

21 June 2016

Policy, Finance and Resources Committee

Brentwood Borough off Street Car Park Review

Report of: *Chris Leslie, Finance Director*

Wards Affected: *All Wards*

This report is: *This report is public*

1. Executive Summary

- 1.1 This report considers the Council's review of its off street parking facilities in terms of both the facilities available and the demand across the Borough. The study will look at the existing tariffs as well as the condition of each parking facility.

2. Recommendation(s)

- 2.1 To agree the framework of the review outlined in sections 3 and 4.**

- 2.2 That the stake holder engagement workshops will include Essex County Council, Ingatestone Parish Council, Brentwood Access Group, Brentwood Chamber of Commerce, Federation of Small Businesses, Brentwood Renaissance Group and Brentwood Council Members.**

3. Introduction and Background

- 3.1 Members will be aware that from time to time the Council carries out in depth reviews of its off street parking facilities within the Borough, the last review was carried out in late 2011.
- 3.2 The Council following its procurement policy has now commissioned JMP Consultants Ltd to undertake a formal in depth review of all Off Street parking facilities within the Borough.
- 3.3 This parking review will be undertaken in 3 stages over a period of 4 months with the final report expected in November 2016.

- 3.4 The three stages of the review will be:
- Stage 1 - Review and options appraisal
 - Stage 2 - Workshops and Consideration of options
 - Stage 3 - Strategy Development and Action Planning
- 3.5 A summary of the tasks at each stage is provided below:

Stage 1

- Task 1 Inception
- Task 2 Preliminary Engagement
- Task 3 Reviews
- Task 4 Parking Audit
- Task 5 Demand & Revenue
- Task 6 Capacity Utilisation
- Task 7 Stage 1 Report

Stage 2

- Task 8 Workshops
- Task 9 Option Development

Stage 3

- Task 10 Strategy & Action Plan

- 3.6 The total cost of the study will be covered by the William Hunter Way budget. As this study is part of a tender exercise and this confidential the cost of the exercise has been excluded from this report. The cost of the exercise covers 71 mandays of effort and will utilise a number of key skills namely:

1. Project Director
2. Project Manager
3. Senior Analysts
4. Senior Technicians
5. Technical Specialists

- 3.7 Stage 1 will incorporate a substantial amount of data collection looking at the available data, parking policy as well as undertaking an assessment of the demand for off street parking alongside the capacity currently available.
- 3.8 Within this stage, the Consultants will utilise any existing social media channels to raise awareness of the study and to invite general comment. Documents will be provided in order to create a webpage that summarises the aims and objectives of the study and provide a link to an on line survey which will ask a range of structured questions relating to parking across the Borough focussing on specific geographical areas such as Brentwood, Shenfield and Ingatestone,

- 3.9 Stage 2 will focus on upon a detailed collection of stakeholder views in order to inform the development and appraisal of potential options for inclusion within the final report.
- 3.10 Stakeholder engagement will be facilitated by JMP Consultants Ltd and will be made up from the following organisations:
- Essex County Council
 - Brentwood Chamber of Commerce
 - Federation of Small Businesses
 - Brentwood Renaissance Group
 - Brentwood Council Members
- 3.11 The stakeholder workshops will be in the form of small discussion groups where participants will be challenged to identify the core issues relating to parking within the Borough and also to identify potential solutions.
- 3.12 The consultants intend to undertake three such workshops in this stage of the review.
- 3.13 Stage 3, the final stage of the study will draw together all the information that has been collated to inform the overall strategy development and the identification of a prioritised and financially viable action plan.

4. Issue, Options and Analysis of Options

- 4.1 As part of the review the consultants will also consider the Council's ability to manage its facilities in terms of both the availability of staff and also enforcement.
- 4.2 It will consider the existing tariffs levied across the chargeable car parks in that they return the best income for the Council as well as providing the most economic charges for the residents of the borough using them.
- 4.3 An assessment of the off street parking demand both at the current level and also in terms of future demand will enable the development of a robust strategy for the future.
- 4.4 The review will also consider options for any possible redevelopment of the land available in terms of capital receipts or revenue and for such projects as the William Hunter Way development, determine the size of any off street parking facility included.

4.5 Members will be aware of the current refurbishment of the Coptfold Road Multi Storey Car Park and whilst the first phase concerning the concrete repairs has been completed the second stage for corrosion protection to the reinforcement, surface treatments and rewiring is being developed. However, significant capital funding is required for this aging structure which will be the subject of a report to this committee following the completion of this study.

4.6 As part of this parking study the consultants will look at the condition of all the car parks and their remaining useful life with particular emphasis on the Coptfold Road Multi Storey Car Park.

5. Reasons for Recommendation

5.1 To provide the Council with an up to date full review of the Council's off street parking provision and charges within the Borough.

5.2 To provide supporting evidence for the capital funding required for the second stage of the refurbishment project for the Coptfold multi Storey Car Park.

6. Consultation

6.1 Formal consultations will form part of the overall study both as part of the stakeholder engagement workshops and also through Social media and on line internet surveys.

7. References to Corporate Plan

7.1 Economic Development – Support economic growth and sustainable development.

8. Implications

Financial Implications

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8.1 The cost of the review will be met from the William Hunter Way budget.

Legal Implications

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8.2 The public law duty to consult is one aspect of the principle that public authorities should exercise fairness in the exercise of their functions. This report sets out a staged process for obtaining online feedback and engagement with stakeholder groups; it is noted the consultant organisation set out in the report has been engaged to manage this process.

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