

## **The Introduction of Pay and Display and Season tickets at the former Civic Centre staff Car Park, to be known as Ham Road car park, Shoreham**

### **Report by the Director for Customer Services**

#### **1.0 Summary**

- 1.1 This report sets out details of the introduction of pay and display at the former staff car park at the Civic Centre, Ham Road Shoreham which is currently free. The proposal to introduce charges at this site is because the Adur Civic Centre closed to all staff and the public as of Monday 1<sup>st</sup> February 2016.
- 1.2 The introduction of charges at the former Civic Centre staff car park, to be known as Ham Road car park and the availability to purchase season tickets will generate additional income to the Council and create additional spaces for residents, shoppers, visitors and commuters and will ease the pressure on the other car parks and surrounding highway.
- 1.3 The report recommends the introduction of pay and display charges and season tickets at the Ham Road car park in Shoreham.

#### **2.0 Background**

- 2.1 Since the closure of the former Adur Civic Centre building there is an opportunity to better utilise the former staff car park and make this into a pay and display car park. There are 135 spaces currently available in this car park which can be utilised to encourage more residents, shoppers, visitors and commuters to the Town which would also free up more space on the highway and generate additional income to the Council until a decision is made regarding the long term development of the site.

Appendix 1 details the proposed tariff structure for the Ham Road car park, Shoreham. Although this car park is used for the farmers market on Saturdays there is a provision within the existing Parking Order to allow for the Council's car parks to be suspended for specific events.

- 2.2 The Ham Road car park has the opportunity to attract commuters if we have season tickets at this site which will generate additional income for the District Council. The local railway station (Southern Rail, Shoreham By Sea) currently offers season tickets at the cost of £70 monthly, £197 quarterly and £551 yearly. The proposal is to introduce season tickets at the following costs

- Monthly = £35
- Quarterly = £100
- Annually = £350

This would be more attractive for commuters and is only 5 minutes' walk from the station. Appendix 2 compares the railway station car park to the proposed tariff structure for the Ham Road car park.

- 2.3 There is also the opportunity to issue a limited number of season tickets to essential user members of staff for the Ham Road Car Park in order for the staff to carry out essential duties. The cost for the season tickets will be re-charged back to the relevant department.
- 2.4 There is also a smaller car park situated where the old Shoreham Civic Centre Building is located that is free. It is not envisaged to make this Pay and Display as it is currently used by a number of voluntary groups for the parking of their vehicles and would be used by any future occupants of the building and access would need to be regularly required to it by contractors for loading and unloading during the clearance of the building.

### 3.0 Proposal

- 3.1 It is proposed to introduce charges at the Ham Road car park which is situated at Ham Road, Shoreham. See Appendix 1.

Car Park	Proposed Charges
Civic Centre, Ham Road, Shoreham	£0.25p for 30 mins £0.50p for 1 hour £1.00 for 2 hours £1.50 for 3 hours £2.00 for 4 hours £3.00 all day  Monthly £35 Quarterly £100 Yearly £350

- 3.2 By introducing charges at the Ham Road car park this will encourage commuters to park at this site rather than at Tarmount Lane car park or Pond Road car park, thus freeing up more spaces for visitors and residents to park in the town centre car parks to visit the local businesses and attractions. In addition commuters will be able to park in the Ham Road car park which will also free up the highway and enable residents and visitors to park on the highway for short stay visits to the shops.

### 4.0 Legal

- 4.1 The Adur District (Off Street Parking Places) (Civil Enforcement and Consolidation) Order 2011 ("the Order") provides the legal framework as to the charges that the Council may apply including those to season ticket holders.

4.2 In order to add the former Civic Centre staff car park now to be known as Ham Road Car Park into the Order the Order would need to be amended and the charges published following the procedures outlined in The Local Authorities' Traffic Orders Regulations 1996 as amended.

## **5.0 Financial implications**

5.1 Appendix 2 compares what the Railway station car park offers to commuters and residents and visitors compared to the proposal for the Ham Road car park. The Ham Road car park would benefit commuters during the week and residents and visitors at weekends.

5.2 Appendix 3 details the potential costs for introducing pay and display at Ham Road car park.

5.3 Appendix 4 details the timeline for implementing the proposal after a decision has been made.

## **6.0 Recommendation**

### **6.1 The Executive Member is recommended to agree to:**

- (i) To introduce parking charges and offer season tickets at the former Civic Centre staff car park to be known as Ham Road car park as outlined in Appendix 1
- (ii) For the Executive Member in consultation with the relevant Head of Service to authorise under Scheme of Delegations to amend the existing Order to include the Ham Road car park as a pay and display car park via Legal Services/Parking Services and offer season tickets at this car park.
- (iii) For the Executive Member to note the costs outlined in Appendix 3 and approve for the necessary expenditure to be made in order to introduce pay and display at the former Civic Centre car park in Ham Road

## **Local Government Act 1972**

### **Background Papers:**

None.

### **Contact Officers:**

Jason Passfield

Principal Parking Officer

Tel. No. 01903 221466

[Jason.passfield@adur-worthing.gov.uk](mailto:Jason.passfield@adur-worthing.gov.uk)

## **Schedule of other matters**

### **1.0 Council Priority**

- 1.1 Supporting and improving the local economy.
- 1.2 Ensuring value for money and low Council Tax.
- 1.3 Protecting front line services.

### **2.0 Specific Action Plans**

- 2.1 Promote and support projects and ideas that attract new and retain existing businesses, and generate investment in the area.
- 2.2 Provide and develop customer driven cost effective services.
- 2.3 Generate financial capital, increase income and seek external funding sources.

### **3.0 Sustainability Issues**

- 3.1 Matter considered and no issues identified.

### **4.0 Equality Issues**

- 4.1 Matter considered and no issues identified.

### **5.0 Community Safety Issues (Section 17)**

- 5.1 Matter considered and no issues identified.

### **6.0 Human Rights Issues**

- 6.1 Matter considered and no issues identified.

### **7.0 Reputation**

- 7.1 The proposal would enhance the reputation of the Council by introducing Pay and Display and season tickets and will help the local businesses, visitors and commuters.

### **8.0 Consultations**

- 8.1 Matter considered and no issues identified.

### **9.0 Risk Assessment**

- 9.1 Matter considered and no issues identified.

### **10.0 Health & Safety Issues**

- 10.1 Matter considered and no issues identified.

### **11.0 Procurement Strategy**

11.1 Matter considered and no issues identified.

## **12.0 Partnership Working**

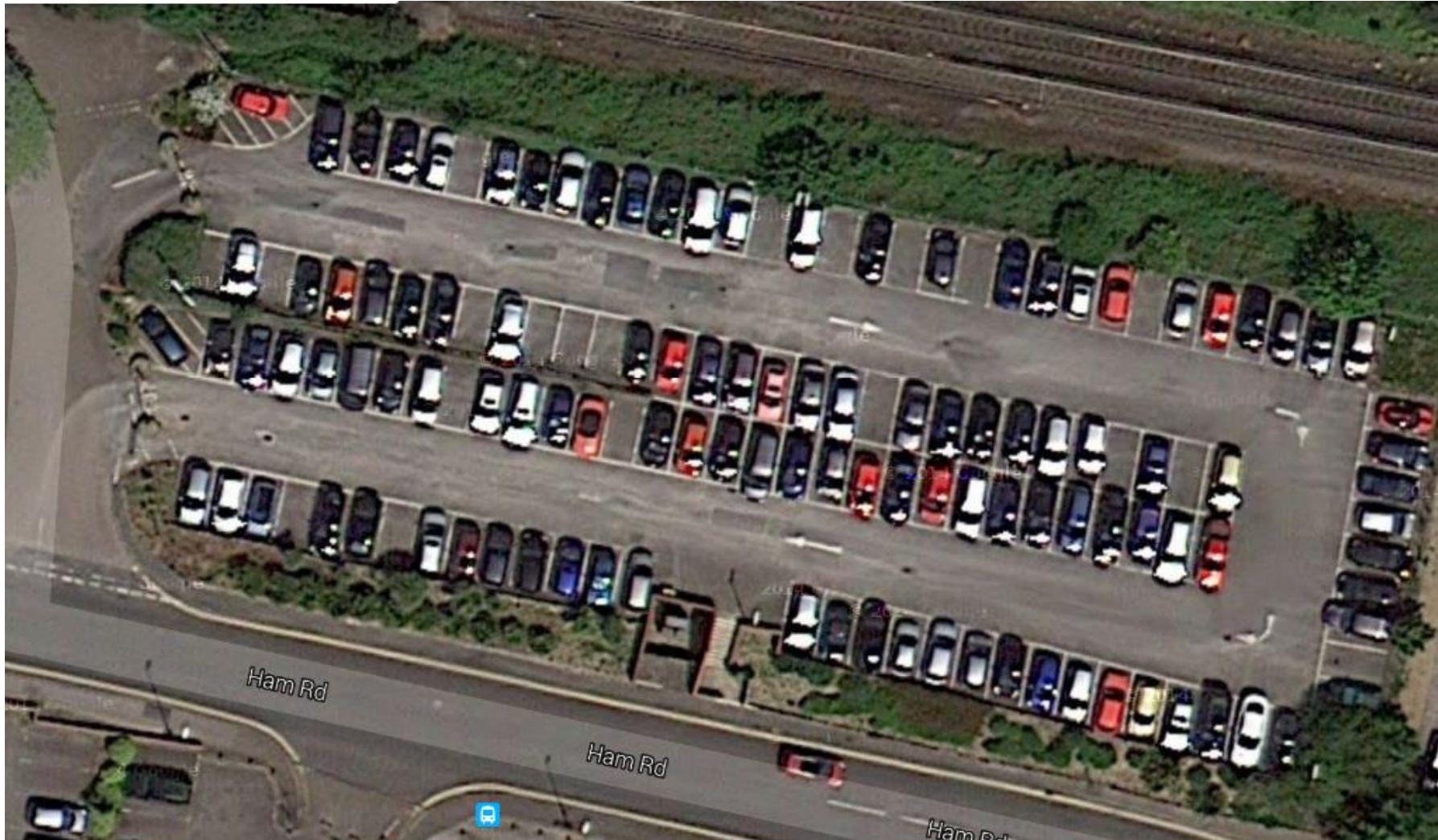
12.1 Matter considered and no issues identified.

## Proposed tariff structure for Ham Road, Car Park, Shoreham

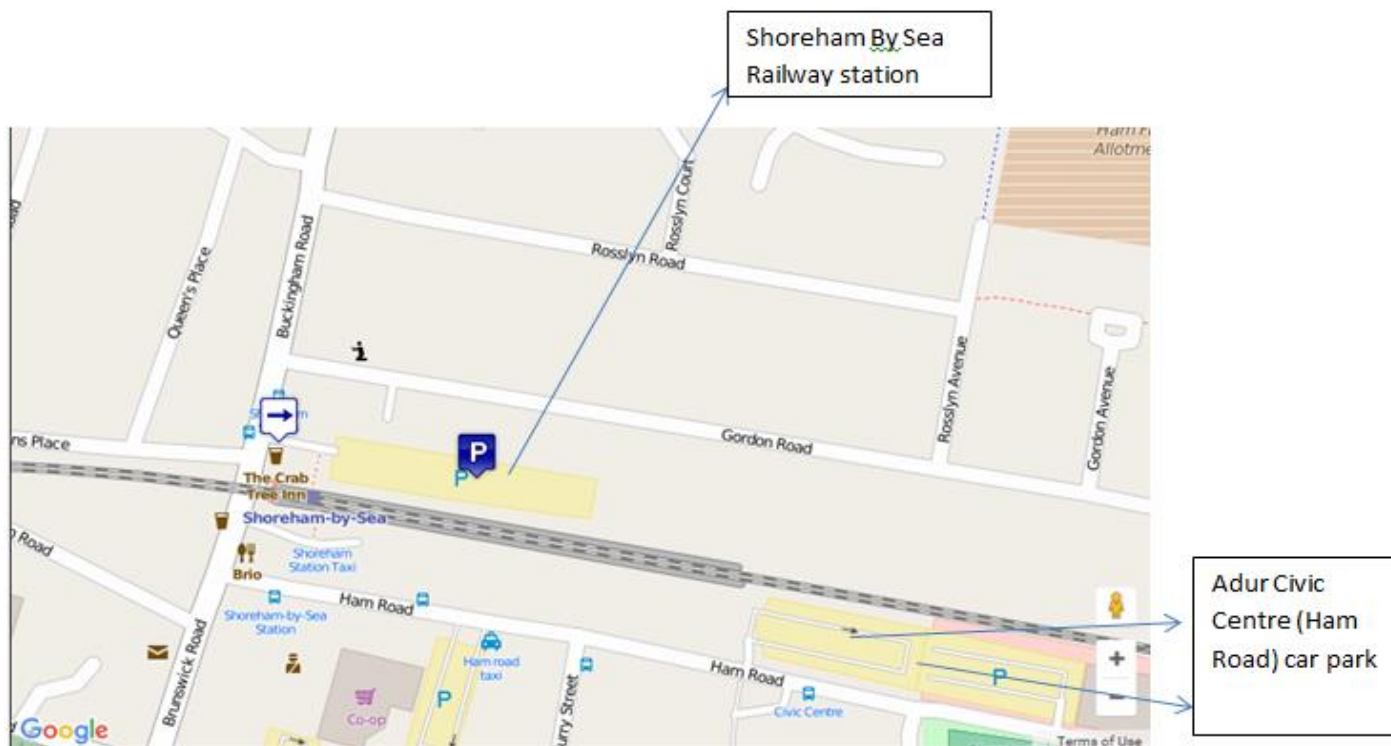
### Appendix 1

Option: For the charges to mirror the car parks in Shoreham which encourages more users to local shops and visitors to the town but to also allow for commuter parking. These charges are cheaper than the railway station car park and will encourage the use of the Council car park rather than the railway station car park.

Car Parks	Proposed car park Charges
Civic Centre	£0.25p for 30 mins
Car Park, Shoreham	£0.50p for 1 hour
Monday – Saturday 9am – 5pm	£1.00 for 2 hours
Excluding Public/Bank Holidays	£1.50 for 3 hours
<b>Season tickets</b>	£2.00 for 4 hours
<b>Monthly £35 Quarterly £100 Annually £350</b>	£3.00 all day



**Ham Road, Shoreham Car Park (Former Adur Civic Staff Car Park)**  
**Proposed area for Pay and Display and Season tickets**



<p>Shoreham Railway Station: Open 24 hours a day 7 days a week Total 138 spaces 3 disabled spaces</p> <p>Daily charge £4.00 Season tickets: Monthly £70 Quarterly £197 Yearly £551</p>	<p>Civic Centre car park (Ham Road) 135 spaces Chargeable Monday to Saturday 9am to 5pm Proposal</p> <p>£0.25p for 30 mins £0.50p for 1 hour £1.00 for 2 hours £1.50 for 3 hours £2.00 for 4 hours £3.00 for all day</p> <p>Season Tickets: Monthly £35 Quarterly £100 Yearly £350</p>
--	--



## Costs to introduce charges at Ham Road car park, Shoreham

**Cost for a house sign - £570** which includes supply and install of 2 posts.

Need to consider other signage such as Have you paid and displayed and please pay here. Posts would be £125 per post supplied and installed & Signs would range between £50 for standard flat signs plus £20 per install. Pay here cones are £160 supplied and installed.

**Protective bollards:** Dependant on location, we would also need to consider protective bollards in front of the machine which would be £250 for 2 bollards (per machine). This may also require hatching works.

**Possible hatching:** Dependant on current condition, this may also require lining. A site survey is required if this is likely to proceed to determine what is required, where things will be placed.

**Spur costs:** Would be charged at £750 per day, and this would be half a day configuration work to the parking computer system known as Sidem.

**NSL Fee:** Dependant on level of work required, NSL would charge a project management fee, which would be approximately £500.

**Cash collections:** This would be charged at £3 per box.

**Season tickets:** If we were introducing season tickets – The processing would be at £5 per season ticket.

There will be additional costs incurred such as PCN processing costs which will affect the current monthly fee.

One way forward would be to review the additional running costs such as PCN processing, Season ticket administration and cash collections as part of the fixed target costs (under the existing contract with NSL) and then review the contract value and recalculate the BIT payment value. We will not however know what these costs are until the car park becomes operational and demand is understood.

Alternatively, NSL could provide additional services as a variation, and charge per item fee, which would be costs incurred as and when they are required, and these costs would be: -

£3 per cash box collected (no staff cost as this is already paid for and would not require additional resource).

£5 per Season ticket (to cover administration and processing costs)

£4.10 per PCN for processing costs (this is the approximate cost for processing a PCN including on line payment charges, operational stationary and any other costs such as scanning and postage.

Subject to the Off-Street Order being amended to include this car park, NSL could go live once machines are available. This will depend on whether we wish to order additional machines with a lead time of around 8 weeks, or when the new machines in Worthing are installed move the two from Civic Centre Worthing to Adur Civic Centre. This would require an installation charge of £450 per machine and tariff upgrade which will cost around £150 per machine.

These machines however will not be on Parkfolio. If we wanted to upgrade these to be on Parkfolio this would cost £1,250 in total, although this is not essential.

If we wanted to buy new machines for the car park for NSL to supply and install 1 or 2 Pay and Display machines in the old Civic Centre Staff Car Park Shoreham -this cost would be £3,952 per machine based on a Strada Rapide with modem.

**Legal:** - We would need to amend the existing Off-Street Car Park Order and give sufficient time for Legal to advertise this and include in the 2011 Off-Street Consolidation Order. There would be a charge for amending the Order and advertising the amendment of the Order in the local newspapers.

### Timeline for implementing Pay and Display at Ham Road, Shoreham (Civic Centre Car Park)

Once a decision has been made to introduce Pay and Display and season tickets at the car park:

The Draft Amendment to the Car Parking Order would have to be drafted, published in the local paper (Shoreham Herald) and consulted on with the appropriate agencies (at least 21 days)

Following the consultation the draft Order can be modified, abandoned, made in part or made.

Within 14 days of the Order being made the final Order shall be published in the local paper (Shoreham Herald) and any people who had objected will be notified in writing.

Artwork for the house sign to be designed and agreed & ordered

Pay and Display Machines to be installed

Configuration work to be completed

**Realistically a lead time of at least 8 weeks would be required**