



CLERK'S REPORT NO. 2021-065 HENLEY CAR PARKS PROGRAMME 2021-22

The Chair of the JPC in recognition of the importance of this matter, saw fit to call an Extraordinary Meeting on Monday the 15th of November next where the subject will be given singular coverage and debate with a view to compiling a coherent plan involving the three car parks in Henley, namely:

- A] The Croft Shoppers Car Park
- B] The Prince Harry Road [Medical Centre] Car Park
- C] The North Car Park [Forward House]

Preamble;

- The use and management of these car parks has been in and out of a number of agendas formulated by the JPC in the last five years.
- The only preventative intervention by the JPC was the hasty purchase of **A** when under potential threat of being adopted by a third party developer.
- Completion of the registration sighting Beaudesert & Henley in Arden as owners of the Croft site on the 26th of November 2020, requiring the JPC to be liable for £2,600.00 business rates annually.
Go to website and click on **BUNDLE 1**
- A matter of 2 weeks prior to this report, the JPC were informed that Stratford District Council had agreed to lease **B**, to the JPC for an annual peppercorn rent and attracting business rates of a similar level to **A**.
- Talks with the owners of **C**, concluded recently with an undertaking by both parties to work together on a joint strategy for all three cars parks for the benefit of the community of Henley.

Strategy

Parking in Henley is understandably a contentious issue and in the past has been exacerbated by claims and counter claims from residents and business owners alike as to the best practice in management of the three sites. The JPC sincerely hope that all attending this meeting will conduct themselves in an orderly manner so that all are heard, and considerations are not compromised.

There is no doubt whatsoever, that the period of free parking in Henley is coming to an end and needs now to be urgently reconsidered, as the people of Henley are now paying up to £5,000.00 for the two parks they own and this needs to be self-financing.

The JPC have no experience of car park management, but one thing is clear, the management and revenue collection on A and B, will be sub-contracted out to professionals who will add to the overhead. The framework for such management will be the subject of a further and more detailed presentation but based on the opinion and vast experience of Mr. Peter Lowe, B.Eng, C.Eng, M.I.C.E, FBPA, Managing Director, RTA Associates Ltd and BPA President 2017-2018 & Chair BPA Wales, meaningful and comprehensive business models have been provided and these can be viewed on the website. These are based on the following assumptions

- a) Assumed no Sunday charging or enforcement
- b) Excludes the North car park as it is not in JPC ownership
- c) Lowered the occupancy levels to suit higher charges
- d) Used Croft- 20 charged spaces and 20 permit spaces. (@£100 per permit)
- e) Prince Harry used- 36 charged, 0 permits, 6 med centre and 3 DBHO spaces.

Go to website and click on **BUNDLE 2**

In the run up to this meeting, several proposals have been tested and for the benefit of debate we provide the summary of the last meeting with Mr. Lowe on the 16th of September last.

1. JPC have now registered an interest in the Prince Harry Car park

2. JPC have discussed the car park issue with the owners of the North Car Park, and they have permitted temporary signage to be erected on their land on the approach to Henley attempting to persuade incoming motorists to use the car park instead of ferreting about town for a space.
3. The Croft has been without signage and disclaimers for 2 years; the surface and markings need an urgent upgrade.
4. The JPC wish to set an overall parking policy in place and need to debate the matter in public.
5. Station Road is to be covered in Double yellow lines to remove station displacement.

SDC have realised they cannot finance the upgrade to PHCP and now wish to lease the car park to JPC at a peppercorn rent. Covenants would insist on 6 dedicated spaces for medical visitors provided free of charge and retain 3 disabled badge holder spaces. SDC would not insist on the upgrade if JPC managed the car park under a lease. JPC have insurance cover for "the Croft car park" (TCCP) already and would extend that to PHCP.

PL outlined options for PHCP going forward covering

- a) The introduction of charging
- b) Enforcement
- c) Administration of penalty tickets
- d) Car park maintenance.

PL stated that there are a potential 3 options

OPTION 1

To decide on the best option, JPC are to ask SDC if there is a 1984 Road Traffic Regulation Act Order on either of the car parks. **{There is a no 84 order on the PHR car park only}**

- a) If there is, then there is an option for SDC to provide the enforcement and administration under civil parking enforcement legislation and JPC could simply buy a number of hours of enforcement each day/week and pay an hourly rate and then pay a levy per penalty charge notice issued (PCN) for the administration with the revenue from the PCN's coming back to JPC.
- b) If there is no 84 Order, then JPC could ask SDC to put one on both car parks and follow the same route as above in terms of enforcement and administration.

Both a) and b) are dependent on SDC agreeing to undertake the enforcement and administration under CPE. If they do not wish to do so then the above fails. If they do then JPC need to ascertain the hourly enforcement rate and the PCN levy (both must be fully inclusive of all costs).

With no 84 Order on the car parks then keep them as private car parks and enforce them under contract law.

OPTION 2

As agreed, this could be by asking LPS to extend their current system they use on the north car park. Financial details would need to be agreed that are not to the detriment of the JPC. If JPC adopt minimal charging and a relaxed time limit on parking at each then there will be minimal PCN income so it may be a nil agreement where LPS keep any PCN income to cover their costs and JPC keep any parking income from permits. PCNs would be issued for parking out of bay, overstaying the time limit and on PHCP by parking in a blue badge bay or the medical bays without the correct permit or permissions.

OPTION 3

As for option 2 but ask an outside contractor to set up remote camera enforcement and administration with the same financial arrangements as option 2.

Plan B in terms of how both the car parks would operate is proposed as follows similar to Plan A.

The Croft

As per plan A below for terms and conditions of use.

Then:-

Sell permits to residents only for a maximum number of spaces in the car park.

Adopt a daily charge for those wishing to stay all day (over the 10am to 3pm period) of £5
All others have a limit of 2 hours no return 4 hours free to match the on street.
Reduces displacement as it matches the high street.
Prevents commuter parking and long stay parking.
Provides residents parking (at a cost)
Retains shopper's covenant

JPC:- Need to understand who can apply for a High Street permit to WCC. What about shop workers and office staff? Ask WCC. **JPC approached WCC, permits are only available to residents at £25.00 pa.**

Prince Harry Road

- a. To dovetail the above and to provide short term parking for the surgery as well as a long term provision.
- b. 6 spaces dedicated to medical centre visitors
- c. Introduce 10am to 3pm parking controls. (Monday - Sunday).
- d. Introduce a max stay of 2 hours free parking (between 10am and 3pm), with no return 4 hours or if they intend to stay over 2 hours between 10am and 3pm when they park then a daily charge of £5 for more than 2 hours can be paid.
- e. Parking prior to 10am allows free parking until noon, parking after 1pm allows free parking until noon the next day.
- f. Enforcement will be needed at 10am, noon and 2pm.
- g. No permits issued on this car park for clarity. Long stay parking is then at a premium price and permit holders are encouraged to use the Croft.

PL to look at how much could be raised from £5 payments/permits and PCNs income and report back.

Station Road displacement will be removed by double yellow lines.

PH Road will suffer from displaced parking from commuters. WCC to be asked to consider the introduction of 2hr no return 4 hour parking to prevent all day parking

As the foregoing poses options, the JPC took the decision to summarise all in a one off parking charges scale of costs, this has to be regarded only as a 'focus' document and in no way represents the final view of the JPC. The final figures may change, but the principles will not. This is displayed on the website.

Go to website and click on **BUNDLE 3**

In summary it is important to note that **A** is leased to the JPC as a shoppers car park and **B** as a visitors car park and reserved parking facility.

Thank you for attending the meeting and hopefully assisting the JPC in reaching a plan to go forward with.

Mr. Lowe will be in attendance and is prepared to respond to questions from the public gallery provided they are at the discretion of the Chair of the JPC.

Ray Evans
Parish Clerk & Proper Officer
11.11.2021