

Report to: The Executive

Date: 30th March 09

Report of: Director of Corporate Resources/
Director of Development &
Regeneration/Director of
Environmental Services/Director of
Legal and Democratic Services

**Report
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Report Title: **NCP and BMBC Car Parking Management Agreement**

Non Confidential: This report does **not** contain information which warrants its consideration in the absence of the press or members of the public

Purpose: To update Members on town centre parking and associated issues within the context of the new Management Agreement signed by NCP and the Council.

Recommendations: It is recommended that the Executive:

1. Note that a 35 year Management Agreement relating to Car Parks in Bolton Town Centre has been signed by NCP and the Council.
2. Authorise expenditure of up to £60,000 for the fit out of Shop mobility unit at the Topp Way new multi storey car park .
3. Note the multi storey car parks build programme.
4. Note the "Protected Areas" within the town centre.
5. Note the plan for the surface level car park closures.
6. Note the governance arrangements in place between NCP and the Council to ensure the efficient management of the contract and the car parks and services within it.
7. Note the Council's internal arrangements to manage town centre parking issues not covered by the NCP contract.
8. Note the financial outcomes of the Management Agreement.

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Decision:

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**Background
Doc(s):**

Report to the Executive 29th September 2008 on the Car Parking Contract
Report to the Executive 14th April 2008 on the Car Parking Tendering Process
Report to Executive Member for Corporate Strategy and Finance , 8th August 2007.
Town Centre Car Park Strategy Report, Executive Member for Development, 25th September 2006
Bolton Town Centre Action Framework (2005-08)
Bolton Town Centre Transport Strategy
Bolton Town Centre "In Focus" Car Parking Study by Peter Brett Associates

Signed:

Leader / Executive
Member

Monitoring Officer

Date:

Executive Summary

E.1 On the 14th April 2008, and subsequently on the 29th September 2008, the Executive authorised Directors of Legal and Democratic Services, Corporate Resources, Development and Regeneration and Environmental Services to negotiate and complete negotiations with NCP in respect of Town Centre car parks and associated services.

E.2 After a lengthy period of negotiations between NCP and the Council the “Management Agreement relating to Car Parks in Bolton Town Centre” was signed by both parties on 18th February 2009.

E.3 The Management Agreement with NCP encompasses a wide range of services including the design, build, and operation of two multi-storey car parks; operation and maintenance of surface level car parks; provision and operation of a closed circuit television (CCTV) system; joint development, delivery and operation of a variable message signage system (VMS); cash collection and maintenance of pay and display machines for On- Street parking.

E.4 Planning consent was granted for the Multi Storey car park at Deane Road in October 2008. The car park forms part of the wider Colleges Co-Location project with Bolton Community College and the Bolton 6th Form College. It is also an integral part of the strategic plan for the development of the Health and Well Being Centre.

E.5 Planning consent for Topp Way Multi Storey car park was granted in November 2008. This development incorporates a new CCTV control room and new location for Shopmobility services. Construction and fit out of the Shopmobility unit will be £60,000. No rental will be payable by the Council for the unit.

E.6 Brightmet Street had been identified as a third location for a new Multi Storey Car Park. On 29th September the Executive was informed of significant engineering difficulties in developing this site and the need for further work to understand more fully the financial implications. The Management Agreement sets out a process which would enable development at Brightmet Street to take place if required.

E.7 NCP and the Council have agreed a number of “Protected Areas” within the town centre. NCP will be appointed to develop and or manage any additional parking facilities on Council land in these areas. NCP will also be considered positively for the development and or management of any additional parking facilities on Council land in the remainder of the town centre.

E.8 To coincide with the completion of the two new Multi Storey Car Parks an agreed programme of closures of surface level car parks in the town centre will take place.

E.9 Further more detailed information on the proposed delivery of the CCTV and VMS services will be reported to the Executive in early Summer 2009.

E.10 NCP and the Council have established a Strategic Partnership Framework to ensure the Management Agreement is implemented efficiently and to jointly consider future car parking priorities within Bolton Town Centre.

E.11 The Council has established a Town Centre Parking Project Board to ensure that car parking issues which fall outside of the remit of the Management Agreement are dealt with by Council officers and other external partners where relevant.

E.12 The car park Management Agreement provides the Council with an annual Guaranteed Revenue Payment (GRP) over the life of the contract, which is paid irrespective of the amount of car park income collected by NCP.

E. 13 The agreement with NCP is that car parking tariffs will increase by up to 3% a year, recognising the need to round charges, or RPI rounded up to the nearest 10p, whichever is the higher.

1. NCP and Bolton Council Town Centre Car Park Management Agreement

1.1 On the 14th April 2008, and subsequently on the 29th September 2009, the Executive authorised Directors of Legal and Democratic Services, Corporate Resources, Development and Regeneration and Environmental Services to negotiate and complete negotiations with NCP in respect of Town Centre car parks and associated services.

1.2 After a lengthy period of negotiations between NCP and the Council the "Management Agreement relating to Car Parks in Bolton Town Centre" was signed by both parties on 18th February 2009. The main implications of the Management Agreement are set out in this report.

2. New Management Services

2.1 The Management Agreement sets out Management Services which are now the responsibility of NCP. These include surface level car parks and on-street services.

2.2 Surface Level Car Parks

NCP are responsible for the management of 21 town centre surface level car parks. These are listed in Appendix 1. Services for these car parks now provided by NCP include: issuing penalties; enforcement in accordance with the agreed Enforcement Code of Practice set out in the Management Agreement, car park inspections; security; general maintenance, landscaping; managing shrubbery, weeds and grass verges; and gritting.

2.3 On-Street Services

NCP are now responsible for on-street services in relation to the maintenance of on-street pay and display machines and collection of cash on behalf of the Council from on-street pay and display machines.

3 Multi Storey Car Park Programme

3.1 In addition to the Management Services outlined above the new arrangement with NCP also encompasses the design, build and operation of new multi storey car parks, and the eventual management of the existing Octagon multi storey car park.

3.2 Deane Road Multi Storey Car Park

Planning consent was granted for a 6 floor, 815 space multi storey car park at Deane Road in October 2008. A separate Development Agreement in relation to land at Deane Road has also been signed between NCP and the Council. The car park forms part of the wider Colleges Co-Location project with Bolton Community College and the Bolton 6th Form College. It is also an integral part of the strategic plan for the development of the Health and Well Being Centre. Work on the Deane Road site started in January 2009 and it is anticipated that the multi storey car park will be completed in November 2009.

3.3 Topp Way Multi Storey Car Park

Planning consent for the 4 floor, 800 plus space Topp Way multi storey car park was granted in November 2008. This multi storey will also have in excess of 50 disabled spaces. A separate Development Agreement in relation to land at Topp Way has also been signed between NCP and the Council. This development incorporates a new CCTV control room and new location for Shopmobility services. Work commenced in March 2009 and the anticipated completion date for Topp Way is the end of January 2010.

- 3.4** The construction and fit out of the Shopmobility unit at Topp Way multi storey car park will cost up to £60,000 of Council resources. There will be no rent payable by the Council in respect of the new unit. A project team of NCP, Shopmobility and Council officers has been established to finalise the layout and fit out of the unit.
- 3.5 Octagon Multi Storey Car Park**
As part of the new NCP arrangement, NCP will take over the management of the Octagon Multi Storey Car Park from October 2012.
- 3.6 Brightmet Street**
Brightmet Street had been identified as a third location for a new Multi Storey Car Park. On 29th September the Executive was informed of significant engineering difficulties in developing this site and the need for further work to understand more fully the financial implications. The Management Agreement sets out a process which would enable development at Brightmet Street to take place if required.
- 4. Town Centre Protected Areas**
- 4.1** NCP and the Council have agreed a number of "Protected Areas" within the town centre. These are identified on the Appendix 2. If, in the future, there is a requirement to provide additional parking on Council land in these areas NCP will be appointed to develop and or manage such additional parking facilities subject to the Council being satisfied with NCP's delivery of services outlined in the Management Agreement. NCP will also be considered positively for the development and or management of any additional parking facilities on Council land in the remainder of the town centre.
- 5 Closed Circuit Television - CCTV**
- 5.1** From 18th February 2009 responsibility for managing a number of CCTV services provided in the Council's Central Control Room has transferred to NCP. This includes the management and operation of 105 external CCTV cameras. On completion of the Topp Way Multi Storey Car Park, NCP will operate these services from the new Control Room located in Topp Way.
- 5.2** The Council and NCP are currently working up the detail of those services and the technical specification for the new control room. Current financial estimate for the technical fit out of the control room incorporating 6 operator desks with access to parking equipment, CCTV and Variable Messaging Signing is £620,000. On completion of this ongoing work a further report containing more detailed financial information will be brought to the Executive in early Summer 2009. The Council will need to identify resources to ensure the full completion and fit out of the control room.
- 6 Variable Messaging System - VMS**
- 6.1** The provision of a full VMS system and Parking Guidance Information system by NCP is set out in the Management Agreement. Installation of the signage will be phased with up to 27 signs being installed in the first stages with an ability to add signs to the system. It is anticipated that at capacity the system will be capable of controlling up to 100 car parks and 200 signs.
- 6.2** The Council and NCP are currently working up the technical detail of the VMS services. On completion of this work a further report will be brought to the Executive in early Summer 2009

7. Surface Level Car Park Closures

- 7.1** The new multi storey car parks will act as a catalyst for an agreed programme of closures of the town centre surface level car parks identified in Appendix 1 (excluding Brightmet Street and Bolton Market car park) which will take place between the end of 2009 and 2013. This is in accordance with The 2007 Town Centre Transport Strategy produced by Bolton Council which identified that the land take for car parking in the town centre was approximately 10% of the total surface area. This is wasteful in environmental terms. In addition the closure of the surface level car parks will bring forward a number of major economic development sites, the sales of which would bring in capital receipts for the Council. The new edge of centre multi storey car parks at Topp Way and Deane Road will consolidate parking and discourage extraneous traffic entering the central area.

8. NCP and BMBC Strategic Partnership Framework

- 8.1** NCP and the Council have established a Strategic Partnership Framework to ensure the Management Agreement is implemented efficiently and to jointly consider future car parking priorities within Bolton Town Centre. While the Management Agreement does not create a formal or legal partnership between the Council and NCP it does state that *“the Agreement is intended to reflect a partnership type ethos to be applied in continually reviewing, changing and updating the car parking facilities in the Town Centre to ensure that sufficient facilities are available to meet car park demand and to encourage and stimulate continued commercial and economic development in the Town Centre.”*

- 8.2** The Strategic Partnership Framework incorporates a Strategic Partnering Forum which will meet annually, a Partnership Management Board which will meet twice a year and a Contract Managers Group which meets monthly.

8.3 Strategic Partnership Statement of Intent

As part of the Management Agreement, NCP and the Council have agreed a Statement of Intent, key features of this include:

- The Council and NCP will jointly conduct a Parking Study at least once every three years.
- The Council and NCP will work together to ensure Town Centre car parking facilities meet customer needs and aspirations as new approaches to car park facilities develop.
- The Council and NCP desire whenever possible that NCP will be appointed to develop and/or manage additional parking facilities on Council land in the Protected Area and that NCP will be considered positively for the development and/or management of any additional parking facilities on Council land in the remainder of the Town Centre.

9. Town Centre Parking Project Board

- 9.1** The Council has established a Town Centre Parking Project Board to ensure that car parking issues which fall outside of the remit of the Management Agreement are dealt with by Council officers and other external partners where relevant. This Board will be chaired by the Director of Corporate Resources.

10. Financial Arrangements

- 10.1** The car park Management Agreement provides the Council with an annual Guaranteed Revenue Payment (GRP) over the life of the contract, which is paid irrespective of the amount of car park income collected by NCP. This guaranteed payment is reduced in the early years due to the cost of developing the new multi

storey car parks, combined with the loss of 2 key sites being Deane Road and Bath Street.

10.2 In addition to the GRP the Council would receive a share of any additional income received by NCP above the baseline assumed in the calculation of the Council's GRP known as an equity share. The first 5% above this threshold the Council would receive 50% of the additional receipt and above that we would receive 70%.

10.3 As indicated in 10.1 above, in the early years the amount received by the Council is lower than in later years. If the GRP is calculated over the first 4 years then compared to the current year's level of income receipts the Council would receive something in the order of £150,000 less over the 4 years. However the current forecast from NCP suggests that an equity share is also likely to be paid in which case the Council would receive more than this £150,000 extra. Beyond year 4 the GRP received by the Council is greater than the current income levels.

10.4 NCP Tariffs

The agreement with NCP is that car parking tariffs will increase by up to 3% a year, recognising the need to round charges, or RPI, whichever is the higher. NCP needed the flexibility to increase tariffs by up to 3% in order to ensure that they can meet the funding requirement for the new multi storey car parks. The first increase of 10p will be April 2009.

11. Outcome of Environmental Impact Assessment (EIA)

11.1 An EIA in respect of this report has been completed. The new multi storey car parks will conform with the Disability Discrimination Act and new Shopmobility premises will result in improved access for people with disabilities. Visitors to the town centre will benefit from improved signage to good quality, secure and well lit parking facilities.

12. Recommendations

12.1 The Executive is recommended to note the following:

1. Note that a 35 year Management Agreement relating to Car Parks in Bolton Town Centre has been signed by NCP and the Council.
2. Authorise expenditure of up to £60,000 for the fit out of Shop mobility unit at the Topp Way new multi storey car park.
3. Note the Multi Storey Car Parks build programme.
4. Note the "Protected Areas" within the town centre.
5. Note the plan for the surface level car park closures.
6. Note the governance arrangements in place between NCP and the Council to ensure the efficient management of the contract.
7. Note the Council's internal arrangements to manage town centre parking issues not covered by the NCP contract.
8. Note the financial outcomes of the Management Agreement.

Appendix 1 Surface Level Car Parks Within NCP Management Agreement

No	Car Park	Approximate Spaces
1	Topp Way	31
2	Chorley Street	223
3	St. Helena Road	100
4	Pool Street North	24
5	Pool Street South	79
6	King Street	32
7	Central Street	200
8	All Saints Street West	44
9	All Saints Street East	96
10	Folds Road	99
11	Back Cheapside	40
12	Clive Street	51
13	Bolton Market	85
14	Barn Street	15
15	Blackhorse Street	120
16	Markland Street	17
17	Johnson Street	60
18	Railway Triangle	175
19	Crook Street	13
20	Brightmet Street	292
21	Salop Street	13

