

REPORT TITLE: CAR PARKS MAJOR WORKS PROGRAMME

22 JANUARY 2020

REPORT OF CABINET MEMBER: Cllr Martin Tod - Cabinet Member for Service Quality and Transformation

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WARD(S): ALL WARDS

PURPOSE

The purpose of this report is to consider and agree the proposed Car Parks Major Works Programme for 2020/21 and an indicative programme for 2021/22

The programme consists of both capital and revenue expenditure and is part of the Council's Asset Management Plan.

The Council's Parking Strategy has achieved the aim of increasing the use of edge of city centre parking and park and ride with the majority of car parks now operating at or near to full capacity at times of peak demand. The City of Winchester Movement Strategy recognises the importance of parking as a means to help manage traffic movements through the city and, as part of this objective, the need for additional park and ride provision. Parking management is also a tool to support wider traffic management which enables us to address the Climate Emergency.

The report also covers progress made on the 2019/20 programme for maintaining and improving parking assets and sets out additional proposals for maintenance and enhancements of car parks for 2020/21 as well as proposals for digital transformation and customer service improvements for parking services.

An update is provided within the report on any works that have still to be delivered or are no longer required as the business needs have changed.

RECOMMENDATIONS:That Cabinet:

1. Subject to Council approval of the Budget and Capital Investment Strategy in February 2020, expenditure of £400,000 for 2020/21 as outlined in appendix A, be approved.
2. Note the indicative programme for 2021/22 totalling £811,000 as a basis for planning and preparing future works.
3. Delegate to the Corporate Head of Regulatory, in consultation with the Corporate Head of Asset Management and Cabinet Member for the Environment, authority to make minor adjustments to the programme in order to meet maintenance and operational needs of the car park service throughout the year, as required.

IMPLICATIONS:

1 COUNCIL STRATEGY OUTCOME

- 1.1 On-going investment in the Council's parking infrastructure is consistent with the new Council Plan in relation to delivering against the priorities of tackling the climate emergency and creating a greener district, vibrant local economy and living well as managing our car parking offer, which includes investment in infrastructure, helps to influence customer choices and behaviour as well as supporting the local economy.
- 1.2 The planned works also help to underpin the adopted Car Parking Strategy, emerging new Parking and Access Strategy and take full account of the City of Winchester Movement Strategy (WMS). The emerging Parking and Access Strategy was considered by Cabinet in December and is out to public consultation. It will be referred back to Cabinet for adoption in March. A further report on the Electric vehicle charging strategy is also due for consideration by Cabinet early in the new year and this report will build on some of the funding and progress set out in this document

2 FINANCIAL IMPLICATIONS

- 2.1 The total programme of works identified in this report amounts to £2,385,000 in 2020/21 and £811,000 in 2021/22.
- 2.2 Of the total programme, approval for expenditure is sought for £400,000 in 2020/21. These works will be funded by the car parks' property earmarked reserve - balance as at 31 March 2019 of £2,511,000 (with the exception of Jubilee Hall which is funded by £50,000 of CIL monies).
- 2.3 The additional items are significant works and are subject to separate business cases and approvals. Further detail is provided in the supporting information below.
- 2.4 Investing in parking infrastructure will reduce the risk of loss of income from parking charges, which help to cover rising costs of management of our facilities, by ensuring that car parks are attractive and well used facilities which are fit for purpose. This is an important component in implementing our new Parking and Access Strategy across the District and will, in addition, help to prevent any claims against the Council resulting from accidents or other incidents in car parks.

3 LEGAL AND PROCUREMENT IMPLICATIONS

- 3.1 Any procurement for goods and services will be in line with the Council's Contract Procedure Rules and Public Contract Regulations 2015(PCR2015).
- 3.2 Under section 1 of the Localism Act 2011, the Council has the power to undertake any activity a normal person could undertake, for the benefit of the authority, its area or persons resident or present in its area. The Council is

satisfied it has the enabling power(s) to procure and award a contract for services following the robust procurement exercise.

- 3.3 The Council has an obligation as a best value authority under section 3 of the Local Government Act 1999 to “make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness” together with a duty of care to the public to ensure that both the car parks and park and ride facilities are safe to use and maintained in a condition that is fit for purpose. It is considered by officers that the proposed programme assists the Council to meet these requirements.

4 WORKFORCE IMPLICATIONS

- 4.1 The majority of works will be managed or delivered ‘in house’ by the Council’s Parking, Estates or Special Maintenance Teams

4.2 PROPERTY AND ASSET IMPLICATIONS

- 4.3 Works are in line with the Council’s Asset Management Programme.

5 CONSULTATION AND COMMUNICATION

- 5.1 The Plan has been developed with input of colleagues across the Council

6 ENVIRONMENTAL CONSIDERATIONS

- 6.1 Environmental considerations have informed the programme in terms of delivering measures which will help to reduce our carbon footprint in line with the Climate Emergency declaration particularly in respect of energy efficient lighting systems, future provision of electric vehicle charge points, and future works relating to coach parking provision.

7 EQUALITY IMPACT ASSESSEMENT

- 7.1 A significant number of the Council’s car parks have achieved Disabled Parking accreditation from Disabled Motoring UK. Any projects which may have an impact on equality matters will be assessed on a case by case basis.

8 DATA PROTECTION IMPACT ASSESSMENT

- 8.1 All new projects such as introduction of a virtual permits system will note and adhere to any requirements regarding Data Protection and GDPR.

9 RISK MANAGEMENT

- 9.1 Risks will be considered for all actions in the Car Parks’ Major Works Programme

Risk	Mitigation	Opportunities
<i>Property - failing to maintain Council property in an attractive and safe condition may lead to complaints, reduced usage and claims against the Council.</i>	Continued investment addresses defects and means that car parks remain fit for purpose and are safe.	Opportunities to explore new technology in areas such as energy efficient lighting, emissions control and new build facilities, such as the leisure centre car park, and reduce costs whilst including measures which address the Climate Emergency.
<i>Community Support – Poor car parking will undermine confidence in the Council to support its communities.</i>	Maintain and improve the parking offer.	
<i>Timescales</i>	n/a	n/a
<i>Project capacity,- – Inadequate resources result in a failure to deliver projects.</i>	Additional staff employed on temporary contracts to deliver some projects where needed.	
<i>Financial / VfM - failing to have safe and well managed car parks and reliable working parking machines that give customers a range of payment options, may result in loss of income and detrimentally effect the implementation of the existing and new Parking Strategy</i>	Investment in replacing machines each year has taken place and this has enabled customers in all town centre car parks to have a range of payment options and ensured that customers are able to make payment. It also means that the Council's parking stock is Payment Card Industry ['PCI'] compliant and will help to assist in achieving Digital Transformation Projects such as the new Council reception project.	Creates efficiencies and delivers customer aspirations enhancing the Council's reputation.
<i>Legal - The Council has an obligation to maintain its car parks in a safe condition for all users.</i>	Maintaining car parks in a safe condition helps to minimise claims from injuries and damage to vehicles; this helps to reduce any possible reputational damage and financial claims.	
<i>Innovation, Missing</i>	The Council continues to	

<i>opportunities to invest in new technology including energy efficient lighting would mean that the Council would fail to realise energy efficiencies/reductions in our carbon footprint and other savings.</i>	investigate and implement lighting and other measures to improve the parking stock and to reduce energy consumption costs and the Council's carbon footprint.	
<i>Reputation, Failing to maintain car parks and to carry out preventative and reactive repairs to an acceptable standard may damage the reputation of the Council and attract criticism from customers as well as reducing use and therefore income.</i>	By carrying out a programme of structural surveys and other inspections and subsequent repairs, the Council will ensure it has attractive and safe car parks which will encourage use.	Maintaining or increasing the number of car park awards and accreditations by having safe and well managed car parks, should encourage additional use and will provide for the needs of all members of our communities.
<i>Other</i>		

10 SUPPORTING INFORMATION:

- 10.1 The existing parking strategy was developed 2013, adopted for 2014-18 and reviewed in 2016. The overall aim of the adopted Car Parking Strategy is

'To provide a sufficient number of suitably located and managed car parking spaces to sustain the long term economic, social and environmental well being of Winchester Town and District.'

This strategy has seen a positive move from city centre parking to out of centre and park and ride sites, with the park and ride sites now nearing capacity, but overall able to deal with peak periods of activity such as the recent Christmas period.

- 10.2 The development of a new Parking and Access Strategy is currently underway and has been prepared alongside Winchester Movement Strategy (WMS) to ensure it contributes to one of its core aims which is to reduce city centre traffic which will help to improve air quality. .
- 10.3 The Car Parks Major Works Programme sets out the spending plans for 2020/21 incorporating both capital and revenue costs. It consists of a variety of works including building refurbishment and maintenance and equipment replacement, car park resurfacing and improvements, future car parking provision and new software solutions to improve efficiency and deliver customer expectations as well as improvements to produce savings and reduce the Council's carbon footprint.

- 10.4 The programme set out in this report includes expenditure proposals for 2020/21 and an indicative programme for 2021/22. For 2020/21 the total proposed programme including any carry forwards amounts to £2,385,000 of which £2,175,000 is classified as capital expenditure and £210,000 as revenue expenditure.
- 10.5 The programme set out in detail in Appendix A reflects the current needs and priorities of the Council and helps deliver the Council Plan in terms of asset management and broader strategic objectives. In particular this programme of works is
- maximising efficiency,
 - improving health and safety
 - delivering our general obligations for maintenance and equipment replacement in relation to its assets,
 - additional car parking provision where appropriate,
 - digital transformation,
 - reducing the Council's energy consumption and;
 - delivering enhanced customer service.

11 **2019/20 Programme - Progress**

- 11.1 As an update on works that have taken place since the previous report to Cabinet in January 2019 (CAB 3117), the following projects have been undertaken or are in the process of being completed.

Virtual permits	Considerable progress made and the Virtual permit scheme has been procured and the Parking team are working with the successful supplier to deliver the scheme by March 2020. Carry forward of one-off funding will allow completion and roll out of the scheme in positive manner and with full communications support improving customer service.
Various car park improvement works	Colebrook Street has undergone the planned full resurfacing work which was successfully completed in the summer of 2019. This budget has also covered general maintenance of car parks including potholes and lining refreshments.
Jubilee Hall extension Bishop's Waltham	The parish are now intending to manage the car park themselves with £50k from CIL funding. Given this change to the management arrangements it is no longer appropriate to part fund the extension from the parking reserve but the scheme should be delivered in 2020 by the parish council..
Improved car park signs	This work needs to form part of the emerging Parking Strategy and follows on from the WMS. Provision made in the budget for 2020/21 to take this work forward to give improved customer awareness of situation with respect to, for example short stay and long stay car parking signs in city centre.

Electric Vehicle Charging at Various car parks	This is linked to the electric charging points strategy which was adopted in January 2019. Plans to implement this are being brought forward in early 2020. The project will be subject to a separate Cabinet report where a decision will be made regarding the model for delivery of the EV charging network.
New coach parking	Programmed to be delivered during 2021 at St Catherine's Park and Ride, further details below.
Park and Ride	2 shelters at St Catherine's completed in park and ride this financial year, to deliver improved customer facilities. No requirement for additional shelters at present
Leisure centre	£120k on track and scheduled to be spent over the two years up to opening of new leisure centre, to fund the CCTV camera network, and the on site pay and display machines, along with associated car park costs infrastructure, but no commitment of funding yet.
Park and ride	Planned to digitise payment systems and remove smart cards, Officers will be ordering new system to move to contactless debit and credit card payments, removing the smart card option, in new year, and should be committed by March 2020, leading to operational, customer service improvements and increased efficiency.
Pay machines upgrade	Machines in Chesil Multi Storey, Tower Street , and Worthy Lane car parks have been up-graded within the allocated budget, to provide PCI compliance in terms of security and customer service standards, and have seen increased uptake compared to previous systems.
IMT	Letter writing system – work focussed on delivering virtual permit system in 19/20, but needed to improved efficiency, in 20/21, so proposal to be rolled forward.
Shawford – increased off-street car park provision.	Discussions are continuing with South Western Railway and Hampshire County Council. SWR remain committed to providing more station parking for Shawford but it may not be possible to do this by acquiring an adjoining site as originally intended. HCC/SWR are now looking to bring forward joint proposals for more off-street commuter/recreational parking and therefore there is no current need for the City Council to provide investment in additional off-street parking. .
Brooks Centre car park	Initially required for air handling system requiring repairs and maintenance works. However discussions with Brooks management have identified this has already been addressed , but is scheduled to be spent on other core maintenance activities in this facility e.g. deep clean, painting, cleaning, bollards / general improvements during this financial year.
EV Charging Strategy	Scoping work on implementing the adopted strategy is well underway and will be subject to a separate Cabinet report recommending a delivery model in early 2020. The £30k earmarked for this work was not required. These funds can therefore carried forward to support the installation costs of the EV infrastructure.
Smart phones	Planned for completion by the end of March 2020. Upgrade to next model for the Civil Enforcement Officers.
Solar lighting	2 units of solar lighting have been installed in the Hillier Way

Various car parks	car park and these working well with no complaints.
Park and Ride cycle parking	Lockers and group shelters are in place, including at South Park and Ride, to link into the Aqueduct cycle path, and existing provision has been reviewed. Having reviewed physical capacity, no further additional provision has been identified at present. However this can be kept under review as work on of Movement Strategy progresses.

12 Proposals for 2020/21

- 12.1 The total programme for 2020/21 is £2,480,000 and an indicative programme for 2021/22 of £811,000 is in line with the Council's Asset Management Plan developed by the Estates Team and incorporating car parks. The main works are summarised below, which include those continued and carried forward from the 19/20 year where required, and these are listed in Appendix 1:
- 12.2 A) **Coach Parking provision** – This involves moving the facility at the existing site at Worthy Lane to St Catherine's park and ride car park and is programmed to be delivered during 20/21. This will provide up to 12 coach spaces. It will result in loss of some existing car parking spaces (around 70 would be lost) but does free up space at Worthy Lane for car parking. Design work for this will start early in January and the preliminary design has been agreed in principle with Hampshire County Council as land owners. The reduction in car parking spaces will be replaced as part of the Vaultex car parking scheme. £400,000 is included in the capital programme for this scheme.
- 12.3 B) **Chesil Multi-Storey** - a sum of £861,000 is included in the capital programme to undertake refurbishment works following the first phase completed 2 years ago. Of this £350,000 has been approved for expenditure to carry out the next phase which includes the replacement of fire doors, refurbishment of the public conveniences, and the resurfacing of the top floor. The majority of the works are anticipated being undertaken from late spring/early summer 2020. The remaining floors will be resurfaced in the same period in 2021/22.
- 12.4 C) **Coventry House (Vaultex site)** – the existing building was demolished at the end of 2019. Work is currently underway on a business case to consider the cost and viability of building a decked car park on the site (subject to planning permission) including an application for funding from the Enterprise M3 LEP. The design of a surface car park providing around 130 spaces is underway. A provision for the delivery of a surface car park is included in the Capital Programme. The LEP bid, which has been submitted, will seek funding to provide subsequent decked car parking including sustainability measures such as PV arrays. The WMS work will identify the demand which exists to inform how many additional spaces would be appropriate on this site. These works will be subject to planning approval.

- 12.5 **D) New Parking Development** in Market Towns - New Alresford – The Council is committed through its Strategic Asset Purchasing Scheme to providing additional off-street public car parking at the Dean in New Alresford (circa 50 spaces) to support the town centre in accordance with Local Plan Policy NA2. This is dependent on the Council purchasing the land from the developer as it forms part of wider redevelopment site which includes residential use. The scheme has an estimated value of about £1m and will be funded by means other than the car park reserve. The project was expected to commence in 2019/20 but is now delayed to 2020/21 as progress is dependent on the developer's scheme proceeding.

13 OTHER OPTIONS CONSIDERED AND REJECTED

- 13.1 Not investing in Council car parks and their infrastructure may lead to financial loss if car parks are not able to be used or are unattractive to drivers. Losses may also result if accidents occur which generate successful claims against the Council. There is also a risk of reputational damage to the Council, and an adverse impact on the city and market towns' economies, through lack of good quality parking provision which help to underpin these locations in terms of meeting business and visitor needs. .
- 13.2 The question of whether ANPR (automatic number plate recognition) technology should be introduced more widely when purchasing new or replacement machinery has been considered. , However whilst two of the Council's barrier controlled car parks have ANPR systems, this can only be used on a limited basis and it is stipulated by the DFT that local authorities may not use ANPR or other camera technology to carry out enforcement in car parks (this is not the case with private operators).

BACKGROUND DOCUMENTS:-

Previous Committee Reports:-

CAB 3008 (TP) CAR PARKS MAJOR WORKS PROGRAMME 17th January 2018

CAB 3070 Q1 FINANCE AND PERFORMANCE MONITORING 19th September 2018 (Brooks' lighting upgrade)

CAB3060 Q4 2017/18 FINANCIAL AND PERFORMANCE MONITORING 18th July 2018 (Virtual permits)

CAB3117 CAR PARKS MAJOR WORKS PROGRAMME 2019/20

Other Background Documents:-

None

APPENDIX A:**Proposed Car Parks Major Works Programme for 2020/21 and indicative Programme for 2021/22**

CAR PARK / ITEM	PROJECT	Capital	Revenue	TOTAL
<u>2020/21</u>		£	£	£
Virtual permits	Replacement permit system (c/f)		48,000	48,000
Jubilee Hall	Car Park construction - capital grant (c/f) (CIL)	50,000		50,000
Improved car park signs and cycle parking provision	New Parking strategy		50,000	50,000
Various car parks	Additional EV charging points (c/f)	20,000		20,000
Coach parking	Development of cost analysis and build costs		10,000	10,000
Leisure centre	Infrastructure for new car park (c/f)	120,000		120,000
Park and ride	South Machine upgrades		32,000	32,000
Pay machines upgrade	PCI compliant pay machines		30,000	30,000
IMT	Purchase of letter response master system or equivalent (c/f)		10,000	10,000
EV Charging Strategy	Options installation work following feasibility study in 19/20 (c/f)		30,000	30,000
Total expenditure to be approved		190,000	210,000	400,000
Other significant works subject to separate approval				
Coventry House Vaultex	Demolition and surfacing	290,000		290,000
Coach Park	Relocation to St Catherine's P&R	400,000		400,000
Chesil MS	Refurbishment works	290,000		290,000
Car Park at the Dean	Acquisition of land and car park development	1,005,000		1,005,000

	1,985,000		1,985,000
TOTAL PROGRAMME	2,175,000	210,000	2,385,000

CAR PARK/ITEM	PROJECT	Capital	Revenue	TOTAL
		£	£	£
2021/22				
Various car parks	Surface repairs and remarking		50,000	50,000
Improved car park signs and cycle parking provision	Parking strategy	50,000		50,000
CCTV	Software upgrade required – estimated cost of up to £150,000. More detailed consideration will be undertaken to confirm final costs.	150,000		150,000
Various car parks	Machine upgrade programme to allow smart payment systems Need to tackle on street machines as an upgrade - could form part of the Parking Strategy - including how to manage differential changing, and potential to upgrade all machines to allow card usage / contactless payments.		30,000	30,000
Tariff increases	Changing signs / tariff to the machines ;/ programming etc		20,000	20,000
Other significant works subject to separate approval				
Chesil MS	Refurbishment works	511,000		511,000
TOTAL PROGRAMME		711,000	100,000	811,000