AND COVERS				
Type	Description and Notes	Application	Example	Standard Material
Utility Cabinets	Preference is to have cabinets sited flush to the back wall. All cabinets must be specified with double locks. Long term to aim for anti-fly posting finishes and for utilities to share cabinets	All areas within the borough		YES
Inset Covers	To be used as alternative to utility covers (supplied by utility companies) and installed so that footway material used matches and provides a continuous pattern across the footway	Areas agreed with LBB	<i>Image to be inserted</i>	<i>To be confirmed</i>
Period Features	To expose those historic street items during scheme works that may have previously been covered i.e. manholes with granite sett surrounds.	All areas within the borough	<i>Image to be inserted</i>	<i>To be confirmed</i>


SIGNS				
Type	Description and Notes	Application	Example	Standard Material
Road Marking	Road markings to conform to:- BS EN 1871, BS EN 1436, BS EN 1824, BS EN 1423, BS EN 1424	All areas within the borough It is recommended that 50mm width of lines are used for all weighting restrictions and bay markings.		YES

PALETTE OF MATERIALS

SIGNS					
Type	Description and Notes	Application	Example	Standard Material	
Traffic Signs	Traffic Signs manufactured to BS EN 12899 using composite material to prevent theft due to zero scrape value	All areas within the borough	<i>Image to be inserted</i>	YES	
Traffic Signs (LED)	12 volt LED signs ; Manufactured with a composite back plate and dew resistant film ; Option of solar or wind powered Benefits ; Low energy sign reducing carbon footprint ; Up to 60% less power consumption ; Reduced running costs ; Low maintenance ; Lack of fluorescent lights means no need for mercury recycling	Replacement of all new signs, requiring illumination, within the borough		YES	
Legible London – Way Finding Signs (Standard)	Finger post signs made of standard sign face mounted on steel post finished in Black or galvanised	For use excluding main Town Centres	<i>Image to be inserted</i>	To be confirmed	
Legible London – Way Finding Signs (Main Town Centres)	Information board with details pictorial information identifying location on a map base.	For use in predominantly Town Centres		YES	

PALETTE OF MATERIALS




SIGNS				
Type	Description and Notes	Application	Example	Standard Material
Legible London – Way Finding Signs (Main Town Centres) – Enhanced	Modern brushed Stainless Steel incorporating large illuminated way finding location map. Modern Stainless Steel Design in brushed finish with black etched letter with option of Braille if required or bespoke items as specified on a site by site basis by LBB	To be used at areas identified by LBB		YES
Period Features	Historic signs should not be removed and where required should be renovated	All areas within the borough	<i>Image to be inserted</i>	YES


PLANTING				
Type	Description and Notes	Application	Example	Standard Material
Shrub Planting	Low maintenance native species with seasonal variety in their selection of local province where possible	All areas within the borough		To be confirmed
Hedges & Hedgerows	Retain existing hedges and hedgerows where possible and replace where previously they may have been removed	All areas within the borough	<i>Image to be inserted</i>	To be confirmed

PALETTE OF MATERIALS


TREE PLANTING				
Type	Description and Notes	Application	Example	Standard Material
Tree Planting. High Quality – Town Centres	<p>Members involvement including consultation with retail outlets. Consider above and below ground constraints especially CCTV. Species selection to take into account future impact including:</p> <ul style="list-style-type: none"> <li>• High impact planting</li> <li>• Suitability for site</li> <li>• Pollution and carbon bearing</li> <li>• Mess and impact on street cleansing</li> </ul> <p>Semi-mature trees usually chosen, 20-25cm to minimise vandalism.</p>	<p>Town centres currently planted this way:</p> <ul style="list-style-type: none"> <li>• Edgware</li> <li>• Golders Green</li> <li>• Hendon (Brent St)</li> <li>• New Barnet</li> <li>• North Finchley</li> </ul>		YES
Tree Pit. High Quality – Town Centres	<p>Permeable resin bound gravel. Underground guying system. Greenleaf 'Urban' irrigation system. Traditional black steel guard with gap for litter control. Root deflector</p>	All areas within the borough		YES
Tree Planting. Generic residential	<p>Continue with landscape model where appropriate, Species selection to take into account future impact including:</p> <ul style="list-style-type: none"> <li>• Shade, fruit and leaf fall, insects and birds</li> <li>• Climate change</li> <li>• Landscape integrity</li> <li>• Subsidence issues</li> </ul> <p>Standards &amp; Extra heavy 12-14cm min, 18-20cm max.</p>	All areas within the borough		YES

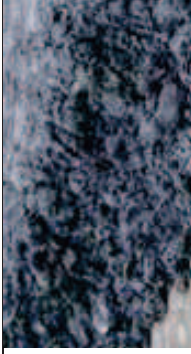
PALETTE OF MATERIALS

TREE PLANTING				
Type	Description and Notes	Application	Example	Standard Material
Tree Pit. Generic residential	Woodchip for mulch to finish. Weeding annually and topping up of mulch as and when. Land drainage pipes cut for irrigation. Double staked with plastic mesh guards for protection. Root deflector	All areas within the borough		YES
Special surfaces – town centres or major projects	Breedon Gravel installation around mature trees where trip hazards or condition is not acceptable <i>(Currently under trial on Grahame Park Way, NW9)</i>	Town centres and main roads		YES Specification and installation instruction at <a href="http://www.breedon-special-aggregates.co.uk/wa-yfarer">http://www.breedon-special-aggregates.co.uk/wa-yfarer</a>
Special surfaces – individual trees	Breedon Gravel installation around mature trees where trip hazards or condition is not acceptable <i>(Currently under trial on Grahame Park Way, NW9)</i>	Patching around mature tree roots		YES Specification and installation instruction at <a href="http://www.breedon-special-aggregates.co.uk/wa-yfarer">http://www.breedon-special-aggregates.co.uk/wa-yfarer</a>

DRAINAGE				
Type	Description and Notes	Application	Example	Standard Material
Drainage	New - PVC to BS EN 1401/ 1852-1/ 12666-1	New drainage schemes to incorporate PVC type pipes		YES



PALETTE OF MATERIALS

DRAINAGE				
Type	Description and Notes	Application	Example	Standard Material
	Replacement - Vitrified Clay to BS EN 291	To be used for purposes of maintenance and repair to existing drainage network		YES



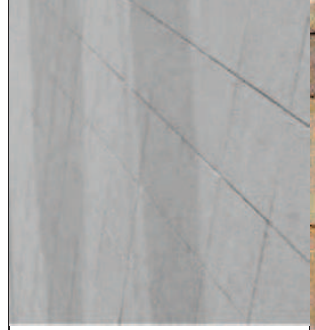

CARRIAGEWAY				
Several thin surfacing materials are used within the Borough e.g 'Tuff pave' from Hanson. DBM Asphalt concrete will always be considered and used in small residential roads. The Council is also keen to encourage the use of unchipped HRA (55/10) and will strongly consider material specification that adheres to London Highways Alliance Contract (LoHAC).				
Type	Description and Notes	Application	Example	Standard Material
Surface Dressing	Surface Dressing can provide: A reduction in traffic disruption due to the speed of the process; Supply of BBA/HAPAS approved binders. All works to be carried out in accordance with nationally recognised scheme	Surface dressing is suitable for all classes of carriageways from minor roads to major roads and provides high skid resistance and waterproofing.	<i>Image to be inserted</i>	YES
Anti-Skid (High Friction Surfacing)	Available from two product groups both complying to Clause 924. Epoxy Resin Anti Skid (two component resins, surface dressed with calcined bauxite aggregate) and Thermoplastic Anti Skid (blended molten resins and calcined bauxite aggregates, hot screed applied).	Anti-skid surfacing is suitable for all classes of carriageways from minor roads to major roads and provides high skid resistance	<i>Image to be inserted</i>	YES
Foambase	Cold-mixed and cold-laid, Foambase re-uses asphalt planings, crushed concrete and other 'waste' materials in premium bituminous mixtures. These replace hotmix base and binder course materials with no compromise in quality	Surface course used in all areas within the borough		YES





PALETTE OF MATERIALS

CARRIAGEWAY					
Several thin surfacing materials are used within the Borough e.g 'Tuiff pave' from Hanson. DBM Asphalt concrete will always be considered and used in small residential roads. The Council is also keen to encourage the use of unchipped HRA (55/10) and will strongly consider material specification that adheres to London Highways Alliance Contract (LoHAC).					
Type	Description and Notes	Application	Example	Standard Material	
EME2	EME2 (Enrobé à Module Élevé), is a very stiff and resilient base and binder course material that has now replaced HMB35 and which utilizes approximately 5.5% of a very hard 15/20 or 20/25 pen binder. Is now officially covered by a national standard in addition to its inclusion in the Specification for Highway Works.	Binder Course used in all areas within the borough	<i>Image to be inserted</i>	YES	
HDM	Heavy duty bitumen macadam materials complying with either the Specification for Highway Works or the MCHW and associated standards.	Binder Course used in all areas within the borough		YES	
Ironwork Adjustment	All ironwork adjustment works to be undertaken as directed by LBB including use of epoxy bedding mortar and cementitious bedding mortar.	All areas within the borough	<i>Image to be inserted</i>	YES	
Period Features	To retain Historical Surfacing	Assess and retain or repair historical surfacing where possible. If existing surface is not suitable for current use then retain material at store for future use elsewhere within borough		YES	



PALETTE OF MATERIALS

FOOTWAY				
Type	Description and Notes	Application	Example	Standard Material
Hot Rolled Asphalt - HRA	Wearing Course CPZ – use of road markings to demark area of footway for parking at identified sights	To be used to match existing areas of tarmac / macadam paving or where other material are not appropriate.		YES
Concrete Flag Paving 63mm thick, Grey (Natural) • Including fibre reinforced • Mixed with blocked setts in verge for CPZ areas	450 x 600 x 63mm, 600 x 600 x 63mm, 750 x 600 x 63mm, including fibre reinforcement type where vehicle overrun may occur. CPZ – use of block concrete setts to strengthen and demark area of footway for parking at identified sites	The use of handling equipment should be used in the installation of the larger size units in accordance with current Health & Safety legislation.		YES
Silver Grey Paving (Natural stone or concrete with recycled granite aggregate)	450 x 600 x 63mm; 600 x 600 x 63mm; 750 x 600 x 63mm	Reinforced paving should be used in areas that are likely to suffer from vehicle over ride, including crossover and footway parking.		YES
Concrete Setts Paving	Typically 80mm thick laid using mixture of 240 and 160 gauge size blocks CPZ – To be used in areas of footway to mark as 'on footway' parking	'Brindle' coloured Block Paving may be used on integrated parking and raised entry treatments where the main pavement is in flags.		YES

PALETTE OF MATERIALS

FOOTWAY					
Type	Description and Notes	Application	Example	Standard Material	
Tactile Paving	400x400x65mm – Buff, Grey (Conservation areas and areas of Heritage)	Typically blister paving used on controlled crossing points, Buff or natural may be used at other crossing points, e.g. in conservation areas	<i>Image to be inserted</i>	YES	
Granite Surfacing Pattern Layed - Enhanced	Areas such as shopping precincts or pedestrian areas needing a higher or more aesthetically material or finishing i.e. patterned layout, smooth/ polished finish with anti-slip treatments	To be used at areas identified by LBB e.g Cricklewood	<i>Image to be inserted</i>	YES	
Granite Kerb (fine picked straight and radius)	150mm x 300mm; 300mm x 150mm	The use of handling equipment should be used in the installation of these kerbs in accordance with current Health & Safety legislation.		YES	
Silver Grey (Natural stone of concrete with recycled granite aggregate)	255mm x 205mm; 145mm x 255mm	May be used in conjunction with natural stone aggregate paving, where there is a potential for variation to reflect local character or for use in special areas	<i>Image to be inserted</i>	YES	
Concrete Kerb (Straight and radius)	150mm x 300mm; 300mm x 150mm	The use of handling equipment should be used in the installation of these kerbs in accordance with current Health & Safety legislation		YES	

PALETTE OF MATERIALS

FOOTWAY				
Type	Description and Notes	Application	Example	Standard Material
Grey Concrete Edging	50mm x 150mm	Flat top edging should be used to retain the footway constructed against soft areas such as grass / landscaping.	<i>Image to be inserted</i>	YES
Trief Kerbing	Alternative options such as double height kerbs should be considered before opting for Trief kerbing	May be used where high levels of HGV overruns / mounting onto footway occurs		YES
Cycleway	Use of coloured surfacing is to be minimised, opting for where possible use of dedicated cycle lanes/tracks on footway and carriageway. Shared areas should have a demarcation between a footpath and the cycleway. Examples for delineation by means of a kerb edging, road markings or similar.	Note that the corduroy paving is aligned longitudinally for the cycleway section (right-hand side) and transversely for the pedestrian section (left-hand side), and that the cycleway pavement is closest to the carriageway. Reference should be made to the DfT Cycling Guidance, LTN 2/08.		YES
Period Features	To retain historical footway surfacing	Assess and retain or repair historical surfacing where possible. If existing surface is not suitable for current use then retain material at store for future use elsewhere within the borough	<i>Image to be inserted</i>	YES

## APPENDIX D:

### STATUTORY COMPANIES AND ASSOCIATIONS

**STATUTORY COMPANIES AND ASSOCIATIONS**

COMPANY NAME	ADDRESS
AFFINITY WATER LTD	DEVELOPER SERVICES AFFINITY WATER LTD TAMBLIN WAY HATFIELD HERTFORDSHIRE AL10 9EZ
ATKINS TELECOMS	ATKINS TELECOMS PO BOX 290 220 AZTEC WEST PARK AVENUE, ALMONDSBURY BRISTOL BS32 4WE
BARNET CYCLISTS	BARNET CYCLISTS THE BARNET BRANCH OF LONDON CYCLING CAMPAIGN 9 LANGLEY ROW HADLEY HIGHSTONE BARNET EN5 4PB
BRITISH TELECOMMUNICATIONS PLC	BRITISH TELECOMMUNICATIONS PLC PP 6/41C MILL HOUSE 11 ILFORD HILL ILFORD, ESSEX IG1 2BZ
BUS OPERATIONS - LONDON BUSES	AREA MANAGER - BRENT & BARNET BUS OPERATIONS - LONDON BUSES UXBRIDGE BUS STATION BAKERS ROAD UXBRIDGE UB8 1RJ
EDF ENERGY	EDF ENERGY PLAN PROVISION FORE HAMLET IPSWICH IP3 8AA

**STATUTORY COMPANIES AND ASSOCIATIONS**

COMPANY NAME	ADDRESS
EDF ENERGY NETWORKS	EDF ENERGY NETWORKS METROPOLITAN HOUSE DARKES LANE POTTERS BAR EN6 1AG
EDF NETWORKS	EDF NETWORKS 40 GROSVENOR PLACE VICTORIA LONDON SW1X 7BN
EDF POWER LINK LIMITED	EDF POWER LINK LIMITED UNIT 7, BUSH INDUSTRIAL ESTATE STATION ROAD TUFFNELL PARK LONDON N19 5UW
HNS NETWORKING ENQUIRIES	HNS NETWORKING ENQUIRIES C/O FUJITSU TELECOMMUNICATIONS EUROPE LIMITED SOLIHULL PARKWAY BIRMINGHAM BUSINESS PARK BIRMINGHAM B37 7YU
JCDECAUX UK LIMITED	JCDECAUX UK LIMITED 991 GREAT WEST ROAD BRENTFORD MIDDLESEX TW8 9DN
LIVING STREETS	LIVING STREETS 4TH FLOOR, UNIVERSAL HOUSE 88-94 WENTWORTH STREET LONDON E1 7SA

## STATUTORY COMPANIES AND ASSOCIATIONS

COMPANY NAME	ADDRESS
LONDON AMBULANCE SERVICE	LONDON AMBULANCE SERVICE HARTLEY AVENUE LONDON NW7 2HX
LONDON AMBULANCE SERVICE	LONDON AMBULANCE SERVICE 144 STATION ROAD BARNET LONDON EN5 1TE
LONDON FIRE BRIGADE	LONDON FIRE BRIGADE HENDON STATION 91 THE BURROUGHS NW4 9BL
LONDON FIRE BRIGADE	LONDON FIRE BRIGADE 144 STATION ROAD LONDON EN5 1TE
METROPOLITAN POLICE	NORTHWEST AREA TRAFFIC MANAGEMENT METROPOLITAN POLICE ROWDELL ROAD NORTHOLT MIDDLESEX UB5 5QP
NATIONAL GRID (GAS)	NATIONAL GRID (GAS) LONDON ROAD RAWRETH ESSEX SS11 8TZ



**STATUTORY COMPANIES AND ASSOCIATIONS**

COMPANY NAME	ADDRESS
NATIONALGRID PLC	NATIONAL GRID PLANT PROTECTION BRICK KILN STREET HINCKLEY LE10 0NA
OPENREACH NETWORK ALTERATIONS	OPENREACH NETWORK ALTERATIONS 7TH FLOOR, TOWER 2 COLINDALE HOUSE SSC THE HYDE COLINDALE NW9 6LB
OPENREACH NETWORK ALTERATIONS	OPENREACH NETWORK ALTERATIONS, PP 6/41C, MILL HOUSE, 11 ILFORD HILL, ILFORD, ESSEX IG1 2BZ
TFL BOROUGH PLANNING	TRANSPORT FOR LONDON (PLANNING) WINDSOR HOUSE 42-50 VICTORIA STREET LONDON SW1H 0TL
TFL STREET MANAGEMENT	TRANSPORT FOR LONDON (PLANNED INTERVENTIONS) FLOOR 3 R3 PALESTRA 197 BLACKFRIARS ROAD LONDON SE1 8NJ
TFL TRAFFIC SIGNALS	TRANSPORT FOR LONDON (TRAFFIC SIGNALS) PALESTRA 197 BLACKFRIARS ROAD LONDON SE1 8NJ

## STATUTORY COMPANIES AND ASSOCIATIONS

COMPANY NAME	ADDRESS
THAMES WATER UTILITIES LTD	THAMES WATER UTILITIES LTD DEVELOPMENT CONTROL ASSET INVESTMENT UNIT MAPLE LODGE, DENHAM WAY RICKMANSWORTH,HERTS WD3 9SQ
THAMES WATER UTILITIES LTD	THAMES WATER UTILITIES LIMITED PO BOX 436 SWINDON SN38 1TU
THE RAMBLER'S ASSOCIATION	THE RAMBLER'S ASSOCIATION 2ND FLOOR, CAMELFORD HOUSE 87-90 ALBERT EMBANKMENT LONDON SE1 7TW
UK POWER NETWORKS	UK POWER NETWORKS METROPOLITAN HOUSE DARKES LANE POTTERS BAR HERTS ENG 1AG
VIRGIN MEDIA	VIRGIN MEDIA PLANT ENQUIRIES TEAM VIRGIN MEDIA SERVICES, UNIT 1 TO 12 AND LINK, MAYFAIR BUSINESS PARK, BRADFORD, BD4 8PW

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# TMA Network Management Plan (NMP)

## What is the purpose of this document?

All Highway Authorities have a legal requirement under the Traffic Management Act to produce and maintain a Network Management Plan. The overall outcome of the Plan is to set out a clear plan and provide evidence that the Local Authority is managing and mitigating congestion on the highway network. The Plan helps to define 'congestion' and disruption but in simple terms this means queuing and slow moving traffic.

The Network Management Plan encapsulates the day to day management of Statutory Undertaker works (gas, electricity, water and telecommunications) under the London Permit Scheme (LoPS). This system of all works in the highway being notified in advance through electronic notices ensures coordination of works to minimise the extent and duration of temporary traffic control

The Plan documents roles and responsibilities and organisational interfaces. It includes most importantly the Improvement Plan.

## How will the Plan be used?

### The Plan will:-

- maintain a view of congestion points on the LBB Network – Congestion Map
- maintain the Improvement Plan of schemes to address congestion
- maintain an Influence Points Connectivity Structure. All key stakeholders within the Council, Re. and externally, most notably Transport for London (TfL)
- structure the work programme for the TMA Management Project Board

## How does the Plan improve service delivery?

- it ensures that LBB complies with an important statutory requirement under the Traffic Management Act.
- it captures the complete organisational perspective of key stakeholder influence points
- it helps ensure that potential long term congestion issues are appreciated and tackled at planning and development stage.
- it puts in place a clear performance management system through measurable transportation KPIs and an Annual Performance Report.

## Who is Responsible for the Plan?

- Operational delivery of the Plan is the responsibility of the designated Traffic Manager. The Traffic Manager is Liam Davies.

# Network Recovery Plan (NRP)

## (Addendum to Highway Asset Management Plan (HAMP))

### What is the purpose of this document?

Most Highway Authorities have a documented Highway Asset Management Plan but equally most Highway Authorities face significant issues formulating a financial plan that can tackle the backlog and keep pace with the rate of deterioration in the roads and pavements and other key assets such as drainage.

The Network Recovery Plan applies whole life costing and deterioration modelling to establish the most cost effective maintenance treatments.

### How will the Plan be used?

The Network Recovery Plan is an operational plan set within the overall Highway Asset Management Plan. The principles contained in the NRP are used by the Asset Manager and the Highway Team to formulate planned maintenance programmes using a 'toolbox' of maintenance treatments.

The Plan draws upon condition data routinely collected and processed through a computerised Pavement Management System to output recommended programmes of work.

### How does the Plan improve service delivery?

- transforms the service by increasing the proportion of planned maintenance and reducing more costly reactive patching maintenance by preventative treatments.
- produces a programme of maintenance that extends to an increased percentage area of the LBB carriage way and footway network i.e. the surfaces of more roads and pavements receive maintenance each year
- makes the optimum use of contemporary maintenance treatment 'toolbox' – micro asphalts, preventative
- results in reduced service requests for highway maintenance and overall improvement in customer satisfaction
- offers opportunities to support a business case for investment funding and/or grant funding

### Who is responsible for the Plan?

- The Re. Highway Asset Manager (Chris Chrysostomou) is responsible for delivery of the HAMP and the Network Recovery Plan.

# Operational Network Hierarchy (ONH) Review

## What is an Operational Network Hierarchy ?

All Highway Authorities need to categorise their highway network to be able to apply the Section 58 statutory defence through reasonable inspection systems and maintenance repairs. This helps to mitigate claim liabilities from damage or injuries.

Such systems need a clear basis for applying different inspection and maintenance expenditure plans to different parts of the carriageway and footway network. In simple terms the most used or most important routes will be inspected most frequently and require expenditure to be prioritised over less well used routes.

## What is the purpose of this Review ?

Guidance is provided in the National Code of Practice (Well Maintained Highways) but the Code directs application of local factors to reflect local network characteristics.

The introduction of new electronic maintenance management systems coupled with mobile working offers an opportunity to incorporate process re-design to deliver operational efficiencies.

## How will the Review be Used ?

- To ensure consistent application of risk related factors fairly and transparently to every part of LBB highway network.
- To identify where scheduled highway inspections are most/least needed.
- To set out recommendations for a re-design of the highway inspection system to make the most efficient use of sources and
- Integrate with plans to introduce mobile working for inspections to improve flexibility

## How does the Review Improve Service Delivery ?

- Managed budget expenditure is focussed to give the best value for LBB.
- Decision making for maintenance is logical and transparent borough-wide
- Clear risk analysis to inspection and repair procedures to help support LBB defence of third party claims
- Best practice approach to network management that LBB/Re can offer to other highway clients to grow services
- A dynamic system that can quickly adapt to changes in the network

## Who is Responsible for the Review ?

The review is being undertaken as a Re. investment commitment using specialist support resources.

# Development Design Guide

## What is the Development Design Guide?

The Development Design Guide provides technical guidance to those with a need to carry out works on local public highway infrastructure within the Borough. It provides information on design standards expected of any works on the existing public / adoptable highway within the borough and for new planned highway infrastructure.

The Development Design Guide is a framework format document that summarises and 'signposts' relevant guidance in the form of documents or websites. It is a document that will form the template for a website that identifies the Council's specific requirements for local public highway infrastructure.

## What is the purpose of the Design Guide?

The purpose of the Design Guide is to provide technical design standards for works on local public highway infrastructure. This is to ensure high standards are maintained in terms of design and durability and to mitigate the risk against claim liabilities that may arise from damage to local public highway infrastructure as well as sub-standard work. The Design Guide provides links to websites for additional information relating to local public highway infrastructure and provides information on what other national standards and guidance need to be observed.

## How will the Guide be used?

- to provide a coordinated approach by Re. Highways, Planning and Regeneration to ensure the standard and consistency in the design of works carried out on existing public or adoptable highway within the Borough
- to ensure that works undertaken on local public highway infrastructure are constructed in a safe manner
- to support investment in the local highway infrastructure by streamlining process.


## How does the Design Guide improve service delivery?

- draws together all key information into one readily accessible document owned and managed by the Re. multi-disciplinary project team
- establishes a platform to develop a web based service and premium customer service
- works undertaken to a suitable and consistent design and quality standard to give the best value for Borough through clear and common guidance relating to expected outcomes.
- facilitate continuous improvement to processes and procedures to deliver high quality outcomes for local public highway infrastructure

## Who is responsible for producing the Development Design Guide?

Delivery and maintenance of the Developers Design Guide will be the responsibility of a Re joint service project team including designated principal managers from Highways, Planning and Regeneration.



	<p><b>Environment Committee</b></p> <p><b>24 July 2014</b></p>
<p style="text-align: right;"><b>Title</b></p>	<p><b>Consideration of impact of request for 30 minutes free parking in Temple Fortune</b></p>
<p style="text-align: right;"><b>Report of</b></p>	<p>Declan Hoare, Lead Commissioner for Housing and Environment</p>
<p style="text-align: right;"><b>Wards</b></p>	<p>Garden Suburb and Golders Green</p>
<p style="text-align: right;"><b>Status</b></p>	<p>Public</p>
<p style="text-align: right;"><b>Enclosures</b></p>	<p>None</p>
<p style="text-align: right;"><b>Officer Contact Details</b></p>	<p><b>Neil Richardson, 0208 359 7525</b>  <a href="mailto:neil.richardson@barnet.gov.uk">neil.richardson@barnet.gov.uk</a>  <b>Paul Bragg, 0208 359 7305</b>  <a href="mailto:paul.bragg@barnet.gov.uk">paul.bragg@barnet.gov.uk</a></p>

<p><b>Summary</b></p>
<p>This report has been provided at the instruction of the 10<sup>th</sup> June 2014 Policy and Resources Committee, which considered a 2,000+ signature petition “requesting free 30 minutes parking to save our high street” in Temple Fortune. This report provides details of the implications of introducing a free 30 minute parking scheme in Temple Fortune town centre.</p> <p>The principle of regulating the time motorists can park for in Temple Fortune exists – there are currently short term parking bays in the town centre, which allow a 30 minute stay, although currently this costs motorists £1.</p> <p>The introduction of a free 30 minutes would encourage more motorists to park, however it is concluded that the provision of a 30 minute free period across an entire town centre would cause issues to arise which would need consideration, which are explained further in the body of this report. In particular there would be an increase in local traffic and vehicle emissions, as less parking spaces would be available, which would result in motorists ‘cruising’ in the area looking for a space.</p>

## **Recommendations**

- 1. That the committee note the officer response to the petition as laid out in this report**
- 2. That the committee agrees that officers arrange on-foot surveys of Temple Fortune town centre to establish parking utilisation and turnover in each parking area,**
- 3. That the committee recommends to Policy and Resources Committee that, subject to the results of recommendation 2, parking tariffs be reduced in line with other town centres with known parking underutilisation issues (i.e. an initial 35% reduction) in appropriate parking bays;**
- 4. That the committee agrees that subject to Policy and Resources Committee implementing recommendation 3 officers undertake additional surveys, and make further recommendations to Policy and Resources Committee to modify the charging strategy accordingly to establish 85% occupancy.**
- 5. That the committee request officers to review programmes of work to enable these actions to be prioritised for funding within existing budgets and undertaken as soon as possible.**

### **1. WHY THIS REPORT IS NEEDED**

- 1.1 In April 2014 a petition was received by the Council from Ms Loretta Paterson requesting 'Free 30 minutes parking to save our High Street' (Temple Fortune). On 23 May 2014 the number of signatures reached 2,000, which is the threshold for referral to Policy and Resources Committee for consideration. On 10<sup>th</sup> June 2014 the Policy and Resources Committee received the petition and as a result decided to refer the matter to the Environment Committee for their meeting on the 24<sup>th</sup> July 2014, where the Environment Committee would consider an officer's report on the request for 30 minute free parking in Temple Fortune.

### **2. REASONS FOR RECOMMENDATIONS**

#### Request for free 30 minutes

The level of support in the petition indicates the level of local concern about the patronage levels of the parking bays in Temple Fortune town centre and the perceived impact that the local parking regime has on business footfall.

#### Background

Temple Fortune town centre is situated along A598 Finchley Road between the A406 North Circular Road to the north and Portsdown Avenue to the south. The A598 Finchley Road is a main thoroughfare to and from central London, is subject to high levels of traffic particularly in the peak periods, and forms part of the Strategic Road Network (SRN), which is a network of borough roads, which Transport for London (TfL) hold a significant interest in.

On-street short stay parking bays have been available in Temple Fortune town centre in excess of 15 years, primarily on Finchley Road, offering motorists a stay of up to a maximum of two hours – designed to encourage a regular turnover of motorists visiting the local businesses and amenities. Currently these parking bays operate between 9am and 5.30pm, Mondays to Saturdays, and can accommodate approximately 157 vehicles at any one time. The primary method of payment is via ‘Pay by Phone’, although alternative methods such as credit/debit card machines, Paypoint and Parking Vouchers can be used.

The current tariff is as follows:

Up to 30 minutes:	£1
Up to 1 hour:	£2
Up to 2 hours:	£4

To the north of the town centre, the adjacent side roads to Finchley Road are not subject to any parking controls, whereas to the south, the adjacent side roads fall within either the Garden Suburb ‘GS’ Controlled Parking Zone (CPZ), the Temple Fortune ‘TF’ CPZ, or the Golders Green ‘H’ CPZ. Many of these roads restrict ‘non resident’ parking for an hour on weekdays.

#### Town Centre and Shopping Parades Review

In September and October 2012, the Council undertook a parking review of Town Centre and Shopping Parade areas where Pay by Phone facilities are located. This review sought to obtain knowledge of the on-street parking requirements from businesses and traders throughout the borough’s Town Centre and Shopping Parade areas, with a view to establishing whether the current parking arrangements could be improved to better serve the town centre and shopping parade communities.

The focus of the review consultation was a letter and on-line questionnaire, circulated to all businesses and traders within each town centre and shopping parade area (hard copies were available on request) which businesses and traders were encouraged to complete and return. This review included Temple Fortune, which was included in the circulation of the letter and questionnaire to all businesses and traders within each town centre.

Because of the comments received in response to this questionnaire, the Council, throughout 2013, introduced various changes in town centres and shopping parades in the borough, depending on the feedback received from each area. These changes, amongst other measures, included reduced parking tariffs, the introduction of free 15 minute parking and the provision of additional parking bays.

No changes were made in Temple Fortune town centre as part of this process. This was because the response rate was too low (7%) to establish a consensus about what the issues were for businesses in the town centre.

### Consideration of request and conclusions

Parking plays an important part in contributing to a vibrant town centre, and key to encouraging this is an appropriate parking and charging strategy which when achieved supports the local economy and convenience for motorists as well as ensuring traffic is properly managed.

Charging for parking is often the best way to manage demand for spaces as otherwise it can actually make it more difficult for motorists to park. If parking charges are set too low the most desirable spaces can be oversubscribed meaning that some motorists may not find parking readily available. This can lead to local congestion as potential parkers hunt for a space and can also create unnecessary additional emissions. This situation can deter motorists from coming to an area if they think there will be no parking available at the end of their journey. Conversely, setting local charges too high acts as a deterrent resulting in too many underutilised spaces to the detriment of the local economy.

As a general principle, and potentially as a future policy, the Council would seek to create an 85% occupancy rate for town centre and local shopping parades. This target percentage is a standard industry benchmark for occupancy that helps balance demands between use and availability. It is acknowledged, that in order to achieve this, the prevailing charging structure should be subject to regular review, and crucially, regular reviews and surveys would be undertaken to ascertain usage of paid for parking spaces to ensure wherever possible that the parking provision is meeting the needs of the local community. Information gathered from these surveys would assist in deciding whether further changes to the charges are necessary to encourage the 85% occupancy target.

As it stands, the absence of any surveys relating to the parking characteristics of Temple Fortune town centre means that turnover levels are not known, although pay by phone data and site observations do suggest that there is a varying picture on bay usage and hence patronage throughout the town centre parking provision.

The principle of a regulated 30 minute stay already exists in Temple Fortune town centre, albeit at the moment motorists wishing to park are required to pay £1 to do so.

A reduction in the 30-minute stay tariff to enable free parking would undoubtedly increase patronage, to the initial benefit of local businesses, although the Council needs to be mindful of the potentially negative impacts this could have. The Council has a responsibility under the Traffic Management Act 2004 to ensure the expeditious movement of traffic on its road network in the borough, and particularly so in this instance given TfL's interest in Finchley Road as part of the Strategic Road Network. The provision of free parking could increase the risk of more spaces being utilised, which would result in motorists 'cruising' around the area looking for spaces, to the detriment of traffic flow, and resulting in increased local emissions.

Pay by Phone data for Temple Fortune town centre suggests that the parking bays in the central and southern locations are well utilised with good turnover and occupancy rates. However, this is not the case in a number of bays at the outer most locations to the north of the town centre. Summary data relating to

these bay locations are based on specific dates over a week. This indicates that there is low occupancy and hence an underutilisation of the available bays.

It would be sensible to extend the on foot surveys with a particular focus on these locations with a view to building up a more robust picture of the extent of bays which are being underutilised. Bay monitoring technology could be an alternative approach and this could be considered as a good trial site to install such technology. Costs would be in the order of £25K, with a rebate of £10K if the trial was not continued.

In other town centres where similar occupancy issues have been identified officers have implemented changes which particularly target an increase in occupancy in underutilised bays. This has included reducing tariffs and/or introducing short stay periods with appropriate charges. These changes have proved to be successful where implemented as there has been an increase in pay by phone transactions at these locations since the changes have been introduced. The decrease in charges may have been assumed to reduce revenue, however the increase in parking and therefore in transactions has meant that revenue levels have remained similar.

It is therefore suggested that the following actions be considered by Environment and Policy and Resources Committees:

1. That officers arrange on-foot surveys of Temple Fortune town centre to establish parking utilisation and turnover (Environment Committee),
2. Subject to 1. above reduce tariffs in line with other Barnet town centres with known parking underutilisation issues (i.e. an initial 35% reduction) in appropriate parking bays (Policy and Resources Committee);
3. That officers undertake additional surveys, and seek modification of the charging strategy accordingly to establish 85% occupancy - essentially treat this area as a pilot in line with the aspirations of the draft parking policy elsewhere on the agenda. (Policy and Resources Committee)

The Council constitution reserves the decisions on fees and charges to the Policy and Resources Committee. If Environment Committee wish to proceed on this basis recommendations will need to be made to Policy and Resources Committee.

### **3. ALTERNATIVE OPTIONS CONSIDERED AND NOT RECOMMENDED**

Alternative options have been considered as part of the discussion in section 2.

### **4. POST DECISION IMPLEMENTATION**

- 4.1 Depending on what the Committee decides, this will determine the next course of action, although a change of parking tariff in Temple Fortune would require a Notice of Variation under Section 46A of the Road Traffic Regulation Act 1984. The process outlined in The Local Authorities' Traffic Orders

(Procedure) (England and Wales) Regulations 1996 states that the local authorities are required to publish a notice of the intended tariff changes at least 21 days before the changes can come into force.

In addition, signage amendments, credit/debit machine reconfiguration and IT system reconfiguration would be required if the recommendations in section 2 are implemented.

## **5. IMPLICATIONS OF DECISION**

### **5.1 Corporate Priorities and Performance**

5.1.1 The Corporate Plan 2013/16 defines the Council's vision (under the priority to promote responsible growth, development and success across the borough) in delivering sustainable growth to ensure Barnet continues to be successful and a prosperous place where people want to live and work.

5.1.2 The London Mayor's Transport Strategy also addresses these areas through:

“Proposal 30: The Mayor, through TfL, and working with the London boroughs and other stakeholders, will introduce measures to smooth traffic flow to manage congestion (delay, reliability and network resilience) for all people and freight movements on the road network, and maximise the efficiency of the network. These measures will include ...c) “... keep traffic moving ...” , e) Planning and implementing ... improvements to the existing road network, ... to improve traffic flow on the most congested sections of the network, and to improve conditions for all road users. Appropriate parking provision and enforcement will positively contribute to ensuring that these aims and objectives are met.

5.1.3 Appropriate parking provision and enforcement will positively contribute to ensuring that these aims and objectives are met.

### **5.2 Resources (Finance & Value for Money, Procurement, Staffing, IT, Property, Sustainability)**

There will be costs involved in implementing any changes including footfall surveys, Variation Notice or Traffic Management Order changes, signage amendments, credit/debit machine reconfiguration and IT system reconfiguration. The costs will depend on the extent of those changes but are likely to be approximately £12.5k

There would also be costs of the additional surveys of approximately £5K.

At present, no budget provision exists to cater for these costs.

5.2.1 The Council's Constitution (Responsibly for Functions, Annex A) gives the Environment Committee specific responsibility to develop fees and charges for those areas under the remit of the Committee for consideration by Policy and Resources Committee. Depending on what action the Environment

Committee decides to take on this matter, it should also identify where the funding for the actions should come from.

### **5.3 Legal and Constitutional References**

- 5.3.1 The Traffic Management Act 2004 places an obligation on authorities to ensure the expeditious movement of traffic on their road network. Authorities are required to make arrangements as they consider appropriate for planning and carrying out the action to be taken in performing the duty.
- 5.3.2 The Council is also subject to the general duty on local authorities under Section 122 of the Road Traffic Regulation Act 1984 to exercise its functions under the Act (so far as practicable having regard to the matters specified in subsection (2) of that section) 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.
- 5.3.3 Under section 45 of the Road Traffic Regulation Act 1984 a local authority has the power to designate parking places on the highway and can decide whether or not to charge for parking there.
- 5.3.4 The Council's Constitution (Responsibly for Functions, Annex A) gives the Environment Committee certain responsibilities related to the street scene including pavements and all classes of roads, parking provision and enforcement, and transport and traffic management including agreement of the London Transport Strategy Local Implementation Plan.
- 5.3.5 The Council's Constitution (Responsibly for Functions, Annex A) gives the Environment Committee specific responsibility to develop fees and charges for those areas under the remit of the Committee for consideration by Policy and Resources Committee.

### **5.4 Risk Management**

It is considered that the issues involved are likely to give rise to policy considerations as failure to sustain and enhance Barnet's town centres will impair their key contribution to the social, economic and environmental well-being of the borough.

The introduction of free 30 minute parking may lead to problems in regard to supply and demand of spaces with spaces oversubscribed thereby causing problems such as congestion and adding to pollution as vehicles rotate the area searching for a parking space. This would be detrimental to the Council's responsibilities of ensuring the expeditious movement of traffic, imposed by the Traffic Management Act 2004, and to the Council's aims of reducing pollution.

### **5.5 Equalities and Diversity**

The Equality Act 2010 sets out the Public Sector Equality Duty which requires

public authorities to have due regard to the need to:

- eliminate discrimination, harassment and victimisation and other conduct prohibited by the Act
- advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it
- foster good relations between persons who share a relevant protected characteristic and persons who do not share it

The relevant protected characteristics are age, race, disability, gender reassignment, pregnancy and maternity, religion or belief, sex and sexual orientation. The duty also covers marriage and civil partnership, but to a limited extent.

The broad purpose of this duty is to integrate considerations of the public sector duty into everyday business and keep them under review in decision-making, the design of policies and the delivery of services.

The provision of a varied and appropriate mix of parking provision which is designed to suit the specific needs of a particular Town Centre aims to create the right environment for vibrant and viable town centres and shopping parades in Barnet. Integral to this is the need to respect the diversity of the town centre network and to take into account the different requirements of each town centre, and the different needs and preferences of those who use them.

Although a 30 minute free period would likely result in more people visiting Temple Fortune, it could result in less spaces being available, resulting in some cases, to the town centre becoming less attractive to visit, particularly for the more vulnerable members of the community, who may have become accustomed to finding a parking space near to the places where they needed to visit.

Subject to changes being recommended to Policy & Resources Committee for tariff changes, an Equalities Impact screening exercise will be undertaken and the outcome considered and acted upon.

Existing parking spaces for disabled drivers are unaffected by these proposals.

## **5.6 Consultation and Engagement**

5.6.1 As has been described in this report in 2012/2013 a very detailed borough wide consultation of Town Centre and Shopping Parade traders and businesses has been conducted in order to identify specific parking issues.

## **6. BACKGROUND PAPERS**

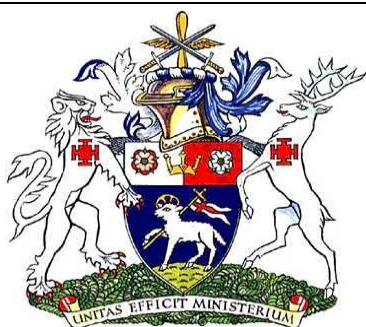
Leader of the Council's Delegated Powers Report 1727 of 9 July 2012 approved new parking initiatives and charges in Environment, Planning and Regeneration.



Cabinet Member for Environment Delegated Powers Report 1847 of 5 November 2012 approved the introduction of parking changes on an experimental basis following the completion of a North Finchley Town Centre parking review.

Cabinet Member for Environment Delegated Powers Report of 14 August 2013 approved the introduction of parking changes on an experimental basis following the completion of the borough wide Town Centre and Shopping Parades parking review.

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## Environment Committee

24 July 2014

<b>Title</b>	<b>LB Barnet response to TfL's consultation on the Draft Cycling Safety Action Plan</b>
<b>Report of</b>	Declan Hoare, Lead Commissioner for Housing and Environment
<b>Wards</b>	All
<b>Status</b>	Public
<b>Enclosures</b>	Appendix 1 Draft LB Barnet response to Transport for London's Cycle Safety Action Plan Consultation Appendix 2 Draft Cycling Safety Action Plan consultation actions to which no comment is proposed
<b>Officer Contact Details</b>	Declan Hoare, <a href="mailto:Declan.hoare@barnet.gov.uk">Declan.hoare@barnet.gov.uk</a> 020 8359 4320

### Summary

This report sets out the background and proposed response to Transport for London's consultation on the Draft Cycle Safety Action Plan. The committee is asked to approve the draft response to the consultation set out in appendix 1 that highlights potential issues with actions included in the draft plan and items that are particularly welcome.

### Recommendations

1. That the Committee approves the response to TfL's consultation on the Draft Cycle Safety Action Plan as set out in Appendix 1

## **1. WHY THIS REPORT IS NEEDED**

- 1.1 In 2013 the Mayor of London and Transport for London (TfL) published Safe Streets for London: The Road Safety Action Plan for London 2020. This set a London level target to reduce killed or seriously injured (KSI) casualties by 40 per cent, from the 2005-2009 baseline period, by 2020.
- 1.2 This is in the context of significant growth and investment in cycling envisaged in the Mayor's Transport Strategy and the Mayor's Cycling Vision to help address London transport needs.
- 1.3 Safe Streets for London identified cyclists as vulnerable road users and identified that a new Cycle Safety Action Plan would be produced to address the concerns and challenges this presents.
- 1.4 A draft Cycling Safety Action Plan has now been compiled by TfL working with a number of stakeholders, making up the Cycling Safety Working Group. The Plan outlines 32 key actions to target the key factors in collisions and help reduce cyclist casualties across London.
- 1.5 On 13 June, TfL launched a consultation on the draft Cycling Safety Action Plan and is seeking comments from stakeholders on the draft Plan by 25 July in advance of final publication in the summer.
- 1.6 A proposed response to the consultation is included at Appendix 1.

## **2. REASONS FOR RECOMMENDATIONS**

- 2.1 To help ensure that the final action plan addresses cycle safety in London generally and in Barnet in particular taking into account issues identified from the draft.

## **3. ALTERNATIVE OPTIONS CONSIDERED AND NOT RECOMMENDED**

- 3.1 The Committee could choose to not respond to the consultation or to simply endorse the London Councils response (although the final details of this are not currently known). Officer comments have been provided to inform London Council's response to TfL's consultation.

## **4. POST DECISION IMPLEMENTATION**

- 4.1 If approved the draft response in Appendix 1 will be submitted to TfL. It is anticipated that feedback from the consultation will inform the final Cycle Safety Action Plan when it is published later in the year.

## **5. IMPLICATIONS OF DECISION**

### **5.1 Corporate Priorities and Performance**

- 5.1.1 The Council's Corporate Plan 2013 – 2016 states in its strategic objectives

that it will work with local partners to Create the right environment to promote responsible growth, development and success across the borough. In particular the Council will maintain a well-designed, attractive and accessible place, with sustainable infrastructure across the borough. It also identifies outcomes related to helping residents stay healthy and active.

5.1.2 The Local Plan Core Strategy and the borough's Local Implementation Plan of the London Mayor's Transport Strategy both identify make travel safer and more attractive and making cycling and walking more attractive for leisure, health and short trips within their policies / objectives, and include targets for to increase cycling. The Local Implementation Plan also includes targets to reduce road traffic casualties.

## 5.2 **Resources (Finance & Value for Money, Procurement, Staffing, IT, Property, Sustainability)**

5.2.1 There are no direct resource implications arising from this report.

## 5.3 **Legal and Constitutional References**

5.3.1 No specific legal issues have been identified.

5.3.2 The Council's Constitution (Responsibly for Functions, Annex A) gives the Environment Committee responsibilities for commissioning road safety, and transport and traffic management. Committees are authorised to discharge all functions within their terms of reference except those reserved to full council.

## 5.4 **Risk Management**

5.4.1 There would be a reputational risk if LB Barnet does not respond to the consultation. This can be fully addressed through this report.

## 5.5 **Equalities and Diversity**

5.5.1 Cyclists are disproportionately male, younger adults and consequently these groups are more likely to suffer injury as cyclists. Safety concerns are a factor that may prevent other groups from taking up cycling that the Action Plan may help to address.

5.5.2 Responding to the consultation does not compromise the Council in its compliance with its statutory equality duty.

## 5.6 **Consultation and Engagement**

5.6.1 This is a response to a consultation being undertaken and led by Transport for London (TfL). There is no intention to undertake any separate consultation at this time.

## **6. BACKGROUND PAPERS**

- 6.1 Full details regarding the consultation, including the draft cycling safety action plan, can be found on the TfL consultation website at <https://consultations.tfl.gov.uk/cycling/draft-safety-action-plan> .

## APPENDIX 1 – DRAFT RESPONSE TO CYCLING SAFETY ACTION PLAN CONSULTATION

Thank you for the opportunity to comment on the draft Cycling Safety Action Plan. We have the following observations to make on specific actions included within the plan, and one additional observation.

<p><b>Action 1</b></p> <p>Together with London boroughs, TfL will <b>deliver the major infrastructure programmes of the Mayor’s Vision for Cycling in London</b> emphasising the importance of cycle safety on the TLRN and borough roads. This includes implementing:</p> <ul style="list-style-type: none"> <li>• at least 50 per cent of the Central London Grid by 2016 and Quietways, achieving a safe and connected network for cycling</li> <li>• new Cycle Superhighways and upgrading the existing Cycle Superhighway routes</li> <li>• three mini-Holland schemes in the London Boroughs of Enfield and Waltham Forest, and Royal Borough of Kingston upon Thames</li> <li>• 33 Better Junctions to create a step-change in cycle and pedestrian safety at key junctions. Ten schemes will be delivered by 2016.</li> </ul>	<p>London Council’s draft response for this action, with which we concur in noted that:</p> <p>This action should list the ten junction schemes that will be delivered by 2016. TfL should provide details on their prioritisation criteria and also consider the feasibility of developing temporary/emergency safety actions that protect cyclists and pedestrians the most problematic junctions</p>
<p><b>Action 2</b></p> <p>TfL will publish the London Cycling Design Standards (LCDS) to deliver world class cycle designs on the TLRN and require the application of the standards in all schemes, including those on borough roads through the Local Implementation Plan (LIP) programme.</p>	<p>Although our current understanding is that the new LCDS provides a range of different measures that may be appropriate in different circumstances, the suggested action is too prescriptive regarding borough actions on borough roads.</p> <p>The action should be reworded to ‘encourage’ rather than ‘require’ application of the standards.</p>

	<p>This would still help achieve consistency and good practice in scheme design (including LIP funded schemes) without restricting the borough from making the decisions it considers appropriate on its own road network.</p>
<p><b>Action 3</b></p> <p>TfL will support and encourage best practice application of the LCDS on the TLRN and borough roads through offering continued professional development training for TfL and borough engineers, scheme designers and auditors.</p>	<p>This is welcome</p>
<p><b>Action 4</b></p> <p><b>TfL will focus its road safety engineering programme on locations on the Transport for London Road Network (TLRN) where vulnerable road users can be made safer.</b></p> <p>London boroughs will be strongly encouraged to prioritise cycle safety through the three-yearly Local Implementation Plan (LIP) programmes and by publishing annual borough hotspot maps.</p>	<p>TfL should also acknowledge that the boroughs' core LIP programme has the flexibility to be spent within the parameters and priorities set out in the Mayor's Transport Strategy. Therefore, for some boroughs there may be higher priorities in terms of road safety and in other terms.</p> <p>The reasoning behind the dates assigned to this action is unclear</p>
<p><b>Action 5</b></p> <p>TfL, alongside the City of London, will trial 20mph speed limits on two stretches of the TLRN in the City of London, including London Bridge and Blackfriars Bridge, to create safer and more attractive environments for cycling. The trials will be closely monitored to help understand the potential of 20mph limits at other locations on the TLRN. TfL will also continue to encourage London boroughs to deliver more 20mph schemes through their LIP programmes.</p>	<p>London Council's draft response for this action, with which we concur noted that:</p> <p>As mentioned in the London Councils response to the Pedestrian Safety Action Plan, this action should aim at continuing expanding 20mph on the TLRN. This action should align with the categorisation of lengths of the TLRN under the Roads Task Force where these are high streets and high roads in town</p>



	<p>centres.</p> <p>A number of boroughs have adopted, or are in the process of adopting, borough-wide 20mph speed limits and many others have created more 20mph zones. However, borough efforts to encourage speed reduction will only work if appropriate enforcement regimes are in place. London Councils would like greater clarification on what support will be provided by TfL to implement 20mph schemes and enforce them. This action should therefore read as: <i>'TfL will seek to support those boroughs looking to deliver more 20mph schemes...'</i></p> <p>TfL should also acknowledge that the boroughs' core LIP programme has the flexibility to be spent within the parameters and priorities set out in the Mayor's Transport Strategy. Therefore, for some boroughs delivering more 20mph schemes may not be as important as other Mayoral priorities such as other cycling measures or smoothing traffic flows.</p>
<p><b>Action 6</b></p> <p>TfL will <b>improve the comfort and safety of popular cycling routes on the TLRN</b> by inspecting them more often and maintaining them to higher standards.</p>	<p>This is welcome</p>
<p><b>Action 16</b></p> <p>TfL will extend the safety principles of FORS by developing cycle safety initiatives for other operator sectors such as buses, coaches, tour buses, taxis, private hire vehicles, light goods vehicles, cycle couriers and cyclists generally,</p>	<p>This is welcome. This is the only action that seems to directly address the disproportionate level of conflict with taxis / private hire vehicles. Extending SUD to these</p>

<p>encouraging drivers to be more sympathetic to vulnerable road user needs by:</p> <ul style="list-style-type: none"> <li>• extending and adapting the Safe Urban Driving (SUD) training into the coach, taxi and private hire industries. Options to mandate this training, for example to all newly licensed taxi and private hire drivers, will be investigated</li> <li>• lobbying the Driver &amp; Vehicle Standards Agency (DVSA) to further emphasise cycle safety in the hazard perception in the driver theory test</li> <li>• including key cycle safety messages in taxi and private hire trade papers and TfL licensee updates</li> <li>• working with the taxi and private hire industry to ensure all Taxicard and Capital Call scheme drivers have undertaken vulnerable road user driver awareness training.</li> </ul>	<p>drivers seems valuable and feasible given licensing requirements.</p>
<p><b>Action 21</b></p> <p>In partnership with the MPS and CoLP, TfL will double the number of Exchanging Places events aimed at cyclists to 100 per year by:</p> <ul style="list-style-type: none"> <li>• delivering at least one event per month with London Buses</li> <li>• holding Exchanging Places events alongside commercial vehicle enforcement to promote a balanced approach to enforcement and road user safety</li> <li>• running pop-up Exchanging Places and cycle safety events</li> <li>• investigating introducing events at schools and workplaces</li> <li>• considering conducting a touring event of major town centres across London.</li> </ul>	<p>This is welcome</p>

<p><b>Action 24</b></p> <p>Together with London boroughs, TfL will double the number of adult cyclists receiving advanced safety skills training by:</p> <ul style="list-style-type: none"> <li>• developing London-specific training with key safety messages offered at Level 2 National Standards (Bikeability)</li> <li>• re-packaging and diversifying adult cycle training so that 25 per cent of all adults who undertake cycle training achieve Level 3 National Standards (Bikeability) by 2020.</li> </ul>	<p>It seems inconsistent that 25% of adult training should be to level 3 when it is envisaged that 75% of training for secondary pupils should be to level 3.</p> <p>Conversely might ensuring 25% of those undertaking training achieve level 3 prevent some people being trained at a lower level?</p>
<p><b>Action 25</b></p> <p>Together with London boroughs, TfL will <b>increase the number of children receiving cycle training and the level of skill among child cyclists</b>, by:</p> <ul style="list-style-type: none"> <li>• offering all pupils in London cycle training to a minimum of Level 2 National Standards (Bikeability) and to Level 3 National Standards (Bikeability) wherever possible</li> <li>• improving cycling skills so that 75 per cent of training undertaken by primary school children by 2020 is at a minimum of Level 2 National Standards (Bikeability)</li> <li>• creating targeted training for teenagers aged 15-16 years to support independent active travel and improve skills so that 75 per cent of training undertaken by secondary school-aged children is to Level 3 by 2020.</li> </ul>	<p>It seems inconsistent that 25% of adult training should be to level 3 when it is envisaged that 75% of training for secondary pupils should be to level 3.</p> <p>Might ensuring 75% of primary training is to level 2 and 75% of secondary training to level three prevent some people being trained at a lower level where appropriate?</p>
<p><b>Action 32</b></p> <p>TfL will continue to build an evidence base by undertaking further research to understand and improve its knowledge of cycle safety, particularly in the following areas:</p> <ul style="list-style-type: none"> <li>• Cyclist fatalities</li> <li>• Serious injury collisions</li> <li>• Cyclists and their bicycles</li> </ul>	<p>This is welcome</p>

<ul style="list-style-type: none"> <li>• Other vehicles and their drivers</li> <li>• The law</li> <li>• Infrastructure</li> <li>• Casualty trends and risk</li> </ul>	
<p><b>Additional comment</b></p>	<p>“Figure 2 ‘International cycling fatalities per million population’ is misleading as it does not take into account higher levels of cycling in some cities. Recasting the metrics to present the risks per kilometre travelled or per number of daily cyclists would be more appropriate.</p>

## **APPENDIX 2 – DRAFT CYCLING SAFETY ACTION PLAN CONSULTATION ACTIONS TO WHICH NO COMMENT IS PROPOSED**

**Action 7** For the first time, TfL will publish planned and emergency diversion routes which take cyclists along the safest and most direct routes when usual routes are unavailable, and will seek to keep routes open for cyclists unless space constraints or safety are compromised.

**Action 8** TfL, in conjunction with London Councils and London boroughs, will work to deliver the Mayor's proposed Safer Lorry Scheme to ensure that all HGVs entering London have appropriate safety measures fitted, to help better protect cyclists and pedestrians.

**Action 9** TfL will work with bus manufacturers and operators to trial vehicle technologies to improve the safety of cyclists by:

- trialling innovative vehicle technology to identify the potential benefits to cyclist safety of radar and optical sensors on London buses
- trialling Intelligent Speed Adaptation (ISA) technology on London's buses. ISA technology prohibits a vehicle travelling above the designated speed limit
- exploring how improvements to bus design could protect cyclists, drawing on international best practice.

**Action 10** TfL will work with the freight, fleet and construction logistics industries to target an improvement in vehicle and driver safety standards by:

- holding supplier seminars to stimulate the development of innovative vehicle safety technology
- encouraging and supporting small fleet operators to become accredited with the Fleet Operator Recognition Scheme (FORS)
- encouraging the uptake and retrofit of effective vehicle safety technology on all existing lorries
- increasing the uptake of FORS, particularly in the GLA family, London boroughs, the wider public sector and their suppliers.

**Action 11.** Together with partners, TfL will improve the safety of cyclists around lorries by:

- trialling quiet vehicle technology to expand off-peak delivery, separating cycles from lorries in rush hour
- working with industry to develop for the first time new front under run protection
- working with operators to develop and test better designs for side guards.

**Action 12** TfL will work with manufacturers and cycle businesses to help cyclists be safe by:

- offering advice on accessing training and cycling safely when buying a cycle
- challenging cycle manufacturers to increase the conspicuity of bicycles, for example building into the frame lights and retro-reflective equipment or irremovable bells, through innovator seminars.

**Action 13** TfL will lobby vehicle manufacturers and representative organisations to make vehicles safer for cyclists by pushing for:

- Autonomous Emergency Braking Systems to be fitted to all new cars as standard
- research into the potential of a Rapid Emergency Impact Braking System (RIBS) to rapidly stop HGVs if they hit a cyclist, in order to prevent fatal crushing injuries
- a specific new European New Car Assessment Programme (EuroNCAP) safety rating for cars' impact protection of cyclists and for EuroNCAP to extend its star score ratings to include buses and HGVs for non-occupant safety.

**Action 14** TfL will lobby:

- the DfT to improve lorry and driver safety through regulatory change, such as vehicle design and embedding safety in the driver Certificate of Professional Competence
- the EC to ensure that commercial vehicles are designed to give the driver maximum direct visibility around their vehicle.

**Action 15** TfL will work with the freight, fleet and construction logistics industries to improve driver safety standards for cyclists by:

- putting 10,000 drivers a year through safety training (such as the Safe Urban Driving (SUD) course) and measuring driver attitude and behaviour changes arising from undertaking the SUD course
- working to extend the rigour of on-site Health and Safety requirements to off-site trips.

**Action 17** TfL will work with bus operators to improve awareness of cycle safety through driver training and recruitment by developing a training module on vulnerable road users for incorporation into Driver CPC training so that every bus driver participates in this refreshed training by 2015.

**Action 18** TfL will raise awareness among bus operators and drivers of high cyclist risk locations by:

- using both bus Incident Reporting & Information System (IRIS) data and Police STATS19 data to build a comprehensive picture of high risk locations for cyclists

across the bus network to help inform driver safety briefings and risk mapping on a route by route basis

- undertake further analysis of the common conflict types between buses and cyclists to inform training materials and safety messages for drivers.

**Action 19** TfL will lobby the DfT to emphasise the prominence of cycling and the safety of cyclists and other vulnerable road users by identifying improvements in the Highway Code and better aligning it with advice from National Standards (Bikeability) training.

**Action 20** TfL will work with London's Police and the Driver and Vehicle Standards Agency (DVSA) to increase enforcement of driver and rider behaviour and vehicle safety by:

- tasking the Industrial HGV Task Force and Commercial Vehicle Unit to take direct action against dangerous drivers, vehicles and operators
- encouraging Police to trial waiving cyclists' first offence Fixed Penalty Notices (FPNs) on condition of attendance at an Exchanging Places/training hub event
- providing intelligence about where cyclists face high levels of risk to support the Cycle Task Force's corridor enforcement programmes and wider regular police enforcement campaigns at key junctions on at least two days per month
- supporting the use of alternatives to financial penalties, such as National Driver Offender Retraining Scheme (NDORS) courses (e.g. Capital Cycle Safe).

**Action 22** TfL will work with the London criminal justice system – the Police and the Courts, to:

- improve understanding and transparency of enforcement action and the criminal justice response to prevent KSIs
- support targeted training to ensure best practice in STATS19 data collection
- write to Coroners to ensure optimal use is made of reports by Coroners which highlight solutions that might prevent deaths and recurrent causes of death
- working with the CPS and Courts to encourage greater understanding of cyclists road traffic incidents and encouraging consistent and appropriate use of disposal outcomes such as driving bans.

**Action 23** TfL will launch a dedicated London Virtual Skills Hub using online booking of cycle training and advanced safety skills to attract commuter cyclists through workplaces including the use of 'London by Bike' seminars, pop-up locations and bookable time-slots for targeted and advanced skills courses (e.g. advanced

commuter skills with bicycle repair and maintenance), taking advantage of partnership and sponsorship opportunities.

**Action 26** TfL will develop and launch campaigns to change behaviour among all road users to make cycling safer by sharing roadspace, and:

- further developing the cycle safety tips campaign to ensure effective targeting of key messages
- providing clarity to cyclists and drivers on the use of new cycling infrastructure
- creating opportunities to raise awareness of cycle safety through all forms of media

**Action 27** The London boroughs and TfL will work with cycle training providers to increase the uptake and effectiveness of cycle training, equipping cyclists with the skills to travel safely by:

- ensuring that key Highway Code and safety messages are adopted at Level 2 National Standards (Bikeability)
- amending the pan-London cycle training contract to achieve more Level 3 National Standards (Bikeability) training for secondary school aged-children and adults.

**Action 28** Together with the Cycle Safety Working Group, TfL will coordinate delivery of this draft plan, by:

- working intensively with freight operators and industry to improve freight and fleet safety
- working with the Police to learn lessons from cyclist KSI collisions at high priority junctions
- drawing on intelligence and insight from cycle safety stakeholders and the Police to deliver targeted site-specific enforcement, and engaging with road users to deliver cycle safety messages
- working with London Councils to offer tailored training to enhance and improve road safety resources and skills within each borough.

**Action 29** TfL will work with the MPS and CoLP to target education and enforcement to directly improve the safety of cyclists and other vulnerable road users through:

- increasing the number of police officers in the Cycle Task Force from 39 to 50
- supporting and improving the Roadsaf London online intelligence gathering tool
- working in partnership with the MPS to support the activities of recently installed Road Safety Senior Responsible Officers in Borough Police Operational Command Units.



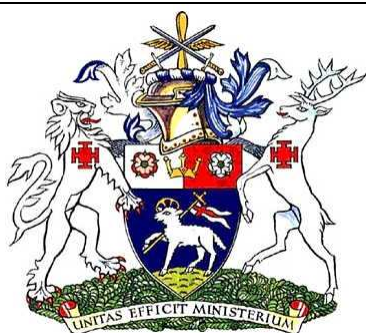
**Action 30** TfL will revolutionise the levels of knowledge about cycle safety in London working with London boroughs to:

- create new links with London hospitals to improve serious injury data collection
- systematically collect and monitor the levels of cycling with London boroughs
- evaluate the effectiveness of activities to improve cycle safety for all.

**Action 31** To deliver its commitment to improve the perception of cycle safety among both cyclists and non-cyclists, TfL's programme will be integrated with Public Health objectives by:

- supporting borough transport teams in coordinating road safety programmes with their Public Health colleagues to increase cycling and walking
- encouraging use of the WHO HEAT tool through training and best practice guidance to support business case development for initiatives that will deliver more and safer cycling
- working with the media to promote cycle safety.

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## Environment Committee

24 July 2014

<b>Title</b>	<b>LB Barnet response to Crossrail 2 Consultation</b>
<b>Report of</b>	Declan Hoare, Lead Commissioner for Housing and Environment
<b>Wards</b>	Coppetts and Brunswick Park
<b>Status</b>	Public
<b>Enclosures</b>	Appendix 1 Draft LB Barnet response to Crossrail 2 Consultation
<b>Officer Contact Details</b>	Declan Hoare, <a href="mailto:Declan.hoare@barnet.gov.uk">Declan.hoare@barnet.gov.uk</a> 020 8359 4320

### Summary

This report summarises work undertaken to date on the development of Crossrail 2 including Barnet's relatively limited involvement so far. The report then explains that Crossrail 2 is now proposed to be extended into the borough at New Southgate. The proposed extension of one of several modifications to the scheme which is subject to a consultation that lasts until 25<sup>th</sup> July 2014. The committee is asked to approve the draft response to the consultation set out in appendix 1 that provides a strong endorsement to the extension into Barnet.

### Recommendations

1. That the Committee approves the response to the Crossrail 2 consultation as set out in Appendix 1

## **1. WHY THIS REPORT IS NEEDED**

- 1.1 In 2009 Transport for London (TfL) undertook a review of the existing proposed Chelsea-Hackney new rail line and concluded that there was a greater need for a new north east – south west rail line given current and planned growth across London. This led to a large number of options being assessed, two of which were selected for further development.
- 1.2 These two options, (known as the Regional and Metro options), were subject to consultation in summer 2013. The results of this consultation confirmed greater support for a Regional option. However, it also raised some issues on specific route alignments. TfL and Network Rail are now undertaking this second consultation to explore these specific aspects in more depth. Barnet officers responded to the 2013 consultation, supporting the Regional option but requesting that the route be extended from Alexandra Palace into the borough.
- 1.3 The proposal to extend Crossrail 2 into LB Barnet is a potentially very significant and positive development and under the new political management arrangements this type of strategic formal consultation should normally be considered and responded to by a committee.
- 1.4 The extension to New Southgate would reduce journey times to central London, a typical journey to Victoria would fall from 30 to 21 minutes; would provide new interchange opportunities reducing pressure on interchanges elsewhere; support plans for development around the station (currently planned in Enfield as part of the North Circular Road Area Action Plan) and provide an opportunity to further enhance the local area in Barnet; and provide an opportunity to utilise the existing railway land off Oakleigh Road South for the Crossrail 2 depot and sidings.
- 1.5 Ward Councillors have received a detailed written briefing on the indicative proposals for the new station and depot to date, which can be expected to be refined and worked up in a greater level of detail should the outcome of this consultation be positive. The Crossrail 2 station is currently proposed to be located on an island platform at the southern end of the existing station on the Enfield side of the railway lines. A new over-track building is proposed to provide a connection between the existing and new platforms.

## **2. REASONS FOR RECOMMENDATIONS**

- 2.1 To help ensure that Barnet benefits from the future delivery of Crossrail 2 by supporting the proposed extension to New Southgate.

## **3. ALTERNATIVE OPTIONS CONSIDERED AND NOT RECOMMENDED**

- 3.1 No alternative options are considered to be worth exploring at this time. The consultation is to consider the proposal for a short extension of the Crossrail 2 route from Alexandra Palace to New Southgate. The alternative would be not to have such an extension.

#### **4. POST DECISION IMPLEMENTATION**

- 4.1 If approved the draft response in Appendix 1 will be submitted to TfL. It is anticipated that feedback from the consultation will then inform the safeguarding consultations, anticipated in the autumn and, should the New Southgate extension be pursued, more consultation on the detailed proposals would be expected in summer 2015.

#### **5. IMPLICATIONS OF DECISION**

##### **5.1 Corporate Priorities and Performance**

- 5.1.1 The Council's Corporate Plan 2013 – 2016 states in its strategic objectives that it will work with local partners to Create the right environment to promote responsible growth, development and success across the borough. In particular the Council will maintain a well-designed, attractive and accessible place, with sustainable infrastructure across the borough. The plan also acknowledges that the future success of the borough depends on effective transport networks.

- 5.1.2 As we look to the future, the council is committed to creating the environment for growth in the local economy. Investment in regeneration and development is an essential driver for growth, creating jobs, reinvigorating communities and improving living standards. We have four priorities: regenerating priority areas; improving skills and employment opportunities; engaging with businesses; and providing infrastructure to support growth.

##### **5.2 Resources (Finance & Value for Money, Procurement, Staffing, IT, Property, Sustainability)**

- 5.2.1 There are minor resource implications arising from this report, in terms of officer time required to deal with the consultation and any input that may be required in the next 12 months, during which time more detailed work is expected to be carried out by Crossrail 2. It is expected that resource requirements can be contained within the existing revenue budget.

##### **5.3 Legal and Constitutional References**

- 5.3.1 LB Barnet is responding to the consultation as the proposed scheme, if implemented would be expected to have a significant impact on the New Southgate part of the borough.

- 5.3.2 The Council's Constitution (Responsibly For Functions, Annex A) gives the Environment Committee certain responsibilities related to transport and traffic management including agreement of the London Transport Strategy Local Implementation Plan.

- 5.3.3 Any decision required to be taken by the Council emerging from the consultation process will be considered in terms of the Council's legal powers and obligations (including, the public sector equality duty under the Equality Act 2010) and, where appropriate, mechanisms put into place to ensure

compliance with legal obligations and duties and to mitigate any other legal risks as far as possible.

#### **5.4 Risk Management**

- 5.4.1 There would be a reputational risk if LB Barnet does not respond to the consultation or become involved in further dialogue. These can be fully addressed through this report and by officers continuing to be involved in close and collaborative working with TfL.

#### **5.5 Equalities and Diversity**

- 5.5.1 Extending Crossrail 2 to New Southgate would improve access to jobs and services in central London and beyond for local residents in Barnet. It is hoped that the trains and station infrastructure will be fully accessible, but a more detailed Equalities Impact Assessment would be expected to be undertaken by Crossrail 2 once further design work has been undertaken, and officers will scrutinise this at the appropriate time.

#### **5.6 Consultation and Engagement**

- 5.6.1 This is a response to a consultation being undertaken and led by Transport for London (TfL). There is no intention to undertake any separate consultation at this time. Future proposals that arise from this consultation may require LBB to undertake further consultation.

### **6. BACKGROUND PAPERS**

- 6.1 Full details including the 2013 consultation report and the response to issues raised for the 2013 consultation can be found on the TfL consultation website at <https://consultations.tfl.gov.uk/crossrail/2>.

## **APPENDIX 1 – DRAFT RESPONSE TO CROSSRAIL 2 ONLINE CONSULTATION**

Note: only questions relevant to LB Barnet are listed below. Other questions relate to respondents details or elements of Crossrail 2 outside Barnet

### **Question 1 – Did you take part in the 2013 consultation on Crossrail 2?**

Proposed response:  
“Yes”

### **Question 2 – If yes, did you strongly support, support, oppose or strongly oppose, or have no view for the principle of Crossrail 2?**

Proposed response:  
“Strongly support”

### **Question 3 – Considering the options in this consultation, do you strongly support, support, oppose or strongly oppose, or have no view for the principle of Crossrail 2?**

Proposed response:  
“Strongly support”

### **Question 4 – Do you agree with the extended route from Alexandra Palace to New Southgate?**

Proposed response:  
“Yes”

### **Question 5 – Please let us know if you have any comments about this particular proposal here.**

Proposed Comments about New Southgate

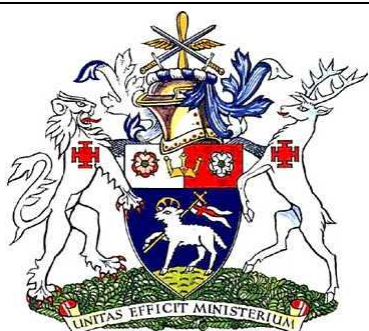
“The London Borough of Barnet welcomes and fully endorses the proposed extension to New Southgate. This would provide a reduction in journey time to central London and improve the access to jobs and services for local people. Extending Crossrail 2 to New Southgate would provide an excellent opportunity to regenerate this part of the borough, and provide better opportunities for interchange with other modes, particularly bus, where a future review of the existing service pattern focused on New Southgate would help to maximise the improved accessibility.”

**Q10 – If you have any comments regarding other aspects of this consultation please use the text box here.**

Proposed response:

“The London Borough of Barnet welcomes this consultation and looks forward to working with all our partners in delivering this project as soon as possible.”





## Environment Committee

24 July 2014

<b>Title</b>	<b>Corporate Grants Programme, 2014/15 – Friends of Childs Hill Park</b>
<b>Report of</b>	Head of Finance
<b>Wards</b>	All
<b>Status</b>	Public
<b>Enclosures</b>	Grant assessment – Friends of Childs Hill Park
<b>Officer Contact Details</b>	Ken Argent, Grants Manager, Finance, Commissioning Group ( <a href="mailto:ken.argent@barnet.gov.uk">ken.argent@barnet.gov.uk</a> ) (020 8359 2020) Jenny Warren, Head of Parks, Grounds Maintenance & Street Cleansing, Street Scene ( <a href="mailto:jenny.warren@barnet.gov.uk">jenny.warren@barnet.gov.uk</a> ) (020 8359 7803) Tracy Sawyer, Parks & Open Spaces Officer, Street Scene ( <a href="mailto:tracy.sawyer@barnet.gov.uk">tracy.sawyer@barnet.gov.uk</a> ) (020 8359 7824)

### Summary

This report attaches an assessment of an application by Friends of Childs Hill Park for a grant in support of a project in phase two of a three-year improvement plan for Childs Hill Park.

### Recommendation

**That Friends of Childs Hill Park be awarded a one-off grant of £7,500, subject to the council’s Standard Conditions of Grant Aid and the special conditions shown in the grant assessment enclosed.**

## **1. WHY THIS REPORT IS NEEDED**

- 1.1 Voluntary and community organisations may apply for a one-year start-up or a one-off grant of up to £10,000 from the corporate grants programme.
- 1.2 The power to award grants to voluntary and community groups is contained in the terms of reference of theme committees in the council's constitution - annexe A of Responsibilities for Functions.

## **2. REASONS FOR RECOMMENDATION**

- 2.1 These are as set out in the assessment of the grant application by Friends of Childs Hill Park herewith.

## **3. ALTERNATIVE OPTIONS CONSIDERED AND NOT RECOMMENDED**

- 3.1 None.

## **4. POST DECISION IMPLEMENTATION**

- 4.1 The applicants will be formally notified of the decision. The grant will be released following compliance with the special conditions attached to it.

## **5. IMPLICATIONS OF DECISION**

### **5.1 Corporate Priorities and Performance**

- 5.1.1 The Corporate Plan for 2013-16 includes the following strategic objectives:

- Creation of the right environment to promote responsible growth, development and success across the borough
- Supporting families and individuals that need it – promoting independence, learning and well-being
- Improving the satisfaction of residents and businesses with the London Borough of Barnet as a place to live, work and study

- 5.1.2 The outcomes around which these objectives are prioritised include:

- To promote better use of parks and green spaces to increase physical activity and well-being and encourage a sense of community
- To support residents to live as healthily and independently as possible
- To support children and young people in making a positive transition to adulthood

- 5.1.3 The council is seeking to develop new and effective partnerships to deliver high quality public services having regard to the significant reduction in government funding. The voluntary and community sector has a significant role to play in this strategy, especially by increasing choice, accessibility and value for money, leading on innovative solutions and improving customers' perception of public services.

5.1.4 A Third Sector Commissioning Framework, approved by the Cabinet Resources Committee in July 2008, sets out guidelines to:

- bring consistency to the council’s financial arrangements with the voluntary and community sector; and
- bring procurement from, and grants to, the sector into a single framework consistent with the council’s procurement rules

5.1.5 The grants programme offers one-off awards to help voluntary and community organisations (a) develop new services and activities and (b) run specific events or meet certain non-recurring items of expenditure.

5.1.6 All applications are assessed on their individual merits against the council’s policy objectives; the benefits to the local community; the effectiveness of the organisation in its service delivery; its overall value for money; its financial needs; and the budget for making awards each year.

**5.2 Resources (Finance & Value for Money, Procurement, Staffing, IT, Property, Sustainability)**

5.2.1 The provision for making start-up and one-off grants in 2014/15 is comprised of funds deriving to the authority from the Edward Harvist Charity; a small annual allocation from the former Borough Lottery Scheme; and a one-off contingency fund.

5.2.2 The current position on the funding available in 2014/15, which reflects the sum that is currently held by the council from the Edward Harvist Charity, to be supplemented during the course of the year as and when the council receives further payments, is as follows:

<b>Budget item</b>	<b>Funding available, 2014/15</b>	<b>Approvals to date</b>	<b>Balance remaining</b>	<b>Recommended herewith</b>
Edward Harvist Charity	£44,390	£10,200	£34,190	0
Former Borough Lottery Fund	£15,000	£1,500	£13,500	£7,500
Contingency	£45,000	0	£45,000	0
<b>TOTAL</b>	<b>£104,390</b>	<b>£11,700</b>	<b>£92,690</b>	<b>£7,500</b>

### **5.3 Legal and Constitutional References**

5.3.1 The council has power to make grants awards under section 1 of the Localism Act 2011.

### **5.4 Risk Management**

5.4.1 All grants are made subject to the council's Standard Conditions of Grant Aid, with which applicants are required to signify their compliance by signing a written undertaking. Amongst other things, the conditions cover how awards are spent, allowing council officers a right of access to proof thereof, and requiring notification of any change in an organisation's circumstances which significantly affect its finances, operations or grant entitlement. The council reserves the right to withhold payment of any approved grant, or to demand full or partial repayment, if it appears that an organisation has failed to comply with any of the conditions attached to the award.

5.4.2 The shift towards greater community involvement in the delivery of services has involved some relaxation in the attitude traditionally taken to compliance with eligibility criteria before an award is recommended. Whilst all applicants are expected to satisfy basic governance requirements, such as having an independent management committee, it is accepted that community-led and self-help groups often require the support of a parent organisation or other agency. In cases such as these, account is taken of other relevant factors, such as knowledge of a supporting agency and mechanisms to manage an applicant's financial affairs. All applicants are expected to work towards full independence within a reasonable period.

### **5.5 Equalities and Diversity**

5.5.1 Under section 149 of the Equality Act 2010, the council and all other organisations exercising public functions must have due regard to the need to:

- eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by or under the Act;
- advance equality of opportunity between people from different groups;
- foster good relations between people from different groups

The broad purpose of this duty is to integrate considerations of equality into day business and keep them under review in decision making; the design of policies; and the delivery of services.

5.5.2 All voluntary and community organisations grant-aided by the council are required to demonstrate that they have an equal opportunities policy covering users, staff and volunteers, which promotes equal treatment for all irrespective of their age, disability, gender, sexuality, ethnic background, faith, health, language or social and economic background. Scrutiny of compliance with these considerations, and how they contribute to promoting good relations between people and communities, forms part of the standard procedure for assessing all applications

5.5.2 Voluntary and community organisations are required to demonstrate how their activities support the council in meeting its equalities obligations in accordance with the greater emphasis on commissioning and awarding of contracts.

5.5.3 The Friends of Childs Hill Park's marsh garden project will be implemented in partnership with the Harington Scheme, a charity that trains and supports young people with learning difficulties or disabilities to find employment in the horticultural and land-based sectors. The project is intended to create a safe and natural educational play space for the community at large.

## 5.6 **Consultation and Engagement**

5.6.1 The application in question has been assessed in conjunction with the Green Spaces Team in Street Scene.

## 6. **BACKGROUND PAPERS**

6.1 Cabinet Resources Committee, 22 July 2008 (decision item 11): approval of a Third Sector Commissioning Framework.

6.2 Council, 4 March 2014: approval of corporate grants budget for 2014/15.

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## GRANT APPLICATION 2014/15 – ASSESSMENT AND RECOMMENDATION

<b>Priority Corporate Outcomes</b>	To promote better use of parks and green spaces to increase physical activity and well-being and encourage a sense of community To support residents to live as healthily and independently as possible To support children and young people in making a positive transition to adulthood	
<b>Organisation</b>	<b>FRIENDS OF CHILDS HILL PARK</b>	ref 158/G/ENV
<b>Address</b>	c/o 57a Dunstan Road, NW11	
<b>Relevant policy, aims and objectives</b>		
<p>The council is committed to maintaining Barnet as a successful, prosperous place where people want to live and in which an active community can thrive. This includes protecting and enhancing the natural (and built) environment. Development of the Big Society in Barnet seeks to make greater use of local creativity and entrepreneurial spirit and help galvanize new citizen- and community-led projects. Strategic objectives include working with local residents to improve the local environment and empowering people to take responsibility for their health and well-being through improvement in lifestyle. Making parks and green spaces more attractive places for physical activity, entertainment and play is one of the ways in which this may be achieved.</p> <p>The Children and Young People Plan, 2013/16, reflects a focus on improving outcomes for Barnet's younger population, creating the conditions for children and young people, especially those who are vulnerable, to develop skills; acquire knowledge; and engage in positive extra-curricular activities as part of leading a healthy lifestyle.</p>		
<b>Activities / proposal</b>		
<p>The Friends of Childs Hill Park (FCHP) is an unincorporated association with an adopted Charity Commission constitution formed last summer by a group of local residents to:</p> <ul style="list-style-type: none"> <li>* improve the appearance, and repair the infrastructure, of Childs Hill Park;</li> <li>* create an expanded playground with equipment for all ages and abilities;</li> <li>* encourage greater use of the park, especially for exercise, and develop an activity and education programme, placing it at the heart of the local community.</li> </ul> <p>FCHP has worked in partnership with the council's Green Spaces Team to complete phase one of a comprehensive three-year improvement strategy, which has included:</p> <ul style="list-style-type: none"> <li>* creation of a woodland border with 450 native trees and shrubs sourced from the Woodland Trust, planted by volunteers and local schoolchildren in partnership with the council's Green Spaces Team;</li> <li>* resurfacing of the major path through the park and removal of a large area of broken concrete, reseeded as a lawn;</li> <li>* refurbishment of broken benches and bins;</li> <li>* installation of new playground equipment including a zip-wire suitable for children with disabilities, two climbing frames and play items for toddlers;</li> <li>* creation of an outdoor gym;</li> <li>* provision of a family area with picnic, table tennis and chess tables.</li> </ul> <p>A re-planting plan has been drawn up in conjunction with a local landscape architect and a parents group has been formed to guide the development of an activity programme for children,</p>		

both of which form part of phase two, extending over the next twelve months, also to include planting of a community orchard and the creation of a 'marsh garden', the subject of this application.

The marsh garden proposal is to transform a largely redundant low-lying area of the park adjacent to the playground, which is often waterlogged and flooded during the winter; slippery; and potentially hazardous, into a safe and natural educational play space for the community. Hard and soft landscaping will seek to address the issue of flooding and the accumulation of unsightly stagnant water. Ornamental planting will focus on the promotion of biodiversity and wildlife. The creation of pathways will open up the site to children in support of environmental learning and for maintenance by volunteers.

The project, due for completion early in 2015, will be implemented in collaboration with the Harington Scheme, a charity that trains and supports young people with learning difficulties or disabilities to find employment in the horticultural and land-based sectors. The new garden will be enhanced with education boards, seating, sculptures and further wetland planting in the immediately adjacent beds as and when further funding is secured. It represents a key element of the development plan for the park and one that may inspire more local people to help with its maintenance and upgrading given the level of interest in what has been achieved to date.

The Green Spaces Team endorses the work of friends of parks groups like FCHP as an effective way of galvanising and empowering local communities to help in maintaining and improving parks and green spaces and securing external funding for those purposes. Phase one of FCHP's three-year improvement programme was delivered in accordance with an implementation plan agreed with the council, harnessing the talents and energy of local people. The marsh garden project represents an innovative way of tackling a serious and potentially dangerous flooding problem in Childs Hill Park, which previous drainage projects have failed to rectify.

### **Cost and financial need**

Phase one of the three-year improvement programme was funded from two grants to FCHP, including a one-off allocation of £50,488 from Street Scene's 2013/14 capital programme to improve the borough's parks, open spaces and green infrastructure on streets, linked to 'section 106' planning obligations, principally used to upgrade and expand the children's playground. A grant of £7,000 by Trust for London helped to create the new family area. Saplings for the new woodland border were donated by The Woodland Trust. At 21/5/2014, FCHP had an unspent balance of £600. Accounts covering the group's first year of activity will be available later this summer.

The cost of creating the marsh garden is shown as £9,975, equal to the grant request, made up of landscaping works and the installation of pathways (£6,000); preparation, conditioning and installation of new planting areas (£2,000); and ornamental planting (£1,975).

The Harington Scheme, which is committed to raising funds to support a training programme for local young people that will embrace a regular programme of management and maintenance of newly developed areas at Childs Hill Park, is seeking a (People's Millions) grant from the Big Lottery for the augmentation and complementary enlargement of the marsh garden.

FCHP has identified a range of other potential sources of funding, including landfill companies, which ring-fence funds for environmental projects, in support of other phase two and future phase three improvements, extending to the spring of 2016, including the development of an educational and activity programme for adults.



The grant recommended acknowledges the special partnership being formed with the Harington Scheme, whose enterprise arm will undertake much of the work on the marsh garden, and how the project will provide a unique opportunity for vulnerable young people to be involved in transforming and maintaining a neglected area of the park as a pilot for possible future similar schemes. The award, which will utilise 50% of this year's former Borough Lottery Fund allocation to the corporate grants budget for environmental and recreational projects, will largely defray the cost of hard and soft landscaping and the creation of pathways, enabling a start to be made on the project this autumn, and will leave a shortfall of £2,475 to be funded in other ways, mainly for the ornamental planting.

**Grant recommendation, type and conditions**

**£7,500** (from former Borough Lottery Fund)

Start-up grant  
One-off grant



**Special conditions:**

Payment of the award should be made subject to (a) agreement of a detailed implementation plan for the marsh garden in consultation with the Green Spaces Team; (b) confirmation that the balance of expenditure will be met from other sources; and (c) monitoring of progress and an undertaking to notify completion of the project.

**Target grant outcomes**

(a) To develop, for the benefit of the community, a redundant area of Childs Hill Park, protecting and improving the natural environment, and (b) to create opportunities for local young people to volunteer and gain skills in garden creation and biodiversity.

**Date:** July 2014

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	<p><b>Environment Committee</b></p> <p><b>24 July 2014</b></p>
<p><b>Title</b></p>	<p><b>Environment Committee Work Programme</b></p>
<p><b>Report of</b></p>	<p>Pam Wharfe, Strategic Director of Growth and Environment</p>
<p><b>Wards</b></p>	<p>All</p>
<p><b>Status</b></p>	<p>Public</p>
<p><b>Enclosures</b></p>	<p>Appendix A - Committee Work Programme June 2014 to April 2015</p>
<p><b>Officer Contact Details</b></p>	<p>Mari Lugangira - Governance Service Officer  <a href="mailto:maria.lugangira@barnet.gov.uk">maria.lugangira@barnet.gov.uk</a> 020 8359 2761</p>

### Summary

The Committee is requested to consider and comment on the items included in the 2014/15 work programme

### Recommendations

1. That the Committee consider and comment on the items included in the 2014/15 work programme

## **1. WHY THIS REPORT IS NEEDED**

- 1.1 The Environment Committee Work Programme 2014/15 indicates forthcoming items of business.
- 1.2 The work programme of this Committee is intended to be a responsive tool, which will be updated on a rolling basis following each meeting, for the inclusion of areas which may arise through the course of the year.
- 1.3 The Committee is empowered to agree its priorities and determine its own schedule of work within the programme.

## **2. REASONS FOR RECOMMENDATIONS**

- 2.1 There are no specific recommendations in the report. The Committee is empowered to agree its priorities and determine its own schedule of work within the programme.

## **3. ALTERNATIVE OPTIONS CONSIDERED AND NOT RECOMMENDED**

- 3.1 N/A

## **4. POST DECISION IMPLEMENTATION**

- 4.1 Any alterations made by the Committee to its Work Programme will be published on the Council's website.

## **5. IMPLICATIONS OF DECISION**

### **5.1 Corporate Priorities and Performance**

- 5.1.1 The Committee Work Programme is in accordance with the Council's strategic objectives and priorities as stated in the Corporate Plan 2013-16.

### **5.2 Resources (Finance & Value for Money, Procurement, Staffing, IT, Property, Sustainability)**

- 5.2.1 None in the context of this report.

### **5.3 Legal and Constitutional References**

- 5.3.1 The Terms of Reference of the Environment Committee is included in the Constitution, Responsibility for Functions, Annex A.

#### **5.4 Risk Management**

5.4.1 None in the context of this report.

#### **5.5 Equalities and Diversity**

5.5.1 None in the context of this report.

#### **5.6 Consultation and Engagement**

5.6.1 None in the context of this report.

### **6. BACKGROUND PAPERS**

6.1 None.

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**Environment Committee  
Work Programme  
June 2014 – April 2015**

Contact: Maria Lugangira 020 8359 2761

Subject	Decision requested	Report Of	Contributing Officer(s)
<b>12 June 2014</b>			
Business Planning	<p>To consider a report approved by the Policy &amp; Resources Committee on 10 June 2014 on the process for setting a new Medium Term Financial Strategy (MTFS) to 2020</p> <p>To consider a report from the Strategic Director for Growth and Environment to agree the scope and process for developing savings proposals to meeting the financial targets set out in the Medium Term Financial Strategy as they relate to the Environment Committee</p>	Strategic Director for Growth and Environment	
<b>24 July 2014</b>			
Parking Policy	To approve the draft Parking Policy and approve the commencement of a 12-week consultation period	Strategic Director for Growth and Environment	Housing and Environment Lead Commissioner / Interim Commissioner
Highways Policies	To approve for consultation (12-weeks) the Highways Asset Management Plan and Addendum, Operational Network Management Hierarchy, Developer Design Guide and Network Management Plan	Housing and Environment Lead Commissioner	Highways Mentor DRS (Mark Rees-Williams) / Contract Manager DRS Commercial (Alan Feist)
<b>18 November 2014</b>			
Business Planning	To approve five year commissioning priorities, proposals for meeting financial targets set out in the MTFS and proposed Management Agreements	Strategic Director for Growth and Environment	



<b>Subject</b>	<b>Decision requested</b>	<b>Report Of</b>	<b>Contributing Officer(s)</b>
Parking Policy	To approve the Parking Policy following a period of public consultation	Strategic Director for Growth and Environment	Housing and Environment Lead Commissioner / Interim Commissioner
Road Safety Measures	To consider: i) a six-month update report from Officers on the approved recommendations of the 20 MPH Zones Task and Finish Group ii) an update on other road safety measures	Strategic Director for Growth and Environment / Housing and Environment Lead Commissioner	Highways Manager (Re)
Highways Policies	To approve for consultation (12-weeks) the Highways Asset Management Plan and Addendum, Operational Network Management Hierarchy, Developer Design Guide and Network Management Plan	Housing and Environment Lead Commissioner	Highways Mentor DRS (Mark Rees-Williams) / Contract Manager DRS Commercial (Alan Feist)
<b>27 January 2015</b>			
Environment, Planning & Regeneration and StreetScene Fees and Charges	To make recommendations to the Policy & Resources Committee on Environment, Planning & Regeneration Fees and Charges for 2015/16	Strategic Director for Growth and Environment	
Parking Pilot Schemes	The Committee to consider a report on the findings arising from the parking pilot schemes in Edgware and High Barnet town centres ( <i>Referral from Budget &amp; Performance OSC</i> )	Strategic Director for Growth and Environment / Housing and Environment Lead Commissioner	Highways Manager (Re)
<b>10 March 2015</b>			

<b>Subject</b>	<b>Decision requested</b>	<b>Report Of</b>	<b>Contributing Officer(s)</b>
Management Agreements	To review management agreements for the commissioning and delivery of Environment and Street Scene services	Strategic Director for Growth and Environment	
Commissioning Priorities	To agree commissioning priorities for 2015/16	Strategic Director for Growth and Environment	
<b>28 April 2015</b>			
Parking Policy (Cash Meters) Task and Finish Group	To consider a 12-month update report from Officers on the approved recommendations of the Parking Policy (Cash Meters) Task and Finish Group	Housing and Environment Lead Commissioner	Infrastructure and Parking Manager
20 MPH Zones Task and Finish Group	To consider a 12-month update report from Officers on the approved recommendations of the 20 MPH Zones Task and Finish Group	Housing and Environment Lead Commissioner	Highways Manager (Re)