

## Chief Officer Decision

Pursuant to Article 3C Delegation to Officers (section 6.12) of the Constitution of the London Borough of Hounslow (which came into operation in May 2021)

### Details of Decision Taken

Title of decision	Electric Vehicle Parking Bays: Phase 1	
Directorate	Regeneration, Housing and Environmental Services	
Name and title of Chief Officer <sup>1</sup>	Jefferson Nwokeoma, Assistant Director Transport & Parking Jake Bacchus, Executive Director Finance & Resources	
Date	Thursday 29 <sup>th</sup> February 2024	
Exempt Information and Grounds	No	If Yes, Identify Which Access to Information Exemption Clause (see Part 4E Access to Information Procedure Rules (section 11.4))
Key decision?? <sup>2</sup>	No	Is it significant in terms of its effect on communities living or working in an area comprising two or more wards
		If yes, Identify the Forward Plan Reference Number <sup>3</sup>
		If yes, confirm that notice of the decision has been on the Forward Plan for at least 28 days in advance of the Decision Date.
		If yes, identify the date that the decision is to be placed in the public domain
		If yes, identify the date that the decision will be implemented if not called in.

<sup>1</sup> Authorised officers are an Executive Director, Director or an officer who reports directly to a Chief Officer.

<sup>2</sup> A key decision is an executive decision which is likely to result in the Council incurring expenditure or making savings that is/are significant (i.e. savings in excess of £1 mil (capital expenditure) or **£500,000**(revenue expenditure) or where expenditure or savings are less than the amounts specified above, they constitute more than 50% of the budget attributable to the service in question) having regard to the budget for the service or function to which the decision relates **OR** is significant in terms of its effects on communities living or working in an area comprising two or more wards. .

<sup>3</sup> At least 28 days' notice on the Forward Plan is required where an executive decision is a key one

<p>Details of Decisions (To be recorded as soon as practicable and be available for inspection along with all background papers that have been used to inform the decision unless exempt from publication. If exempt include details of the exemption relied on here. Decision to be retained indefinitely in accordance with Records Management Policy)</p>	<p>That the Assistant Director Transport &amp; Parking approves an Experimental Traffic Management Order (ETMO) enabling the trial of dedicated parking bays at all existing electric vehicle charging points across the borough for a period of 6-18 months, as detailed in this report;</p> <p>That the Executive Director Finance &amp; Resources approves a budget allocation of £71,000 to be funded from the Parking Reserve Account (PRA) earmarked reserve to fund the expected costs of installation of these parking bays and the associated temporary budget virements to reflect this project in the service revenue budget.</p>	
<p>Reasons for the Decision</p>	<p><b>Background</b></p> <p>Since 2016, the council has installed 266 electric vehicle (EV) charge points within existing streetlights across the borough, the locations of which are identified in Appendices 1-15. The charge points were installed during a trial period in which Hounslow were the first local authority in the country to trial the use of this type of infrastructure.</p> <p>The gradual, yet rapid, increase in the number of charge points installed across the borough was a result of increased requests from residents for EV charging infrastructure on their street.</p> <p>The council have consistently prioritised requests from residents who have little to no access to off-street parking and therefore rely on the council to introduce on-street provision. However, with the introduction of the lamp-column charge points, no dedicated parking provision was provided on-street as it was previously anticipated that usage of the charge</p>	

	<p>points would be predominantly overnight, with limited competition to access the chargers.</p> <p>In recent years, and in particular during the EV Strategy consultation period, the council has received an increasing number of requests from residents for dedicated parking provision to be introduced next to all EV charge points. The <a href="#">EV Charging Strategy Consultation Report</a> highlighted that 41% of EV owners said that 3-5kw chargepoint availability was poor.</p> <p>The concerns have identified that charge points are inaccessible due to internal combustion engine (ie petrol/diesel fuelled) vehicles consistently parking next to charge points and preventing EV owners from charging their vehicles.</p> <p>The number of new EVs registered within Hounslow has been monitored and data suggests this figure is rapidly growing, with a 46% increase between June 2022 and June 2023. However, utilisation of the lamp column chargers has only reached 10%. This along with the concerns raised by residents identifies the need for dedicated parking provision.</p> <p>As such, the council's EV Strategy, adopted in November 2022, stipulated that all existing and new charge points will have a dedicated bay alongside them. It also stated that where lamp column chargepoints are in a controlled parking zone (CPZ), they will only be available to those who qualify for a permit to preserve the integrity of the CPZ.</p> <p><b>Traffic order process</b></p> <p>The introduction of dedicated EV charging bays will be trialled as part of an experimental traffic management order (ETMO) which will be open for consultation for at least a 6-month period, with an option to extend for up to a further 12 months. This will give residents the opportunity to experience the real-life benefits of the dedicated parking provision and submit their views to the council along with any suggested improvements. As outlined above, where lamp column chargers are within CPZs, only those displaying a valid permit for that zone will be permitted to charge their vehicle within the EV bays during CPZ operational times; outside of these hours, the chargepoints can be accessed by other EV users.</p>
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	<p>Dedicating the parking bays adjacent to CPs for actively charging EVs will also likely encourage charge point operators (CPOs) to bid for the upcoming tender for new lamp column charging points. The dedicated bay will ensure the bay is only used by actively charging vehicles and in turn ensures CPOs can maximise revenue.</p> <p><b>Dedicated EV Bay Locations</b></p> <p>The dedicated EV bays will be introduced adjacent to existing lamp-column charging points. Desktop based surveys along with physical site surveys have been conducted to confirm the feasibility of each bay. Officers considered a range of factors when located the bays adjacent to the lamp column, including proximity of the bay to existing street furniture, distance to junctions and proximity of dropped kerbs.</p> <p>The dedicated EV bays will be marked with “ELECTRIC VEHS” lettering on the outside of the bay, along with associated signage.</p> <p>Where dedicated EV bays are located in CPZs, the council will retain priority for permit holders that are actively charging their vehicle when parked in the bay during CPZ operational hours and will then be open to the other EV users thereafter for charging. ‘Electric vehicle recharging point permit holders only’ signs will be displayed on the lamp column charge points with the relevant operational hours for the CPZ also set out on the sign. Vehicles parked in the bays, but not charging, will be subject to enforcement, with Penalty Charge Notices issued where necessary.</p> <p>A total of 262 dedicated EV bays are proposed to be introduced across the borough, including 10 locations on London Borough of Hounslow housing estates. The locations are detailed in Appendices 1-15.</p> <p>Where charge points are currently not working and are beyond repair, a dedicated bay will not be introduced until the charge points are replaced, once new chargepoint operators have been appointed later in the spring.</p> <p>Implementation of Phase 1 of the scheme (including bay markings and any necessary adjustments to signage) is scheduled to commence from mid March 2024, with the bays becoming enforceable as soon as all signage has been completed. Residents will receive a letter to notify them of the</p>
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	<p>plans in advance of the works commencing, which will also detail how to provide comments on the scheme.</p> <p>This report seeks approval to proceed with the installation of the bays and for a budget allocation of £71,000 to be funded from the Parking Reserve Account (PRA). The charging points generate an income through bay fees and revenue share. An income target of £200k per annum is already in place for the EV Strategy with two officer posts to also be funded from the income received. The cost of installation of the bays is expected to be offset by income generated by the charging bays which is expected to increase as ownership of EVs grows.</p>
Details of alternatives considered and rejected	<p>Not introducing dedicated EV bays would not support the council's corporate objectives to drive uptake of greener methods of transportation and decarbonising the borough. It would also be contrary to the EV Strategy adopted in November 2022, which identifies the need for both existing and new charge points to have dedicated bays for charging. Nor would it address the concerns and enquiries raised by residents requesting dedicated parking provision.</p>
<p>Factors taken into account (i.e. include here consideration of:</p> <ul style="list-style-type: none"> <li>• public sector equality duty,</li> <li>• biodiversity duty and</li> <li>• crime and disorder implications of decision</li> <li>• Climate emergency considerations</li> </ul>	<p>A full EQIA on the EV Strategy has been completed, which includes reference to the provision of dedicated bays across all existing chargepoints. The council does not anticipate any major negative equalities impacts arising from the scheme. It is anticipated that the scheme will facilitate those groups have may have a greater need for car based travel, including disabled people, to be able to transition to an electric vehicle, making these journeys less polluting. Various disability groups have been consulted.</p> <p>The adoption of cleaner vehicles will also help to improve air quality in the borough, which will have a positive impact on protected groups who are more susceptible to the negative impacts of air quality, such as young children, pregnant women, the elderly, and some disabled people with certain health conditions.</p>
Name and title of any Cabinet member consulted	<p><b>Consulted on scheme principles:</b> Cllr Shantanu Rajawat, Leader of the Council</p>

	<p>Cllr Katherine Dunne, Deputy Leader of the Council and Portfolio holder for Climate, Environment and Transport Strategy.</p> <p>Cllr Salman Shaheen, Portfolio holder for Parking, Parks and Leisure.</p> <p><b>Consulted on proposed locations:</b></p> <p>All affected Ward Members for: Brentford West, Chiswick Gunnersbury, Chiswick Homefields, Chiswick Riverside, Feltham North, Feltham West, Heston Central, Heston West, Hounslow East, Hounslow Heath, Hounslow South, Hounslow West, Isleworth, Osterley and Spring Grove, Syon &amp; Brentford Lock.</p>	
Member conflict of interest or Disclosable Pecuniary Interest?	Yes	If yes, give details (this includes non-DPI's interests that you consider should be declared and noted for the record but are not considered to have impaired your judgement or present any related conflict).

**HR Comments (only required where there is a change to establishment or other significant HR implications).**

Comments on behalf of Director of HR	[Please provide comments]
HR Officer Name and Title	

**Legal and Finance Comments (to be provided after report written)**

Comments on behalf of the Chief Financial Officer	<p>This report seeks approval for a budget allocation of £71,000 to be funded from the Parking Reserve Account to fund the cost of installing dedicated parking bays next to existing operational EV charging points as part of a trial that will run for a period of 6 to 18 months under an experimental traffic order.</p> <p>The introduction of dedicated parking bays for charging electric vehicles should make it easier for EV owners to charge their vehicles which should help maximise the revenue generated from lamp post charging points and from enforcement of appropriate use of these bays.</p>
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	<p>The revenue generated via the lamp post charging points that have dedicated bays needs to be separately tracked to inform the evaluation of the impact of the dedicated parking bays trial.</p> <p>There is sufficient non earmarked funding available from the Parking Reserve Account to fund this budget allocation.</p> <p>The budget allocation is being approved under the delegated decision making powers set out in paragraph 32 of the Schedule to the Financial Regulations.</p>
Finance Officer Name and Title	Jake Bacchus, Executive Director of Finance and Resources
Comments on behalf of the Director of Law & Governance, and Monitoring Officer	<p>This report seeks approval for a budget allocation to enable dedicated parking bays pursuant to an experimental traffic order.</p> <p>Pursuant to Paragraph 6 of Part 3C of the Council Constitution the Assistant Director for Transport, Parking and Environmental Strategy has delegated authority to approve local traffic and transport schemes in consultation with Ward Councillors, subject to statutory consultation.</p> <p>Pursuant to Paragraph 32 of the Part 4G1 of the schedule to the financial regulations the Chief Finance Officer has delegated authority for commitments to spend from reserve balances which have been set aside for a general earmarked purpose. This applies to any amounts up to £100k, with no further consultation</p> <p>Subject to the following supporting document –</p> <ul style="list-style-type: none"> <li>• COD signed by s.151/Chief Finance Officer</li> <li>• Evidence of consultation and approval by Cabinet Member with responsibility for Finance</li> </ul>
Confirmation by Legal Officer that the Decision is/is not a key decision	This is not a key decision
Legal Officer Name and Title	Rachel McKoy (NJ) – Director of Law and Governance and Monitoring Officer

### Confirmation and Authorisation of Relevant Chief Officer Taking Decision

Confirmation that no significant changes to the report have been made since Legal and Finance Comments were provided	Yes
Date decision to take effect for implementation <sup>4</sup>	29 February 2024

## Note on Publication of Chief Officer Decisions

Chief Officer Decisions which are not key decisions are usually published on the last day of the month. They will need to be provided to Democratic Services at least two days before this.

Chief Officer Decisions which are also key decisions will need to be published immediately to permit call in by Members. Please liaise with Democratic Services to identify a suitable date for publication.

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<sup>4</sup> To allow for call in of a key decision by the Overview and Scrutiny Committee, a decision will not take effect until the sixth day after the decision has been published.