

6BKD1

Car Park Management Plan

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This document has been prepared and checked in accordance with
Waterman Group's IMS (BS EN ISO 9001: 2015, BS EN ISO 14001: 2015 and BS EN ISO 45001:2018)

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Comments	
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P*nn*	Preliminary (shared; non-contractual)	S1	Coordination
C*nn*	Contractual	S2	Information
		S3	Review & Comment
		S4	Review & Authorise
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1. Introduction

1.1 Waterman Infrastructure & Environment Ltd ('Waterman') has been appointed by Willmott Dixon on behalf of West Yorkshire Police ('the Applicant') to prepare a Car Park Management plan (CPMP) in relation to the permitted application for the demolition and redevelopment of the former college buildings at Kirklees College, Halifax Road, Dewsbury WF13 2AS ('the Site'), and the creation of a new police station (planning ref: 2021/62/91508/E).

1.2 This CPMP has been produced to discharge pre-occupation Condition 10, as detailed within the Kirklees Council (KC) planning approval notice (dated 05-Nov-2021), as follows:

> *10. Before the development is first brought into use, a car park management and routing plan shall be submitted and approved in writing by the Local Planning Authority. This shall include details of permit parking provision within the site, details of the management of parking through the permit entry system and direction of staff to an appropriate entrance(s). The plan so approved shall be implemented before the development is brought into use and retained thereafter.*
>
> *Reason: In the interests of highway safety and to have regard to the living conditions of adjoining occupier.*

Site Location

1.3 The Site, formerly occupied by Kirklees College, Dewsbury Campus, is predominantly surrounded by residential properties and located adjacent to Halifax Road north of Dewsbury town centre. Dewsbury is a town in West Yorkshire situated to the west of Wakefield, east of Huddersfield and south of Leeds. Dewsbury railway station is located approximately 720-metres south of the Site, within a 12-minute walk or 5-minute cycle.

1.4 Halifax Road forms the western boundary of the Site with Stonefield Street forming the northern boundary, Pyrah Street and Carlton Road form the eastern and southern boundaries respectively.

1.5 The Site falls within the administrative boundary of KC which is a unitary authority, therefore acting as Local Planning Authority and Highway Authority. The location of the Site within a local context is illustrated in Figure 1 below.

Figure 1: Site Location



Development Summary

1.6 The development includes the construction of a new police station to replace the Dewsbury facility. It is anticipated that this will result in approximately 614 full time equivalent employees with maximum occupancy of 296 on a standard weekday. Overall, the development will deliver approximately 10,500 sqm of office and ancillary space – some operations across the Site will function 24 hours a day. The development will provide a total of 275 parking spaces in convenient locations across the Site, including a main decked car park as well as additional surface car parking accessed from Pyrah Street, Carlton Road and Stonefield Street. Of note, 64 car parking spaces within the main decked car park are designated for operational vehicle use.

1.7 The transport and access strategy for the Site is based on the surrounding road hierarchy with the A638 Halifax Road being the most strategic route. Access to the development will be achieved via Carlton Road and Stonefield Street using two junctions on Halifax Road and one on the A652 Bradford Road. It is important to note that Carlton Road, bounding the Site to the south, is proposed to function as a one-way road for westbound traffic.

Document Purpose

1.8 The transport strategy for the development is predicated on maximising the use of sustainable transport modes. At its core, this is achieved by reducing reliance of private car use by closely managing access to car parking areas and providing a suite of measures to support use of non-car modes.

1.9 This CPMP sets out how access will be managed, its links to the accompanying Travel Plan to incentivise non-car uses, and how performance will be monitored.

1.10 The main objective of the CPMP is to ensure that the management of the on-site car parking supports the target travel mode shifts in favour of sustainable modes of transport which are set out within the Travel Plan. The control of car parking is a key factor in encouraging people to uses sustainable modes of transport and is seen as a ‘push’ factor in the modal shift towards sustainable modes. Furthermore, the CPMP aims to ensure that the parking capacity is utilised efficiently to manage parking demand.

1.11 In addition, the CPMP aims to ensure that the relevant controls are in place to inform appropriate parking behaviour within the Site and the surrounding highway network, and to deter abuse of the parking spaces.

1.12 The objectives of the CPMP are expected to be achieved by implementation of appropriate management and enforcement measures that will be overseen by Business Support Function reporting to the senior leadership team.

Report Structure

1.13 Following this introduction, the document is structured as follows:

- Section 2: Existing Highway Conditions;
- Section 3: Development Parking Management Strategy; and
- Section 4: Parking Enforcement and Management.

2. Existing Highway Conditions

Site Location and Accessibility

2.1 As mentioned in the previous section, the Site is located in Dewsbury, north of the town centre and was formerly occupied by the Dewsbury Campus of Kirklees College.

2.2 Halifax Road forms the western boundary of the Site with Stonefield Street forming the northern boundary, Pyrah Street and Carlton Road form the eastern and southern boundaries respectively. The Site's location is shown in Figure 1 in the previous section.

2.3 Located within an urban setting and predominantly surrounded by residential properties, the Site benefits from a well-established network of pedestrian footways. Halifax Road, to the west of the Site, provides footways in good condition along both sides of the road measuring a minimum of 2.5-metres in width with streetlighting and dropped kerbs for crossing.

2.4 Additionally, a pedestrian refuge island and signalised pedestrian crossing are positioned on Halifax Road, approximately 25-metres north and 50-metres south of its junction with Carlton Road, respectively. These enable the safe movement of pedestrians across Halifax Road, providing access to facilities on either side of the carriageway.

2.5 A number of local amenities and facilities are accessible within an acceptable walking distance, as set out by the Chartered Institution of Highways and Transport (CIHT). Dewsbury town centre, and all the amenities and services it provides, is located approximately 650-metres south of the Site. Meanwhile, additional facilities including a supermarket and take-away food outlets are located within 400-metres of the Site.

2.6 Cycling within the vicinity of the Site is predominantly on-road without cycle lanes, however wide carriageways and low speed limits are generally present in order to create a safe environment for cyclists.

2.7 Within Dewsbury, the local cycle route is the Spen Valley Greenway (Route 66) which runs from Oakenshaw through to Heckmondwike and into Dewsbury. The Spen Valley Greenway continues through Dewsbury and becomes Route 69 in parts connecting Dewsbury with Ossett and Huddersfield. The Spen Valley Ring Way runs from Cleckheaton and, after crossing Halifax Road in Heckmondwike, merges into the Spen Valley Greenway.

2.8 With regard to public transport, the Site is conveniently located with frequent bus and rail services to a range of key destinations.

2.9 Sheltered bus stops are provided on Halifax Road adjacent to the Site (within 100-metres) and Bradford Road to the east (within 400-metres) which are served by a number of local and regional bus routes. The main bus service along Halifax Road is Route 268 which connects Dewsbury with Wakefield City Centre with a 15-minute daytime frequency.

2.10 In terms of rail accessibility, Dewsbury Station is located approximately 720-metres south of the Site and provides regular eastbound services towards Leeds and westbound services towards Manchester. The station provides a secure Cycle Hub storage facility which is situated on Platform 2 – cycle racks are also available on Platform 1. A total of 70 cycle storage spaces are available, all of which are sheltered and benefit from 24-hour CCTV surveillance. This provides end-users with the opportunity to utilise rail and cycle as part of a sustainable multi-modal journey to / from the Site.

Local Highway Network

2.11 The A638 Halifax Road routes in a north / south direction and is a single lane carriageway providing two-way operation subject to a 30 mph speed restriction. It connects to the Ring Road at its southern end. In a northern direction the A638 provides an important connection to the M62 motorway, which connects Hull and Liverpool via Leeds and Manchester.

2.12 In the vicinity of the Site the A638 Halifax Road has a ghost island allowing for the storing of right turning traffic from Halifax Road into Stonefield Street. A speed camera is located on the northbound carriageway, positioned just north of the Carlton Road junction.

2.13 Bradford Road is similar in character to Halifax Road and runs parallel to it. Bradford Road operates as two-way from its traffic signal-controlled junction with the Ring Road heading northwards out of Dewsbury where it meets the A651 and then becomes the A650 on the outskirts of Bradford.

2.14 In the direct vicinity of the Site, Halifax Road is subject to double yellow line parking restrictions, however is provided with a number of on-street parking bays to the south of the Site. Both Halifax Road and Bradford Road are subject to loading restrictions and provided with on-road bus stops.

2.15 Stonefield Street is two way primarily serving the former college and surrounding residential properties. It routes past the Site in an east / west direction and is subject to a 30-mph speed limit. Stonefield Street links to the A638, Halifax Road at its western end and terminates to the east of its junction with Tolson Street. A through to Meadow Lane which runs parallel with Bradford Road is available via Tolson Street and Hartley Street.

2.16 Stonefield Street, along with the adjoining road surrounding the Site, is characterised by on-street resident permit parking. A number of bays on Stonefield Street have been reconfigured as part of a TRO to accommodate the access strategy discussed in Section 3 of this CPMP.

2.17 Carlton Road forms the Site's southern boundary and runs parallel to Stonefield Street. Carlton Road does not form part of the adopted public highway and operates as two-way from the junction with Halifax Road, however, is subject to a 'no entry' control at its eastern end. The footway and carriageway itself are of restricted width. The proposals intend to change the operation of Carlton Road, which will be discussed in Section 3 of this report.

3. Proposed Development and Parking Management Strategy

Overview

3.1 As outlined in the previous section, the development includes the construction of a new police station, delivering approximately 10,500 sqm of office and ancillary space, with some operations across the Site functioning 24 hours a day. The new buildings will deliver a new office and meeting spaces; a custody suite; public and secure landscaping; and staff and visitor parking which will be delivered through a mixture of deck and surface car parking.

3.2 It is anticipated that the development will result in approximately 614 full time equivalent employees with maximum occupancy of 296 on a standard weekday. In general, shift patterns will be in operation in line with Table 1 below.

Table 1: Proposed Shift Patterns

Shift	Arrival Time	Leave Time
Non-Shift Workers	08:00	17:00 – 18:00
Morning Shift	06:30	16:00
Day Shift	07:30	16:00
Afternoon 1 Shift	12:30	23:00
Afternoon 2 Shift	15:30	00:00
Evening Shift	17:30	03:00
Night Shift	21:30	07:00

3.3 It is clear from Table 1 above that not all staff movements will occur during the traditional AM and PM peak periods.

Access Arrangements

3.4 It is proposed that access to the development will be achieved via Carlton Road and Stonefield Street using junctions on Halifax Road and Bradford Road.

3.5 The Carlton Road entrance and exit is to be the primary access for staff and site operational vehicles undertaking non-emergency duties, these will be directed to utilise Carlton Road for means of exit and entry as part of the CPMP.

3.6 The eastern barrier on Carlton Road will operate as one-way towards Halifax Road, whilst the western barrier will allow authorised traffic in either direction. Residents and deliveries to the Boothroyd Building will be afforded additional access from Halifax Road. West Yorkshire Police will use Carlton Road as a one-way system, enforced by road markings and signage within the stopped up gated private access of Carlton Road. For West Yorkshire Police, the western barrier will be exit only onto Halifax Road.

3.7 The existing ghost island right-turn facility on Halifax Road for access into Carlton Road is to be removed, to facilitate a left-in/left-out arrangement at the junction between Halifax Road and Carlton Road, allowing for the residential access to the Boothroyd Building from Halifax Road to be maintained.

3.8 The Stonefield Street / Halifax Road junction has the benefit of being a ghost island junction thereby assisting the free flow of traffic on Halifax Road. Stonefield Street will support access and egress to and from the Site by means of two positions. The west position will allow both entry and

egress (primary entrance and exit route) whilst the east position will solely provide an egress for vehicles not allowed onto the decked car park. Both junctions will allow exit by left turn only on to Stonefield Street, and access will be afforded by right turn in from Stonefield Street.

3.9 Stonefield Street will support the movement of force wide operational vehicles by being the main site access to the custody suite. Operational vehicles based on-site will utilise the Stonefield Street and Carlton Road exits based on ease of egress for blue light response.

3.10 In addition, Stonefield Street supports various deliveries and waste collection, whilst in the event of failure at either gate, these operations can be reversed.

Vehicle Access Control

3.11 The proposals include the introduction of a parking permit system. West Yorkshire Police have experience in managing a car park permit system and have done so at their Headquarters in Wakefield for over 4 years.

3.12 Any permit system will ensure those with a permit will be able to park on site without delay. Those without a permit will know, in advance, that they must make alternative provision and can plan an alternative mode of transport or parking arrangements.

3.13 In general, the principal of the permit system will deliver the following:

- Permits would be allocated on a rotational basis for a set duration;
- Permits would be prioritised for those car sharing;
- Access into the car park would be managed by an automated access control system;
- Individuals and their managers would know in advance when they have a permit for on-site parking;
- Enforcement protocols would be put in place to avoid abuse of parking privileges (loss of permit for a number of rotations, continued abuse resulting in total removal from rota); and
- After the PM peak period, the car park would be available for all staff and officers until 6:00am. This allows all late and night shift staff to maximise on-site parking.

Car Parking Provision

3.14 A total of 275 parking spaces will be provided, of which 203 will be located within a main decked car park which is situated in the eastern portion of the Site. Spaces will be provided over three levels as follows:

- Level 1.5 – 46 standard spaces / 1 motorcycle space;
- Level 2.0 – 37 standard spaces / 9 accessible spaces / 4 motorcycle spaces;
- Level 2.5 – 43 standard spaces / 2 motorcycle spaces;
- Level 3.0 – 12 standard spaces / 2 van spaces / 3 PSU van spaces; and
- Level 3.5 – 43 standard spaces / 1 motorcycle space.

3.15 In addition, there are 30 spaces within a secure car park on Pyrah Street, with 16 spaces off Stonefield Street and 14 spaces off Carlton Road also to be delivered. For public use, 3 accessible visitor parking spaces off Halifax Road and 9 unsecure spaces off Pyrah Street have been provided.

3.16 Further to the detail in the Transport Assessment (TA, July 2021) and development of design of the car parking, a number of changes have taken place resulting in the loss of spaces to ensure vehicle movements were not hampered. However, additional spaces have also been added in this process, resulting in the retention of 275 parking spaces at the Site.

3.17 As noted in Section 1, a total of 64 of the spaces in the main decked car park are designated for operational vehicle use. Also, in addition to the 3 accessible visitor spaces off Halifax Road, off street parking for 9 vehicles have been retained for use by the public visiting the police station. Therefore, the resultant total number of car parking spaces available for staff use is 199.

Car Park Routing

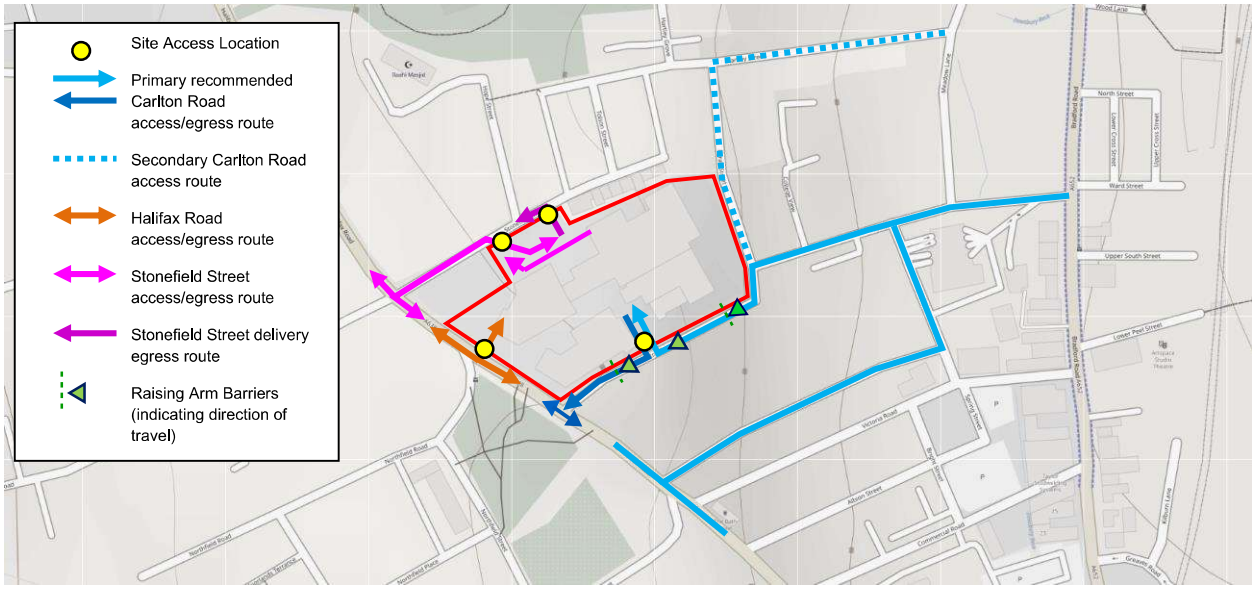
3.18 An important aspect of this CPMP is to ensure that the most effective routing strategy within the Site is clearly presented – as such, the following sub-sections set out the vehicle routes for access to on-site car parking, as well as the proposed delivery and servicing strategy.

Car Parks

3.19 As previously mentioned, Stonefield Street will support the movement of force wide operational vehicles by being the main site access to the custody suite - operational vehicles based on-site will utilise Stonefield Street and the Carlton Road exit. In the event of a barrier failure at either gate, the specific operations can be reversed and accommodate through either gate until repairs are affected.

3.20 Figure 2 illustrates the recommended routes for vehicles to follow in order to access the relevant on-site parking areas.

Figure 2: Proposed Car Park Routing Strategy



3.21 Access to the main decked car park, as well as the internal car park in the south of the Site, will be afforded via the Carlton Road access. Due to the proposed change of Carlton Road to a one-way operation to the east of the bi-folding gate controls, vehicles accessing these parking areas will be encouraged to utilise Hirst Road and Low Street to reach Carlton Road. As shown in Figure 2, vehicles will still be permitted to egress westwards from Carlton Road onto Halifax Road. Hirst Road and Low Street are also suggested in order to access the Pyrah Street parking area.

3.22 The internal car park to the north of the Site, however, will be accessed via the Stonefield Street access. Halifax Road has a ghost island allowing for the storing of right turning traffic from Halifax Road, providing vehicles with safe and efficient access onto Stonefield Street. As illustrated in Figure 2, Stonefield Street provides two site access roads. The eastern access road will operate as an egress only whilst the western access road will allow vehicles to enter and egress the Site.

3.23 This access design allows for larger vehicles, including servicing, to enter and exit the Site as part of a loop rather than having to turn around within the Site. As such, it is proposed that all

deliveries and servicing, including refuse collection, will be undertaken via Stonefield Street. Figure 3 illustrates the proposed delivery and servicing strategy.

Figure 3: Proposed Delivery & Servicing Strategy (Refuse Collection Vehicle)



4. Parking Enforcement and Management

4.1 The CPMP will be managed by the Travel Plan Co-ordinator (TPC), supported by business support.

4.2 The TPC will be responsible for the following:

- Implementation of the CPMP; and
- Regular liaison with the Local Planning and Highway Authorities.

4.3 The CPMP will be secured, implemented and monitored alongside the Travel Plan and regularly reviewed by the TPC in consultation with the parties identified above.

4.4 The effectiveness of the CPMP will be monitored, and any issues logged and reviewed. Should any management or enforcement issues arise, or the requirements of West Yorkshire Police change, the CPMP will be reviewed, and appropriate mitigation investigated.

Compliance and Enforcement

4.5 Staff will be requested to apply for a car park permit and, following review, the applicant will be notified with the outcome. If successful, they will also be granted swipe access to the gates and barriers into the on-site car parks.

4.6 Parking permits will be issued per period – each period will be identifiable on the permit, along with the vehicle details, so they are non-transferable.

4.7 The permit system will operate a 3-strike protocol as follows:

- Anyone found to be abusing the permit system will be reported to their line manager, the TPC and the senior leadership team. This will result in the individual being removed from the next permit rotation they are allocated on, plus documented by their line manager at their Individual Accountability Meeting (IAM).
- Anyone found repeating an abuse of the permit system for a second time will be removed from the next 3 permit rotations they are allocated on. It will also be captured at their IAM and escalated to their second line manager.
- In the event that an individual is found to abuse the permit system a third time, they will have their permit revoked and will be removed from the rota system. It will also be captured at their IAM, escalated to the senior leadership team and potentially removed from the Access Control System for the car park gates and barriers. However, this would be operationally impact assessed.

4.8 A negative entry on an individual's accountability records acts as a very strong enforcement tool, far greater than any financial tool.

4.9 Parking on-site will be monitored by the TPC, on-site support staff and all colleagues who share the permit system and rotas.

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