

Officer Decision; Authority to Approve	
Decision title:	Relocation and Installation of E-Bike Parking Bays
Date of decision:	22 August 2025
Decision maker:	Sabeel Khan, Acting Assistant Director for Traffic, Transport and Parking
Authority for delegated decision:	<p>The Kerbside Strategy Cabinet report (July 2024) set out the following delegations in relation to the e-bike scheme:</p> <p>“4. Delegate authority to the Assistant Director Transport & Parking, in consultation with the Cabinet Member for Environment & Climate Change, to:</p> <p>a. Implement the actions set out in the Kerbside Strategy, subject to the availability of funding from the Parking Revenue Account, including approval of specific locations for any new facilities at the kerbside, in alignment with the strategy.</p> <p>c. Make permanent the experimental traffic orders associated with the e-bike scheme, subject to satisfactory review of a full 12 months of data from each scheme area, a further review of e-bike parking bay locations, consultation with ward members and implementation of the amendments set out in this report”.</p>
Ward:	Bedfont, Chiswick Gunnersbury, Chiswick Homefields, Chiswick Riverside, Cranford, Feltham West, Heston Central, Heston East, Hounslow Heath, Hounslow South, Hounslow West, Isleworth, and Osterley & Spring Grove
Consultation:	<ul style="list-style-type: none"> • Acting Assistant Director for Traffic, Transport and Parking • Principal In-House Counsel and Deputy Monitoring Officer • Head of Strategic Finance
Decision(s) to be made:	<p>The Acting Assistant Director for Traffic, Transport and Parking is asked to:</p> <ol style="list-style-type: none"> 1. consider the outcome of the e-bike parking bay statutory consultation as set out in this report, including the comment summary and officer responses set out in Appendix A; 2. approve implementation of the 7 new e-bike parking bays that are identified in Appendix B (Schedule A), as part of a permanent traffic order; and 3. approve relocation of the 20 e-bike parking bays that are identified in Appendix B (Schedule B), as part of a permanent traffic order.

<p>Reasons for decision:</p>	<p>Background</p> <p>The e-bike scheme is part of Hounslow's Kerbside Strategy, which was approved at Cabinet on 16 July 2024. The Kerbside Strategy is part of the Council's ambitious plans for a healthier, greener and safer Hounslow, as detailed in the Corporate Plan. It considers how to better balance different kerbside uses, including dockless e-bikes, helping to create safe, healthy, liveable and multi-functional streets for all ages and abilities.</p> <p>The Cabinet report for the Kerbside Strategy delegated authority to the Assistant Director Traffic, Transport & Parking, in consultation with the Cabinet Member for Environment & Climate Change, to implement the actions set out in the Kerbside Strategy, including approval of specific locations for any new facilities at the kerbside, in alignment with the strategy.</p> <p>In Autumn 2024, the Council initiated an E-Bike Scheme Review. The review was split across the three operating areas, with Chief Officer Decision reports confirming which parking bays were to be retained, relocated, added, and removed. The E-Bike Scheme was made permanent in February 2025 following the conclusion of this E-Bike Scheme Review. The E-Bike Scheme Review proposed adding 7 new bays and relocating 20 bays. These bays were subject to statutory consultation and an additional delegated decision report prior to implementation, which is the reason for this report.</p> <p>Proposal and Rationale</p> <p>The E-Bike Scheme Review proposed adding 7 new bays across the borough and relocating 20 bays. This includes new parking bays being marked and, where necessary, the removal of any existing road markings and/or amendments to signage. In the case of relocated bays, the previous e-bike bay location would be removed and its former use would be reinstated.</p> <p>The new and relocated bay locations have been chosen in keeping with the original location and design principles of the scheme, as set out in the April 2023 Cabinet report (section 3.3) and June 2023 Chief Officer Decision report, whilst taking account of learnings from the review. Desktop and site checks have been carried out by Senior Parking Engineers to determine site suitability.</p> <p>The statutory consultation process for the new and relocated bays ran from 6 June 2025 to 20 July 2025 bays (reference: TMO/P053/24). Consultation included letter drops to residents and business in the vicinity of the bays as well as notices being posted on-street, on the council's website, in the Hounslow Herald and in The London Gazette advising of the council's proposals.</p> <p>In total, the Council received 13 responses to the Statutory</p>
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	<p>Consultation. The comments were in relation to 6 different parking bays, one of which had previously been retained and was not undergoing consultation (as such, this objection was not upheld). No comments were received for the remaining 22 locations undergoing consultation. Appendix A summarises comments received and officer responses.</p> <p>Officers were able to address all comments – no objections were maintained. As such, officers recommend proceeding with all proposed new e-bike parking bays (Appendix B, Schedule 1) and all proposed bay relocations (Appendix B, Schedule 2).</p> <p>Financial Implications</p> <p>The estimated cost of implementing the recommendations detailed in this report is expected to be approximately £11,750, which is expected to be incurred in 2025/26. This includes the cost of installing new bays (including pavement markings and wand installation), the cost of changes to signage and the cost of bay removal where required. This cost will be met from the income that has been received from e-bike operations to date this financial year. As part of the Council's E-Bike Scheme contract, e-bike operators are obliged to pay for use of the bays through an annual service charge, monthly bay fees and monthly vehicle fees.</p> <p>Of the seven new proposed bays, 2 are replacing shared use bays, 1 is replacing a resident permit bay, 3 are replacing unrestricted parking, and 1 is on the footway. Of the 20 bays to be relocated, 6 of the new bay locations are replacing shared use bays, 4 are replacing resident permit bays, 3 are replacing unrestricted parking, 5 are on the footway, and 2 are replacing double yellow lines. It should be noted that shared use bays can be occupied by a mix of permit holders and those paying for parking. This is likely to fluctuate on a daily basis and any displaced pay by phone customers are most likely to relocate to alternative nearby pay by phone/shared parking places, meaning income loss is expected to be very minimal. In any case, the annual income being received from operators is expected to significantly exceed any loss of parking income.</p> <p>Legal implications</p> <p>The 'Authority for delegation' section of this report details the agreed Chief Officer delegations that apply to this decision.</p> <p>The management of the operation of e-bikes within Hounslow will be exercised by the Council in accordance with regulations issued by the DfT.</p> <p>Section 15 of the Greater London Council (General Powers) Act 1974 enables the Council to authorise, by resolution the parking of mechanically propelled vehicles (e.g. e-bikes) on the footway.</p>
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	<p>The Council as local highway authority has powers of removal and seizure of non-compliant dockless bikes under the Highways Act 1980. This is a function that is available which the council can exercise if and when necessary.</p> <p>The contracts between the Council and the operators require the latter to have employers' liability, public liability and product liability insurance cover to the value of £5 million for each type of cover. In addition, the contracts include provisions for the Council to be indemnified for compensation claims from the public should they incur property damage or injuries as a result of any incidents arising from the operation of the e-bike scheme, including any misuse of the e-bikes.</p> <p>Appendix A details the outcome of the statutory consultation. In considering the consultation responses, the following is well established in case law: that consultation must be undertaken at a time when proposals are still at a formative stage; it must include sufficient reasons for particular proposals to allow those consulted to give intelligent consideration and an intelligent response; adequate time must be given for this purpose; and the product of consultation must be conscientiously taken into account when the ultimate decision is taken: R v Brent London Borough Council, Ex p Gunning (1985).</p> <p>Communities, Equalities and Health Implications</p> <p>A full EQIA has been carried out as part of the draft Kerbside Strategy, which includes e-bikes. On balance, the council expects the scheme to have a positive impact. The scheme is intended to bring an additional more accessible mobility option to residents, including those with protected characteristics, offering a more affordable alternative to bicycle ownership.</p> <p>The primary concern is regarding bikes being abandoned outside of the bays and being parked obstructively, which has a particular negative impact on wheelchair/pram/pushchair users and to blind or partially sighted users. However, the provision of dedicated bays has helped to minimise the risk of bikes being parked dangerously or inconsiderately on footways, compared to the free-floating scheme that previously operated in the borough. Additionally, Hounslow Council has appointed two new operators, Forest and Voi, to deliver exclusively its e-bike service for residents. Both contracts, alongside new enforcement procedures will enhance the Council's ability to hold operators to account on parking compliance, thereby minimising adverse impact on persons with protected characteristics.</p> <p>Implementation Plan</p> <p>Approved e-bike bays will be sent to Hounslow Highways for programming and installed in summer to autumn 2025, depending on contractor availability. When the relocated bays</p>
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	are installed, the current locations will also be removed, along with any associated signage.
Highlight any associated risks / finance / legal / equality considerations:	<p>Comments on behalf of the Chief Financial Officer</p> <p>The cost of implementing the proposals in this report is estimated at £11,750. These costs are expected to be met from the income generated in 2025/26 (invoiced to date) by the E-Bike Scheme.</p> <p>There is a risk of loss of car parking income as these proposals include the removal of some parking bays that car users need to pay to use. The report includes an assessment of that risk and notes that the Council will receive alternative income via bay rental fees from e bike providers.</p> <p>There is also a risk that ebikes could cause damage to property or individuals. The operators are required to have employers' liability and public liability insurance cover in place. The Council should not therefore be held responsible for compensating other road users, residents or pedestrians should they incur property damage or injuries as a result of incidents arising from the operation of this scheme including any misuse of the E-bikes.</p> <p>Comments of the Monitoring Officer</p> <p>The delegations set out in the Cabinet Report July 2024 confer the authority on the Chief Officer to make the decision recommended in this report. On the 26 November 2024, Full Council approved a new financial threshold for decision making. Where a proposal is below a revenue threshold of £250,000 or below a capital threshold of £500,000 then the decision is not required to be published on ModGov. However, this report and decision should be retained and recorded by the service area as part of good governance and record keeping.</p>
Details of any alternative options considered and rejected:	During the location review process, where necessary, an assessment of alternative locations was undertaken, and the most appropriate location put forward based on the criteria identified above. The need to maintain sufficient network density to ensure scheme users are able to find a convenient parking location, thereby reducing the risk of abandoned bikes, was also an important consideration.
Details of any declarations of interest made:	Councillor Katherine Dunne, Portfolio holder for Climate, Environment and Transport: Councillor Dunne declared that she is a member of the London Cycling Campaign. This is not a disclosable pecuniary interest and so does not affect her involvement in this decision.

Appendices

Appendix A – Statutory Consultation Comments and Officer Responses

Appendix B – E-Bike Bay Recommendation Summary

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