

**CYNGOR SIR POWYS COUNTY COUNCIL.**

**CABINET EXECUTIVE**

**10<sup>th</sup> April 2018**

**REPORT AUTHOR: County Councillor Phyl Davies  
Portfolio Holder for Highways, Recycling & Assets**

**SUBJECT: Car Parking at Corporate Offices**

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**REPORT FOR: Decision**

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**1. Summary**

- 1.1 The Council currently has seven corporate office buildings and a car park at Antur Gwy. Health and Safety concerns have recently been raised by the fire and emergency services surrounding the car parking arrangements at County Hall, there are also known Health and Safety concerns at the majority of Council office car parks.
- 1.2 A working group (comprising officers from corporate property and the parking team from highways) has been set up to review possible solutions to the Health and Safety problems and this report discusses the options reviewed and seeks approval of the recommendations put forward.
- 1.3 Car parking spaces are limited in some of the Council buildings, an assessment of spaces against industry guidelines has been undertaken and shows there is an under capacity of spaces at the following car parks; Gwalia, Park Offices, County Hall, Neuadd Brycheiniog, Hendreladus Offices and Antur Gwy.

**2. Proposal**

- 2.1 This report seeks to improve the provision of car parking at our corporate buildings, below are the outcomes sought from implementing the recommendations of this report:
- 2.2 The proposal aims to meet the need for improved Health and Safety arrangements at our corporate car parks, in particular the issues raised at County Hall by the fire and emergency services at County Hall. This includes providing a clear access route for fire and emergency services and the prevention of inappropriate parking such as parking on pavements and non-marked bays.
- 2.3 The report aims to ensure there is adequate car parking provision for staff and visitors at our corporate buildings. The level of car parking required will be measured against industry guidelines.

- 2.4 To raise the awareness of staff and visitors of the implications of parking inappropriately and causing Health and Safety issues.

### **3. Options Considered / Available**

- 3.1 A number of options were reviewed and are outlined below:

3.2 Option 1

Introduce an off-street Traffic Regulation Order (TRO): A TRO could be implemented covering all corporate car parks. The introduction of a TRO will not however solve issues surrounding capacity of the corporate car parks.

The introduction of a TRO along with double yellow lines in prohibited areas would allow the Council to issue a penalty charge notice to any vehicle contravening the TRO.

The duty for making and enforcing a Traffic Regulation Order rests with the traffic authority.

The cost of obtaining the TRO will be funded from existing property revenue budgets

See attached Appendix showing the marked out areas.

3.3 Option 2

Introduce barriers: A Car Parking barrier would restrict access to persons not permitted to park in our corporate car parks. However the installation of barriers is difficult to achieve without major infrastructure being installed. Additionally, in many of the corporate car parks limited space and issues with health and safety restrict the installation of barriers.

3.4 Option 3

Use of existing Pay and Display Car Parks: Where there is a known need to increase parking capacity and there is little or no potential to increase the car parking provision within the office grounds, consideration could be given to the use of underutilised Pay and Display car parks by Council staff at a reduced rate. Consideration could be made in providing staff with specific site permits where no alternative car parking is available. This consideration is potentially sensitive and would require a further report and consultation.

3.5 Option 4

Car Parking Management Company: Commercial companies are increasingly using external car parking management companies to manage their car parks.

Private car parking management companies typically receive a management fee by receiving a percentage share of the income

received from the car parks they manage. As the Council does not charge for staff parking at the current time, this option is not feasible.

### 3.6 Option 5

**Increase Car Parking Capacity:** Increasing car parking capacity will help prevent Health and Safety issues and prevent inappropriate parking. However there is a considerable cost to this option. In addition in some of the corporate buildings there is no room to increase the capacity of the car parks.

It should be noted that the Corporate Property team has already successfully implemented improvements to the staff car park at County Hall, namely the introduction of bollards, which has helped solve Health and Safety issues due to incorrect parking on and around the designated pedestrian routes and near the school entrance. Additionally there has been a temporary increase in parking at County Hall following the demolition of Southfields, however this is only temporary pending a further project to investigate a housing development.

## 4. **Preferred Choice and Reasons**

- 4.1 The review of the options to improve the parking at our corporate buildings shows that not one option fits all. Below are the recommendations:
- 4.2 It is proposed to make an off street Traffic Regulation Order (TRO) that covers all our corporate car parks. The TRO, if it successfully satisfies the legal process, will cover car park areas, access routes and areas where inappropriate parking could take place. A TRO will allow the Council to issue penalty charges for incorrect parking. It should be noted that a TRO, can take several months to achieve due to statutory notices and periods required to be completed.
- 4.3 It is proposed to review the Car Parking capacity of the corporate car parks once the TRO has been enforced. If no reduction in car parking demand is found then Capital investment in the corporate car parks may be required in order to meet current Health and Safety concerns. This review will be carried out internally by officers in the corporate property team.

The car parking capacity issue is particularly relevant for the car park at County Hall. Initial investigations have been made to identify the capital costs of increasing the car parking capacity at County Hall. Two options have been explored to increase the parking provision, both options would increase the capacity by 45 spaces, options outlined below:

Indicative costs indicate an investment of c.£120,450 will increase the current visitors car park capacity to 72 spaces, providing the works do not impact on the adjacent SSSI. The second option is to increase the

parking provision in the archives area after the planned demolition of the archive and former DSO buildings. The indicative cost of this option is c.£175,392 (excluding demolition costs). Either of these two options would help prevent the Health and Safety issues observed by the Fire and Rescue service. In addition the planned demolition of Southfields will yield extra spaces in the staff car park.

Further work needs to be carried out to explore the viability of the respective options, obtain firm costings and to see whether further benefits to Health & Safety can be achieved by having a separate car park for visitors away from the building (perhaps to include a one-way system) and reserving a “members only” car park.

To reduce the car parking demand in our corporate car parks a review of the provision of allocated car sharing bays will be undertaken and where required marked car sharing bays will be introduced to incentivise car sharing at the corporate car parks.

4.4 The ability to increase the capacity of our car parks is not available at all our car parks, it is therefore proposed to use alternative parking at these offices to ensure alternative parking for staff and visitors when car parks are full. The alternative car parks available are outlined below:

- Park Offices: An overflow car park at the Back Lane car park is available for staff to use on a pay and display basis.
- Gwalia Offices: An overflow car park at the High Street car park is available for staff to use on a pay and display basis.
- Neuadd Brycheiniog Offices: The Watton ‘Bus Station’ car park is available 300 meters away on a pay and display basis.
- Hendreladus Offices: Ysgol Golwg y Cwm car park is underutilised and is available as an overflow car park if required.

NB – annual/seasonal permits are currently available within the councils long stay car parks offering up to a 50% reduction in charges for regular users (ie. for a worker parking 5 days a week 46 weeks per year and buying an annual permit).

4.5 It is proposed to undertake a further report focusing on how Pay & Display car parks may allow for staff parking as outlined in 4.4 above.

Consultation will take place into the issuing of free/ reduced fee permits to staff for working hours and the implications of this will need to be fully examined and appropriate impact assessments carried out.

4.6 It is proposed to launch an internal awareness campaign highlighting the implications of inappropriate parking on Health and Safety and potential enforcement.

**5. Impact Assessment**

5.1 Is an impact assessment required? Yes/No

5.2 If yes is it attached? Yes/No

**6. Corporate Improvement Plan**

6.1 This will contribute to the Council being able to fulfil its aspiration to be an organisation that demonstrates good practice as we address health and safety concerns and make our car parks safe for staff and visitors.

**7. Local Member(s)**

7.1 This proposal does not have any particular effect or significance on an electoral division.

**8. Other Front Line Services**

Does the recommendation impact on other services run by the Council or on behalf of the Council? Yes/No - Highways

If so please provide their comments

Highways Transport and Recycling – there are no additional resources being set aside for provision of enforcement by the Highways Civil Enforcement Officers for any contraventions of the TRO. Any enforcement would therefore need to fit in with existing patrols. Any receipt of monies through the issue of PCNs will be retained by the Parking Service and utilised in accordance with section 55 of the Road Traffic Regulation Act 1984.

**9. Communications**

Have Communications seen a copy of this report? Yes/No

Have they made a comment? If Yes insert here.

The report is of public and internal interest and requires use of news release/internal communications action to publicise the decision.

**10. Support Services (Legal, Finance, Corporate Property, HR, ICT, Business Services)**

10.1 Legal- the recommendation can be supported from a legal point of view provided that the TRO process is correctly carried out.

10.2 Finance – Among the many proposals enumerated above, the preferred option and recommendation include, a Traffic Regulation Order (TRO) consultation and implementation, a review of the capacity

of the corporate car parks once the TRO has been introduced and to review the allocation of dedicated car sharing parking bays. The report does not say how much these exercises will cost, though the service has indicated that any cost will be borne from Service's Revenue budget. None of the implementations proposed will qualify as a Capital expenditure.

The Parking Services has some £36k budget for maintenance of Parking Machines in 2018/19 financial year and similar amount for subsequent years. The cost of these proposals, must be considered alongside the obligation to maintain the parking machines, to ensure that there is sufficient funding.

- 10.3 Corporate Property- The Professional Lead supports this proposal. There is no suggestion to put in parking machines at this time. This proposal is aimed at improving health and safety in our car parks by giving Highways the ability to ticket those who park incorrectly or illegally.
- 10.4 HR- HR advice and support will be provided in respect of the recommendations outlined in this report, should they be taken forwards.

**11. Scrutiny**

Has this report been scrutinised?                      ~~Yes~~/ No?

If Yes what version or date of report has been scrutinised?

Please insert the comments.

What changes have been made since the date of Scrutiny and explain why Scrutiny recommendations have been accepted or rejected?

**12. Statutory Officers**

- 12.1 The Solicitor to the Council (Monitoring Officer) has commented as follows: "I note the legal comment and have nothing to add to the report".
- 12.2 The Head of Financial Services (Acting Section 151 Officer) notes the comment from Finance.

**13. Members' Interests**

The Monitoring Officer is not aware of any specific interests that may arise in relation to this report. If Members have an interest they should declare it at the start of the meeting and complete the relevant notification form.

<b>Recommendation:</b>	<b>Reason for Recommendation:</b>
To initiate the Traffic Regulation Order consultation procedure, in the car parks located at our Corporate buildings listed in the Appendix, in accordance with The Local Authorities' Traffic Orders (Procedure) (England and Wales) Regulations 1996. And if no substantive objections are made, to make and implement the TRO.	To enable the named off street car parks to be controlled to reduce/remove inappropriate car parking which is a Health and Safety risk.
To review the capacity of the corporate car parks once the TRO has been introduced and to review the allocation of dedicated car sharing parking bays.	To provide adequate parking for visitors and Councillors at County Hall and reduce the H&S issues surrounding car parking at County Hall.
To note the use of Council Pay and Display car parks as alternative parking arrangement for staff and visitors to our Corporate office buildings.	To ensure there is adequate car parking spaces available for Council Staff and Visitors at our Council office buildings.
To note a further report that will look at the use of Pay and Display Car Parks for staff parking and possibility of issuing staff permits.	To ensure equality of provision of car parking to staff working in corporate offices.
To note the launching of an internal awareness campaign focusing on appropriate parking in office building car parks.	To ensure staff park appropriately and do not cause a H&S hazard.

<b>Relevant Policy (ies):</b>	
<b>Within Policy:</b>	<b>Y / N N/A</b>
<b>Within Budget:</b>	<b>Y / N</b>

<b>Relevant Local Member(s):</b>	<b>N/A</b>
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<b>Person(s) To Implement Decision:</b>	<b>Natasha Morgan</b>
<b>Date By When Decision To Be Implemented:</b>	<b>Asap</b>

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**Background Papers used to prepare Report:**