

**NOTE OF THE PARKING PROVISION AND MANAGEMENT DISCUSSION FORUM
HELD ON MONDAY 11 FEBRUARY 2013 IN THE COUNCIL CHAMBER,
THE CIVIC CENTRE, 161 HIGH STREET, BERKHAMSTED**

Attendees

1. Those attending were:

Ian Reay (Councillor) Chair
Kerry Bangle (Resident representative)
David Carter (Resident representative)
David Collins (Councillor)
Colin Garrett for Clive Birch (Resident representative)
Laurence Handy (Councillor)
Caroline Johnson (Resident representative)
Julie Laws (Councillor)
Tom Ritchie (Councillor)
Ian Stephenson (Resident representative)

Gary Cox (Town Clerk)

Apologies

2. Apologies had been received from Jerry Wright, Allen Green, Ivor Eisenstadt, Peter Nicholls. Clive Birch. Colin and Judy Bayliss had indicated they will not be attending future meetings.

Minutes

3. Minutes of the meeting on 28 November 2012 were agreed.
4. Action from that meeting had been cleared. The action on potential funding sources was an agenda item for this meeting; the Local Government Association had no best practice examples to offer; Campaign for Better Transport had one guide on getting best use from car parks that was not relevant for Berkhamsted; and a meeting with Berkhamsted School to discuss ways to improve traffic congestion had been held, with details to be provided as part of the agenda for this meeting.
5. Minutes from the meeting on 16m January were agreed.

Feedback on Commuter Ban Proposals

6. The Forum noted that, following T&E resolution and Full Council endorsement, the Borough Council had been asked that commuter ban parking be extended in Broadwater, with a short stretch of restricted parking that allows residents to have unrestricted access to garages at the rear of the flats; and that no other commuter ban proposals be made or taken forward.

Urban Transport Plan Consultation

7. The Forum raised a number of comments on the draft UTP.
 - The 2011 census data is out of date and the report should be updated with reference to the 2011 census data. In particular Royal Mail is no longer a large employer in the town. The largest employers now are probably Waitrose, Berkhamsted School and, soon to be, Marks and Spencer.
 - The implications of a possible Multi Storey Car Park being considered by Dacorum Borough Council should be included (e.g. car park signage and junction improvements, particularly on Lower Kings Road.)

- The Manor Street car park (Table 4.6, PK2) is no longer available – having been redeveloped for housing
- Bus services to/from the Station are infrequent and should be improved and co-ordinated to encourage bus use to the station.
- The Town Council particularly supports those schemes that will encourage and enable more pedestrians and cycling as a means of transport.
- The railway station car park is not adequately signposted.
- Scheme 2: Improve access and egress signage at A41 by-pass. The signage to Berkhamsted should not be changed at the Bourne End turn-off of the A41. Also the change in signage at the Tring exit should not take place before Scheme 4 (Improvements at Shootersway/Kingshill Way junction) is complete, as this junction is already highly congested.
- Scheme 4. Improvements at Shootersway/Kingshill Way junction. This junction is in urgent need of enhancement particularly to relieve hold ups in Shootersway but also to facilitate pedestrian movement between Shootersway and Kingshill Way. Ashlyns School will soon be significantly increasing in size and many pupils will need to cross Kings Road at this junction.
- Section 8.45 refers to a regular bus service. This is every 30 minutes and not sufficiently regular to support commuters to the station.
- The Plan should recognise plans for large housing developments at Ivy House Lane and Durrants Lane will be some distance for the town centre and are likely to add to the number of cars used to drive and park in the town centre and at the station.

8. It was agreed that the Town Council include these comments in the response to the draft Urban transport Plan. **Action: Town Clerk**

Developing an integrated parking plan

9. The Forum considered a range of suggestions to create additional parking spaces and also to reduce demand for parking.
10. Following discussion, it was agreed to arrange a meeting the Herts County Council to walk the streets to explain and consider how improvements to white and yellow line marking might increase parking capacity and to consider the potential for some one-way streets. **Action: Town Clerk**
11. The Forum noted that Herts County Council policy was to consider one-way systems only where they would improve traffic flow through a town and not increase road safety concerns.
12. The Forum welcomed email additions from Berkhamsted School that: a new Astroturf could increase parking spaces on the Castle Site, but the Health and Safety Executive requires the school to reduce parking on the main site; looking to increase coach services to reduce car journeys on the Aylesbury and Radlett routes; and the Prep. School transition to key stage 2 only will reduce pupil numbers (and car journeys) at Doctors Commons Road.
13. The School had also offered to compile information on parking capacity and demand for parking slots at the School. The school had previously estimated that between 60 and 70 pupils drove to school each day. There would be a number of employees, parents and visitors that added to those numbers.

14. The Forum welcomed the offer to provide information on parking demand and capacity over all of the school property. It was suggested that in doing this, the School might also consider whether the Old Dairy on Castle Street might provide potential parking spaces. **Action: Town Clerk**
15. The Forum were disappointed that the school had not recognised a social responsibility to the town by trying to address parking problem caused by pupils parking in residential areas. Subject to the School's response from this audit, it was agreed that the Forum should consider writing to the School Governors to try and get the School to consider alternative parking arrangements for pupils.
16. Councillor Collins said that the Borough Council had been asked to conduct an audit of Council owned garages in the town, to determine if the garages were properly used and whether there was scope to include more garages on existing or new sites. Councillor Collins would report back to the Forum when that review had been completed. **Action: David Collins**
17. The Forum reviewed the compilation of ideas raised by residents in response to the parking consultation. Many were included in the Urban Transport plan proposals.
18. The Forum noted that Councillors were meeting with a representative from London Midland to discuss issues regarding the station car park, particularly their high prices, compared to other long stay parking in the town.
19. Councillors has also recently met with Berkhamsted School and Herts County Council transport officers to consider proposals to reduce traffic congestion in Castle Street, including changing parking restrictions to 8.00am rather than from 8.30am to allow coaches to park and deliver pupils for the school 8.00am starting time; and to look to a Road Traffic Order to enforce no parking on the zig-zag lines outside the school lychgate entrance.
20. The Forum reviewed the compilation of ideas raised by residents in response to the parking consultation. Many were included in the Urban Transport plan proposals.
21. In discussion, it was agreed to:
 - Write to Ashridge Management College to ask if they might extend their bus service from the Station to College to offer a commuter bus service for the town. **Action: Town Clerk**
 - Discuss with the library if they might consider renting spaces in their car park when they were closed. Councillor Laws would raise this with Library Services. **Action: Julie Laws**
 - Write to SportSpace to explore whether they might rent car park spaces to businesses from Monday to Friday. **Action: Town Clerk**
 - Write to Dacorum Borough Council for their parking enforcement policy and asking whether parking problems could be reported on line or by telephone Action: Town Clerk
22. Councillor Laws undertook to provide a link for the minutes on the Dacorum Enviromental Forum which discussed parking enforcement policy issues.

The link is <http://www.dacenvforum.org.uk/minutes/20130117Pavement%20Parking%20Pres.pdf>

Next Steps

23. The Forum considered next steps to move towards developing and delivering a parking and parking management plan and agreed the terms of reference and membership should be revised to reflect that change of emphasis.
24. It was recognised that that membership should be smaller than the existing 20 that are currently invited and draw on those: with relevant expertise, residents from across the town, stakeholders such as business representatives such as the Chamber of Commerce and Berkhamsted Leaders, commuters, and those who have the opportunity to influence or improve parking arrangements, such as schools and the Sports Association.
25. The Forum also noted that the Town Council has no authority on parking matters. The Town Council role on the Forum would be to engage, facilitate and influence others in the delivery of parking projects. The Town Council would discuss whether the Parking Working Group should continue, considering the revised role of the Forum. It was agreed that the work of the Forum would be reported to the Town Council's Transport and Environment Committee, where 'parking' would become a standing item for every meeting.
26. It was agreed to consider revised terms of reference and membership for Forum at the next meeting.
Action: Town Clerk

Evidence Gathering

27. The Forum considered proposals for more data on the nature and scale of the parking problem, to be better placed to identify evidence-based proposals in a parking plan.
28. The Forum recognised that there was already a considerable amount of data available from surveys conducted during the CPZ consultation, particularly from residents and businesses. The School would be conducting an audit to provide more information. One identified gap was information on commuters parking in the streets.
29. The Forum agreed to review the information available at the next meeting to start to define parking problems across the town and to identify any information gaps that might need to be filled.

Funding and available S106 funding

30. The Forum noted that following extensive research, there is no funding available for any parking schemes from central government. The Forum noted that the Town Council had no funds or powers to spend money on parking. The only funding available is from Section 106 money, of which around £95,000 is currently available for applications for sustainable transport, parking and related issues.

Any Other Business

31. The Forum noted that residents of parts of Charles Street, Kings Road and Clarence Road were being canvassed for support for a 2 hour parking ban.

Date of Next Meeting

32. The next meeting of the Forum was to be arranged for April 2013. **Action: Town Clerk**