

CABINET

11 FEBRUARY 2015

CAR PARKS MAJOR WORKS PROGRAMME

REPORT OF ASSISTANT DIRECTOR OF ENVIRONMENT

Contact Officer: Simon Finch and Richard Hein Tel No: 01962 848060

RECENT REFERENCES:

CAB 2545 Car Parks Major Works Programme – 12 February 2014.

EXECUTIVE SUMMARY:

This report sets out details of the proposed Car Parks Major Works Programme for 2015/16 and an indicative programme for 2016/17. It updates the programme approved by Cabinet in February 2014. The Major Works Programme covers both capital and revenue expenditure.

RECOMMENDATIONS:

1. That subject to Council approval of the Capital Programme, the Car Parks Major Works Programme for 2015/16 as outlined in Appendix 1 be approved in accordance the Financial Procedure Rule 6.4 (authority to incur capital expenditure) and that the indicative programme for 2016/17 be noted as a basis for planning and preparing future works.
2. That the Assistant Director (Environment) be given delegated authority to make minor adjustments to the programme, in order to meet maintenance and operational needs of the District's car parks throughout the year as required, in consultation with the Assistant Director (Policy and Planning) and the Portfolio Holder for Communities and Transport.

3. That a contribution of £50,000 as shown in the programme at Appendix 1 be made towards a car park extension scheme at Jubilee Hall in Bishops Waltham and that delegated authority be given to the Head of Parking to enter into an agreement with the Parish Council to jointly manage the new extended car park and to advertise the necessary Parking Places Order to control use of the extension.
4. That approval be given to purchase from Buchanan Computing Limited the software known as the Parkmap Traffic Regulation Order Mapping System, and delegated authority be given to the Assistant Director Environment to proceed using one of the following options:
 - i) the acquisition of the system by the Council from Buchanan Computing Limited direct in the event that it is decided that the most suitable option is for the Council to procure and host the system itself, or;
 - ii) if considered the most appropriate, arrangements with the County Council to use the system already or in the process of being supplied by Buchanan Computing Limited to Hampshire County Council and which will be hosted by Hampshire County Council.
5. In the event of the Council wishing to exercise option i) above, that a Direction be made under Contracts Procedure Rules 2.4 a) to authorise the negotiation and entering into of a contract with Buchanan Computing Limited without complying with Contracts Procedure Rules 9 10 11 and 12.
6. In the event of the Council wishing to exercise either option, that approval be given under Financial Procedure Rules 6.4 for all necessary expenditure.
7. That approval be given to the procurement of a contract for the population of the System by Buchanan Order Management.
8. That a Direction be made under Contract Procedure Rules 2.4 a) to authorise the negotiation and entering into of a contract with Buchanan Order Management for the population of the System, whether the system is hosted by the Council (option i) or Hampshire County Council (option ii).
9. That a report on the programme be submitted on an annual basis setting out progress and recommending future priorities.

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CAR PARKS MAJOR WORKS PROGRAMME

1 Introduction

- 1.1 The Car Parks Major Works Programme sets out the spending plans for 2015/16 incorporating both capital and revenue costs. It consists of a variety of works including building refurbishment and maintenance and equipment replacement, car park resurfacing or extension and improvements and issues relating to health and safety.
- 1.2 The programme set out in this report includes expenditure proposals for 2015/16 and an indicative programme for 2016/17. For 2015/16 the total proposed programme amounts to £275,000 of which £197,000 is classified as capital expenditure and £78,000 as revenue expenditure. The Car Parks Property Maintenance Earmarked Reserve is used to fund both capital and revenue expenditure.
- 1.3 The programme set out in Appendix 1 reflects the current needs and priorities in terms of efficiency, health and safety and general maintenance and equipment replacement reflecting the Council's strategy for asset management.

2 Update on 2014/15 Programme

- 2.1 The 2014/15 programme was approved by Cabinet in February 2014; updated details of the various schemes are listed below:-
 - The Civil Enforcement Officers (CEOs) hand held computer terminals are being replaced in January 2015. However, in an innovative approach, rather than use the traditional old style of heavy terminal, the CEOs will be issued with smart phones to carry out enforcement. The new smart phones will be equipped with software to enable them to carry out the same functions as traditional handheld computers thus considerably reducing the weight of equipment they need to carry during their patrols. These smart phones will in addition mean that the officers will no longer have to carry a separate phone to check for pay by phone parking payments and a camera, as the phones have an integrated camera. The phones will have the latest Parking Rialto software installed allowing for real time information to be available to both the parking back office and the customer who receives a penalty charge notice and will be able now to deal with the charge notice the same day. By implementing this project the Council was able to achieve a saving of £20,000 on the project which has partly offset a previous overspend on the capital programme for parking.

Other benefits include real time information being sent to CEOs such as machine faults, required vehicle observations, possible permit abuse or health and safety issues. Customers will also be able to discuss cases with staff immediately and view their individual cases on line straight away.

- Surface repairs and lining have taken place on a significant number of car parks to maintain safe usage for customers by repairing defects such as pot holes when they appear, especially after last winter's heavy rains, ensuring car parks remain accessible for customers. Maintaining lining to a good standard also helps customers to be clear as to the extent of spaces, the direction of traffic flow, and maximises use of the available spaces.
- Annual condition structural surveys are carried out on all of the Council car park structures to ensure that they are in a safe condition; any priority repairs are identified and undertaken by the Council's Estates team.
- All permissions have now been obtained to carry out extension works at Wickham station car park to supply an additional 39 parking spaces to support the village where there is sometimes parking congestion in the Square. The scheme is due to commence in spring 2015 and should be completed by the summer.
- The wellbeing centre and associated car parking scheme at Jubilee Hall in Bishop's Waltham has now been subject to a competitive tendering exercise. The resulting bids were however higher than the cost estimates made at the time of agreeing the Council's contribution of £30,000 for the car parking element of the scheme. As a result, a request has been made by the local Members and Parish Council to increase the amount of the Council's contribution to £50,000 to enable the project to proceed. The Council has funded car parking improvement schemes in other market towns in recent years including Denmead, New Alresford and Wickham. It is therefore recommended to increase the amount of the Council's contribution as requested. This will enable an important scheme to go ahead and will provide much-needed car parking capacity for Bishop's Waltham. An agreement with the Parish Council will be drafted to agree the management roles and responsibilities and a Parking Places Order (to apply the same controls to the extension as apply to the existing car park) will be advertised for public comment.
- The replacement of the air quality management system for the Brooks underground car park did not take place last year due to busy workloads and so it is recommended that this project is carried forward to this year's programme at the request of the Head of Estates.
- Roof drainage and painting work continue to take place at Chesil multi storey car park to further enhance the car park and its attractiveness to users in line with the Council's car parking strategy. Further work is also planned to improve access routes through the car park to Station

Approach. Officers are also looking at options for enhancing CCTV in this car park.

- The project to install energy efficient lighting at Chesil multi storey car park was completed during the summer of 2014 and savings on energy costs are broadly in line with what was expected of the project. However, some final work has still to be undertaken in relation to installing proximity sensors on the lighting units which will help to deliver the full range of energy cost savings.
- In addition, payment for parking using a mobile phone was introduced at all of the Council's park and ride sites in 2014. This was in response to customer needs, as visitors often arrived at the sites with little or no change and with no facilities nearby to obtain such to pay for their parking. Officers are now working with one of the pay by phone companies to develop a cashless wallet system which will work on a similar basis to the existing smartcard top up system and mean that customers may not have to attend the City offices to top up their cards; a practice which many dislike during the busy lunchtime period.

3 Proposed programme for 2015/16

3.1 The proposed Car Parks Major Works Programme for 2015/16 as set out in Appendix 1 includes the following projects.

- The purchase and population of the ParkMap Traffic Regulation Order Mapping system. At the current time, the system used by the Council for recording all Traffic Regulation Orders (TROs) made in the District is paper-based, which makes interpretation and audit time-consuming and such systems tend to have higher potential for inaccuracies and discrepancies compared to more modern electronic data bases. Utility companies carry out roadwork schemes each year and whilst they are responsible for reinstating existing parking and waiting restrictions, they do not necessarily measure the restriction precisely when re-marking the road and errors can and do occur. ParkMap software is an established system which would enable the Council to provide an electronic map-based inventory of TROs which would be easily accessible to relevant officers and to key stakeholders such as the Police and Hampshire County Council. The inventory will provide a more accurate, auditable and user - friendly record system which will significantly improve enforcement of TROs on the District's roads; a real benefit for the Council. This would also save significant staff time in locating, retrieving and interpreting orders both in the office and remotely on site. In addition, a computer-based system would simplify and standardise the production of maps for consultation or public use. In order to populate the software (capture the existing data), all existing markings and signs in the District would need surveying and advertised in a new consolidation order. It should be noted that even if the City Council were no longer to carry out traffic management for Hampshire County Council, ParkMap would still be a

valuable system in terms the Council's ability to enforce TROs. Officers are exploring the possibility of sharing the system with Hampshire County Council, with the County Council hosting it. It is believed that the County have already entered into a contract with Buchanan Computing Limited for their Moving TROs, and officers are still awaiting final costings for a shared solution. An alternative solution for ParkMap would be for the City Council to procure and host the system itself. However, when this option was considered last year, the costs to the Council were significantly higher. Whichever option is taken, the Council will also have to fund the populating of the data base which is the single largest cost of the project. Overall, based on the information obtained to date and assuming Hampshire County Council host ParkMap, the total cost over a 5 year period is likely to be in the order of £65-70k with £60k allocated in 15/16 (final figures are being sought).

- ParkMap is a specialised system for recording TROs and is widely used by local authorities that are responsible for managing traffic and it is considered the most appropriate system available to meet the requirements of the Council. Officers are not aware of any other systems commercially available which would be able to perform this function so effectively and it is considered that ParkMap is the most suitable product and will provide value for money.
- With regard to populating the system with TRO data, Buchanan Order Management is a consultancy which specialise in map-based traffic orders. They undertake traffic order making, site surveys and ParkMap implementation. Whilst other consultancies are known to undertake ParkMap implementation in terms of populating the system, with data only Buchanan Order Management work directly in association with Buchanan Computing Limited and therefore have detailed knowledge and experience of the ParkMap software.. It is therefore considered that the best option for populating the ParkMap software is to commission Buchanan Order Management as they fully understand the nature and complexity of the system. Using them for this purpose should avoid any potential issues relating to Parkmap's performance or functionality which could arise if another company populated the database. The population of data will start with Winchester Town, where there is the greatest need and benefit and the funds therefore earmarked in the 15/16 programme cover the Town area only. Input for the TROs for the rest of the District will follow and may be undertaken directly by officers.
- This report therefore seeks the necessary authority for the procurement and expenditure to purchase and populate the system from Buchanan Computing Limited and Buchanan Order Management either direct or through the existing contract with Hampshire County Council (depending upon which option achieves the best value for money with acceptable levels of risk

- Further to an independent survey undertaken by an external consultant in 2014, and wider consideration by officers and Portfolio Holder for Transport & Community Safety regarding our approach to the signing of car parks, a sum of £20k has been included within the proposed programme to improve signage both to and from car parks in Winchester. This will help to promote the car parking strategy aim of utilising outer car parks thus reducing unnecessary traffic movements through the one-way system.
- It is recommended that budget is again included within the programme to carry out car park surface repairs and undertake structural surveys in the Council's multi storey car parks to ensure that any defects can be identified at an early stage and remedial works planned.
- A sum of £32,000 has been included to again replace some of the pay machines in a number of the Council car parks. Priority is always given to parking machines which are nearly at or beyond their expected period of operation (normally 10 years) and when replacing them officers will always check for the latest software to see if enhanced options for making payment, such as chip and pin facilities, are suitable at the location or if the machine income is at a level where pay by phone parking only may be suitable.
- Extension of Jubilee Hall car park in Bishops Waltham (see 1.4)
- In addition to these projects and measures officers are currently working on the opening of the New Pitt Manor Park and Ride site which will provide some 200 bays. This is expected to be ready for early summer 2015.

OTHER CONSIDERATIONS:

- 4 COMMUNITY STRATEGY AND PORTFOLIO PLANS (RELEVANCE TO):
- 4.1 The proposed programme reflects the need to maintain the Council's assets in good condition, particularly in relation to health and safety, improve parking provision for customers and protect against reputational damage. This contributes to the corporate objective of being an efficient and effective Council.
- 4.2 Providing well presented and maintained car parks and associated facilities is important in sustaining a successful and vibrant local economy.
- 5 RESOURCE IMPLICATIONS:
- 5.1 The Car Parks Major Works Programme is supported by a General Fund Revenue Earmarked Reserve.

<u>Car Parks Property Earmarked Reserve</u>			
	2014/15	2015/16	2016/17
	£000	£000	£000
Opening Balance	545	739	544
Annual Revenue Contribution	455	400	400
Less: Revenue release to support temporary loss of income		-120	-222
Proposed Programme of Works:			
Capital Expenditure	201	197	140
Revenue Expenditure	60	78	40
	261	275	180
Other Planned Works:			
Chesil Multi Storey Car Park		200	200
Forecast Closing Balance	739	544	342

5.2 It is considered that a programme of £275,000 (£197,000 capital and £78,000 revenue) is required for 2015/16 to address issues set out in this report and to ensure the City Council's public car parks are maintained to a good standard. The table set out in Appendix 1 shows the schemes for 2015/16, also shown are the indicative requirements for 2016/17 of £180,000 (£140,000 capital and £40,000 revenue).

5.3 Any procurement decisions will be made in accordance with the Contracts Procedure Rules and if Member input is required, the decision will be taken under the Portfolio Holder decision making process.

5.4 The City Council's Parking Team will work with colleagues from the Estates and the Major Projects Teams to deliver this programme.

6 RISK MANAGEMENT ISSUES

6.1 The programme outlined in Appendix 1 to this report will ensure that car parks and their infrastructure are kept in good order thus reducing any inherent risks.

BACKGROUND DOCUMENTS:

None

APPENDICES:

Appendix 1 Table of Car Parks Major Works Programme 2015/16 and Indicative programme for 2016/17

PROPOSED CAR PARKS MAJOR WORKS PROGRAMME 2015/16 and INDICATIVE 2016/17

CAR PARK/ITEM	PROJECT	Capital £	Revenue £	TOTAL £
<u>2015/16</u>				
Parkmap	Purchase and population of the Parkmap TRO mapping system	20,000	40,000	60,000
Various car parks	Surface repairs and remarking		20,000	20,000
Multi Storey car parks	Annual condition surveys and works		18,000	18,000
Car Park Signs	Improvement works from surveys	20,000		20,000
Bishops Waltham C/F from 14/15	Addition parking provision at Jubilee Hall	C/F 30,000 + 20,000 from this year		50,000
C/F from 14/15 The Brooks	Replacement of air quality management system	75,000		75,000
Various car parks	Annual machine replacement programme	32,000		32,000
TOTAL PROGRAMME		197,000	78,000	275,000

CAR PARK/ITEM	PROJECT	Capital £	Revenue £	TOTAL £
<u>2016/17</u>				
Multi Storey car parks	Annual condition surveys and works		20,000	20,000
Various car parks	Annual machine replacement programme	30,000		30,000
Various car parks	Surface repairs and remarking		20,000	20,000
CCTV	Purchase of re-deployable cctv cameras	30,000		30,000
Lighting	Expansion of energy efficient lighting in car parks	80,000		80,000
TOTAL PROGRAMME		140,000	40,000	180,000