

Report to: Justin Bloomfield – Parking Services Lead

Date: 4th June 2025

Report of: Norma Adjepong –Traffic Engineer

**(OFF-STREET PARKING PLACES) ORDER 2019
(AMENDMENT) (NO.8) ORDER 2025**

1.0 SUMMARY

1.1 The purpose of this report is:

1.1.1 To inform the Parking Lead Officer of the need to implement the proposal, which forms the subject of the above-named Traffic Regulation Orders (TROs).

1.1.2 To seek authorisation to publish “Notice of Proposals” and:

a) where no objections are received or where objections are subsequently withdrawn “Make” the TROs and implement the proposal and:

b)where objections are received and not subsequently withdrawn, report the details of the objections together with Officer’s recommendations so that further instructions can be obtained.

1.1.3 To seek authorisation to consult the NHS and other Statutory consultees of the proposal by means of an email and plan, and NHS staff in the Annex by means of street notices on nearby street furniture, drawing their attention to the published “Notice of Proposals” and explaining how they can obtain more details of the proposals and make representations should they wish. In addition to consult with statutory consultees advertise a Notice of Proposal in the Watford Observer.

2.0 RECOMMENDATIONS

2.1 That the Parking Lead Officer authorises all as described in paragraphs 1.1.2 and 1.1.3 above.

Contact Officer:

For further information on this report please contact:

Norma Adjepong

Telephone:

Email:

Traffic Engineer

01923 278150

norma.adjepong@watford.gov.uk

3.0 DETAILED PROPOSALS

- 3.1 Requests for amendments to the Town Hall Car Park have been made by the Waste, Recycling and Venues department in Environment to facilitate their acquisition of new Electric Vehicles, for their operations, and the requirement to park the vehicles in the Town Hall Car Park. The amendment is also required to provide an unobstructed exit access for large vehicles leaving the Colosseum via the exit at the southern end of the car park.
- 3.2 The Town Hall Car Park is a surface-level parking facility, provides 115 spaces located adjacent to the Town Hall and Annex building. The Car Park is not accessible to the public during the hours of Monday to Friday 7am-4pm, as this operates for staff. Outside of these hours the Car Park becomes 'public' pay and display. The spaces on the southern end of the car park is reserved parking - allocated for the NHS Clinic staff who occupy the second floor of the Annex Building (15 spaces) and for Parking Operations (3 spaces). The Colosseum which is behind the Annex building has access into the premises is via an entry gate on the northern end of the car park and an exit gate on the southern end.
- 3.3 The Colosseum is due to re-open in July 2025 following an extensive multi-million programme of improvements and refurbishment, and as part of this the exit from the venue has been established/reinstated on the southern end of the Colosseum to facilitate the flow of vehicles leaving the Colosseum to be easily channelled toward the exit point to leave the car park. AEG, who have been approved to manage and run the Colosseum after the renovations, will require the exit access to accommodate Heavy Goods Vehicles (HGV).
- 3.4 With the layout of the existing parking spaces directly adjacent to the exit point of the Colosseum and along the southern end, the safe and unobstructed flow of the HGV vehicles leaving the Colosseum will not be permissible. This is because the space between some of the parking spaces, particularly those along the southern end and the standard parking spaces directly opposite is narrow and will not support that vehicle size. Therefore, some of the existing spaces will need to be removed.

In addition to the above, the Waste, Recycling and Venues department in Environment have procured new Electric Vehicles for work that include ones of standard van size and two of the transit size which will require a parking space wider than the existing spaces and areas between the bays to accommodate the electric charging points and signs in the car park. A site meeting was held between Blink, Parking Services, the Waste, Recycling and Venues department and Transport and Infrastructure to address the issues raised above and develop a plan to revise the car park layout in response to the issues raised. The following decisions were made at the end of the meeting:

- Blink are going to require 14.2m of existing parking spaces and will require a 'square' layout to be created for the new Council electric vehicles to have easy access to the charge points and be in the same location without making major changes to the car park layout. To facilitate this, the existing spaces from no. 75 to 88 inclusive will be removed and remarked as shown in the attached

drawing.

- The new parking layout for the electric vehicles will include hatched out areas between the bays where 1m x 0.6m islands to house the charge points and install protective bollards will be built.
- To allow better access for HGV's, some of the existing NHS bays along the southern end of the car park and near the gate will need to be removed and burned off (NHS parking bay 116 – 113), and the spaces relocated further down to replace the Operational Spaces are no longer required due to Parking Operations being moved elsewhere. These spaces are the bays from 101 – 98 which are by the car park exit.
- Bay 51 and 51A will also need to be removed to the facilitate the smooth and safe access of the HGVs.

CONSULTATION

- 4.0 As this scheme is a minor one and within the Council premises, the 'reserved' users of the Car Park, namely the NHS, have been made aware of the proposal.

Statutory Consultation will take place through the form of on-site notices and plans, and notices in the press and the Council website. The plans will also be shared with the key stakeholders via email for feedback.

PROPOSALS

- 5.0 A Draft Plan & TRO for the scheme are attached as **Annex A & Annex B**.

4.0 IMPLICATIONS

4.1 Financial

- 4.1.1 The cost of the schemes is estimated at £1,650 for the legal advertising, namely a notice of proposal and notice of making.

The signing & lining works will be done as part of the civils works which will be undertaken by Murrill under the instruction of Blink and the Transport and Infrastructure team. This will be funded by Environment

- 4.1.2 It has been confirmed there is a sufficient budget in HDR004 DO544 to undertake the drafting and advertising of the TRO.

4.2 Legal Issues (Monitoring Officer)

- 4.2.1 Watford Borough Council has been given delegated authority to make traffic regulation orders and implement proposals to manage parking on public

highways and other roads, pursuant to arrangements made under Section 19 of the Local Government Act 2000 and the Local Government (Arrangement for discharge of Functions) (England) Regulations 2012 with Hertfordshire County Council, and is exercising the powers conferred on it under Section 1, 2, 3 and 4 of the Road Traffic Regulation Act 1984 (which said Act of 1984 is hereinafter referred to as “the 1984 Act”) and of all other enabling powers.

4.3 Equalities

- 4.3.1 The schemes proposed aim to improve road safety and amenity for vehicles and pedestrians accessing the Car Park, thus paying regard to the council's duty according to the Equality Act 2010 as set out below.

Under section 149 of the Equality Act 2010, the ‘general duty’ on public authorities is set out as follows:

A public authority must, in the exercise of its functions, have due regard to the need to -

- eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this 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 proposal does not amend any blue badge parking bay or have any impact on certain groups with protected characteristics.

5.0 Potential Risks

5.1	Potential Risk	Likelihood	Impact	Overall score
	Some members of the staff at the council will perceive the changes in the Car Park as an unnecessary imposition by the Council as some of the parking spaces will be lost	1	1	2
	Failure to implement the new car park layout will compromise the safety of vehicles and the operation of the Colosseum as well as the EV operational vehicles for Council services which will raise issues that will lead to reputational damage to the council.	1	1	2
	Total	2	2	4

Background Papers

Annex A: Plan of Proposal

Annex B: Draft Traffic Regulation Order

NOTIFICATION OF OFFICER DECISION

**THE BOROUGH OF WATFORD (OFF STREET PARKING PLACES)
ORDER 2019 (AMENDMENT)(NO.8) ORDER 2025**

Decision Summary

1. That a "Notice of Proposals" is published and for those proposals where no objections are received or where objections are subsequently withdrawn "Make" the TROs and implement the proposals and for those proposals where objections are received and not subsequently withdrawn, report the details of the objections together with Officer's recommendations so that further instructions can be obtained.
2. That Notice of Proposals and plans of the proposed layout are displayed within the car park drawing users' attention to the published "Notice of Proposals" and explaining how they can obtain more details of the proposals and make representations should they wish.

Name of Officer exercising delegated authority:

Justin Bloomfield, Parking Services Lead

Signature: 

Date:4th June 2025.....