

**NOTE OF THE PARKING PROVISION AND MANAGEMENT DISCUSSION FORUM
HELD ON WEDNESDAY 24 APRIL 2013 AT 7.45 PM
IN THE COUNCIL CHAMBER, CIVIC CENTRE**

Attendees

1. Those attending were:

Cllr Ian Reay, Chair
Clive Birch (Resident representative)
Danny Bonnett (Transition Town Berkhamsted)
David Carter (Resident representative)
Cllr Laurence Handy
Caroline Johnson (Resident representative)
Cllr Julie Laws
Peter Nicholls (Berkhamsted School)
Cllr Tom Ritchie
Ian Stephenson (Resident representative)

Minutes

Gary Cox, Town Clerk

Apologies

2. Apologies were received from David Collins, Ivor Eisenstadt, Jerry Wright, Fiona Macdonald, and Julian Dent.

Minutes

3. The minutes of the last meeting held on 11 February were agreed.
4. Cllr Laws had advised the meeting of her prejudicial interest on discussion relating to Berkhamsted School; and that the action on library parking spaces was for Cllr Reay.

Actions Arising

5. An update on actions from the last meeting was as follows.

Street Walk with Herts County Council

6. Members of the Forum who walked the town with HCC transport officers to highlight traffic flow, road line marking and potential one-way traffic issues reported a positive meeting.
7. A number of potential improvements to line markings had been identified that would increase parking spaces and restrict poor parking, particularly on junctions in Charles Street and Bridgewater Road.
8. HCC were clear that footway parking that impinges on the safe passage of pedestrians would not be supported when considering any improvement scheme.
9. The next steps were for HCC to send street maps to Clive Birch to furnish detail of proposals and supply us with the parking data collected in the recent past and for HCC to use that information to consider possible measures to increase parking provision, improve safety, relieve congestion, reduce speed and make "quality of life" interventions.
10. Cllr Reay would ensure HCC sent maps to Clive as soon as possible. **Action: Cllr Reay**

Audit of Council Garages

11. Cllr Collins would report on progress at the next meeting. **Action: Cllr Collins**

Station Car Park

12. Cllrs Reay and Ritchie had met with Deborah Carr from London Midland to discuss station car parking issues. Cllr Ritchie reported:

- The station car park was currently running at 70%-75% of the 480 capacity.
- It is estimated that around 150 commuters were parking in residential areas than in the station car park; a key issue for not using the station car park was the price of tickets compared to other car parks in the town.
- Deborah would discuss car park prices with colleagues on the basis that doing so might increase usage and overall income and would look at improving signage to the car park.
- London Midland were looking at increasing cycle racks at the station; would see if it were possible to align the time off peak parking rates (currently 10.00am) with off peak tickets (currently) 9.30am; and consider whether the car park might also have some short-stay spaces to accommodate car users such as shoppers.

Ashridge Management College Bus Service

13. Cllrs Reay and Handy had met Maggie Moore, Transport Manager at Ashridge.

14. Cllr Handy reported that Ashridge College was interested in using their existing bus service for a wider service around the town. But there were a number of problems that prevented such a service being introduced: employees and client requirements would have to take priority so they could not always guarantee a wider bus service; their current licence does not allow the College to transport others than employees and clients nor to take cash for that service; and they would be concerned about providing such a service to the detriment of other transport providers in the area.

Use of Library Car Park

15. Cllr Reay reported that some months ago the Library did start to leave their car park open out of hours for public use. But the facility was abused by long-stay parkers and others so they withdrew the service. The Library is not resourced to provide a ticketed car park, and in the medium-term the library site is likely to be developed as part of wider plans for the former police station and surrounding areas.

SportSpace Car Park

16. The Clerk had contacted Nigel McArthur, Operations Manager to ask if SportSpace Berkhamsted would be interested in leasing some car park spaces at the centre for use by local businesses for their employees from Monday to Friday.

17. Mr McArthur was raising this with the SportSpace management team and the Clerk was to contact him again on Mr McArthur's return from holiday for a response. **Action: Town Clerk**

Dacorum Parking Enforcement Policy

18. The Clerk reported that, broadly, the enforcement policy was to ticket cars parked on yellow lines or overstaying time limits in pay car park rather than badly parked cars in other locations. There was no facility now or planned to report parking issues to wardens on line or by telephone.

Urban Transport Plan

19. Comments made at the last Forum meeting had been included in the Town Council's response to the Urban Transport Plan and had been posted on the Town Council website.

20. The Clerk advised that AECOM has recently completed the Urban Transport Plan Report and Proposals and had invited the Councillor Steering Group to a final review meeting on 28th May. This meeting would consider additional scheme proposals from the public consultation and the UTP and proposals would then be finalised and submitted at the end of May or early June.

Feedback from Transport and Environment (T&E) Meeting

21. Cllr Reay reported that T&E had approved draft terms of reference for the Forum; had suggested a list of nominated substitutes be added to the membership list; and that the Town Council's Parking Working Group should be disbanded, being replaced, in effect by the Parking Forum.

Multi-Storey Car Park

22. Cllr Laws provided a summary of the latest position on the development of a multi-storey car park in the town.
23. The DBC Finance and Governance Portfolio Holder Decision Record of 16 April 2013 (available on the DBC website) reflects that DBC has appointed consultants to undertake and report on due diligence for the development of the multi-storey car park, before considering whether to fund design, planning and procurement stages. The due diligence work would be completed in June 2013.
24. In discussion, it was agreed that Cllr Tiley and/or nominated representatives be invited to attend the next Forum meeting to discuss multi-storey car park proposals. An earlier meeting in May, including the consultants, would allow the consultants to use the Forum as part of their due diligence review; alternatively a later meeting in June, would provide the Forum with details of the due diligence study and next steps proposals.
25. The Town Clerk was asked to write to Cllr Tiley inviting him and/or representatives to the next Forum meeting. **Action: Town Clerk**

Review of Evidence

Berkhamsted School Parking

26. Peter Nicholls provided a summary presentation of supply and demand for car parking spaces across the school estate. (A copy of the presentation is attached). In summary:
- School car parks in town locations (Castle and Kings Campus) are oversubscribed with around 20 more cars seeking spaces than available.
 - Most out of the town school car parks (such as Chesham Field and Haslam Field) just meet demand for spaces.
 - Kitchener's Field has substantial spare parking capacity and is underused.
 - The estimate is that overall, 70 -80 staff and pupil cars park in other than school car parks.
27. Mr Nicholls outlined action the School is taking to improve parking arrangements, including:
- Improving access, drop off and parking spaces at the Prep School on Doctors Commons Road in conjunction with pupil numbers reducing at that site, as the Haresfoot site becomes the location for pre-prep schoolchildren.
 - Subject to finding a site for a new Astroturf pitch, developing the current Astroturf pitch site at Lower Kings Road into a further school car park, which would relieve pressure on parking at the Castle Street campus.

- Increasing parking spaces available at Overton House by adapting a tennis court area.
- Increasing bus routes to and from the school.

28. In discussion, the Forum welcomed details and proposals provided by the school. However, there were concerns about potential traffic flow problems on Lower Kings Road if the current Astroturf area became a car park. This would be close to, and add to queuing for, the proposed multi-storey car park entrance further up Lower Kings Road.
29. There was further discussion and a suggestion was made on whether the school might encourage students who drive to school to park at Kitchener's Field rather than on residential streets. This would be regarded as an act of good citizenship and show consideration for residents close to the school.
30. As a starting point it was agreed that the school, Waitrose, Marks and Spencer and ABC, as large and future large employers in the town be asked to provide the Forum with their Travel Plans. **Action: Town Clerk**
31. Cllr Ritchie raised concerns about parking at large and well attended School sports events held at Chesham Fields, where extensive and inconsiderate off road parking by spectators was causing considerable damage to grass verges.
32. Mr Nicholls confirmed that arrangements were in place for event parking at Ashlyns School, opposite the playing field and the School would look at further ways of preventing such parking in future.

Parking Supply and Demand information

33. David Carter provided a summary of supply and demand for car parking spaces in Berkhamsted East and where there were gaps in data. A number of local residents would be willing to collect information to fill those gaps and this offer was welcomed. **Action: David Carter**
34. A further assessment from data provided in the UTP that 2,573 cars are used to commute into Berkhamsted every day and a further 935 cars are used by Berkhamsted residents to drive to work in Berkhamsted every day. (Details attached). It was agreed that this data and assessment would be raised for clarification by AECOM at the UTP review meeting in May. **Action Cllr Reay**
35. Clive Birch presented estimated parking demand and capacity information for the (former) Park Zone area and the street where there were some gaps in data. (Details attached). More work was needed to fill gaps in street information. **Action: Clive Birch**
36. Clive Birch, on behalf of Ivor Eisenstadt, reported that there was car parking information from 96 businesses. Mr Eisenstadt had volunteered to contact more businesses to increase the range of data from across the town. **Action: Ivor Eisenstadt**
37. It was recognised that a key gap in data and evidence was from the use of cars by shoppers in the town. It was agreed that the Forum should ask Ivor Eisenstadt if he would liaise with the Business Leaders Group and Chamber of Commerce to co-ordinate data collection from retail businesses across the town. **Action: Town Clerk**

Terms of Reference and Membership

38. In discussion, changes were made to the draft, revised terms of reference to be:

Parking and Parking Management Forum

To work in partnership to deliver improved parking, traffic management and traffic flow in Berkhamsted by:

- Identifying the range of parking provision, traffic management and traffic flow issues to be addressed
- Developing proposals and agreed measures to relieve pressure on parking and improve traffic flow
- Developing ways of increasing the provision of affordable parking spaces within the town, in order to maintain Berkhamsted as a thriving community
- Influencing and advising on parking, traffic management and traffic flow proposals for the town, including from DBC and HCC.

39. It was agreed that membership of the Forum be:

- 3 Councillors
- 3 Resident representatives
- 2 Business representatives
- 1 Chamber of Commerce/Business Leaders representative
- 1 Health Practitioner representative
- 2 School Representatives
- 1 Sports Club representative

40. Forum members would notify the Clerk of names of proposed members and any nominated substitutes for meetings in time for arranging the next meeting around May/ June 2013. **Action: Forum Members**

41. The revised terms of reference would be put to the next Transport and Environment Committee meeting for approval. **Action: Town Clerk**

Any Other Business

Bridgewater Road

42. The Clerk advised that a resident had emailed the Town Council expressing disappointment at the decision to abandon proposed parking restrictions on Bridgewater Road, asking for reasons why part of Bridgewater Road and all of South Park Gardens already had parking restrictions; and would be canvassing to highlight safety issues on the road.

43. It was agreed that the Clerk should respond to the email advising on work underway through the Forum and introducing Caroline Johnson as the Bridgewater Road area representative on the Forum. **Action: Town Clerk**

Forum Communications

44. The Forum recognised that this email and proposed response highlighted a need for better communications with residents. It was agreed that Forum communications be discussed as an agenda item at the next meeting. **Action: Town Clerk**

CPZ Portfolio Holder Decision

45. The Forum noted that the DBC Portfolio Holder Decision to introduce a parking restriction at Broadwater would be made shortly. That would formally complete the CPZ consultation exercise.

Charles Street/Kings Road

46. As yet the Town Council had not received any representations from residents for a specific parking scheme for Charles Street and the lower end of Kings Road. The Forum agreed that resident concerns may be allayed as the Forum improves the communication of the work underway and being developed.

Electric Bikes

47. Danny Bonnett advised that an electric bike retailer was interested in approaching Berkhamsted businesses to offer free bike trials to their employees. It was suggested that the retailer be advised to contact the Chamber of Commerce/Business Leaders and Ivor Eisenstadt as a way of making initial contacts.

Date of Next Meeting

48. The Clerk was asked to arrange the next Forum meeting for late May/June, with the timing dependant on the response from Cllr Tiley regarding discussion with the Forum on Multi-Storey car park proposals (see para 25). **Action: Town Clerk**