

WARWICK DISTRICT COUNCIL

TO: CROSS-SERVICES ISSUES GROUP

SUBJECT: CAR PARKS

FROM: ENGINEERING AND LEISURE AND AMENITIES

1. BACKGROUND

1.1 The Engineering Business Unit currently provides a car park management service to:-

- * implement the Council's off-street parking policies
- * maximise the use of Council assets
- * deliver a quality service sensitive to the needs of promoting the three main retailing and commercial centres of Leamington, Kenilworth and Warwick
- * meet the parking requirements of local residents, commuters and visitors to the District.

1.2 The Service deals annually with over 2 million customers. Parking is provided in the three towns on a 24 hour basis at:-

- * 18 surface car parks

and on a daily basis at:-

- * 4 multi-storey car parks (locked at night)
1 multi-storey car park (Sat/Sun and B Hols only) Barrack Street
Total No. of Spaces 3355

These are detailed as follows:-

Leamington Spa

Multi-storey	-	St. Peters	(long/stay)	spaces	404 (incl. 6 disabled)
	-	Covent Garden	(l/s)	"	534
	-	Royal Priors	(short stay)	"	469 (incl. 6 disabled)
Surface	-	Bath Place	(s/s)	"	66
	-	Regent Grove	(s/s)	"	46 (incl. 2 disabled)

	-	Bedford St	(s/s)	“	49
	-	Rosefield St	(l/s)	“	43 (incl. 1 disabled)
	-	Packington Place	(l/s)	“	27
	-	Court St	(l/s)	“	44 (incl. 4 disabled)
	-	Marks & Spencer	(limited stay)	“	23
	-	Covent Garden	“	”	86
	-	Chandos Street	“	”	153
		Total no. of Spaces			1945 (inc.19 disabled)

Warwick

Multi-storey	-	Linen Street	(l/s)	spaces	246
	-	Barrack St	(s/s)	“	280
		(Sat/Sun & B Hols only)			
Surface	-	Norwich Union	(s/s)	“	46 (incl. 2 disabled)
	-	Castle Lane	(s/s)	“	16
	-	Factory Yard	(l/s)	“	42
	-	West Rock	(l/s)	“	95
	-	The Butts	(l/s)	“	19
	-	New Street	(Limited stay)		45 (incl. 1 disabled)
	-	St Nicholas Park	(s/s)	“	246 (incl. 5 disabled)
		(managed for Leisure)			
		Total no. of Spaces			1035 (inc. 8 disabled)

Kenilworth

Surface	-	Abbey End		spaces*	249 (incl. 9 disabled)
	-	Square West		“	124 (incl. 4 disabled)
					373 (inc. 13 disabled)
		* coach spaces			2
		Total no. of spaces			375

Leisure & Amentities car parks

Leisure and Amenities are responsible for car parking at their Sports and Leisure facilities. There are currently no charges at any locations with the exception of Myton Fields.

The locations are:-

Newbold Comyn	-	Leisure Centre Golf Pavilion
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Castle Farm	-	Leisure facilities and Sports Hall
Abbey Fields	-	Leisure Centre
Myton Fields	-	Picnic Area (Operated by barrier - Pay on exit)
St. Mary's Lands	-	Open space and the Racecourse.
Victoria Park	-	Park & Bowls/Tennis/Cricket

There are small parking areas at other locations such as Priory Park, Warwick and the picnic area at Lapworth.

- 1.3 St.Nicholas Park car park is managed on behalf of Leisure and Amenties, with the income from the car park allocated to Leisure Committee's budgets. Myton Fields is a picnic area which is controlled by a Pay-on-Exit barrier system. This car park is managed by Leisure and Amenities although services such as cash collection are carried out as part of Engineering's contract for savings in scale. Again income from this car park goes to Leisure Committee's budget.
- 1.4 Disabled drivers may park free of charge providing a disabled badge is displayed. They are not restricted to marked disabled bays but obviously these are wider to allow room for access.
- 1.5 Excess charges are imposed for specified offences. Most excess charge notices are issued to users for not displaying a valid ticket and failing to park wholly within a marked parking bay. Some 13,000 notices are issued annually. Over ¼ generate telephone calls and correspondence in mitigation. Very few are cancelled. 'Intrum Justitia' debt recovery agents are utilised to collect outstanding excess charges. Excess charges are not issued on Myton Fields.
- 1.6 Warwick District Council and Councillors staff park free of charge at specified locations depending on the designation of individual passes. Some 400 spaces are taken up daily particularly in Leamington Car Parks.

2. **Car Parking Services - Costs, Direct and Indirect**

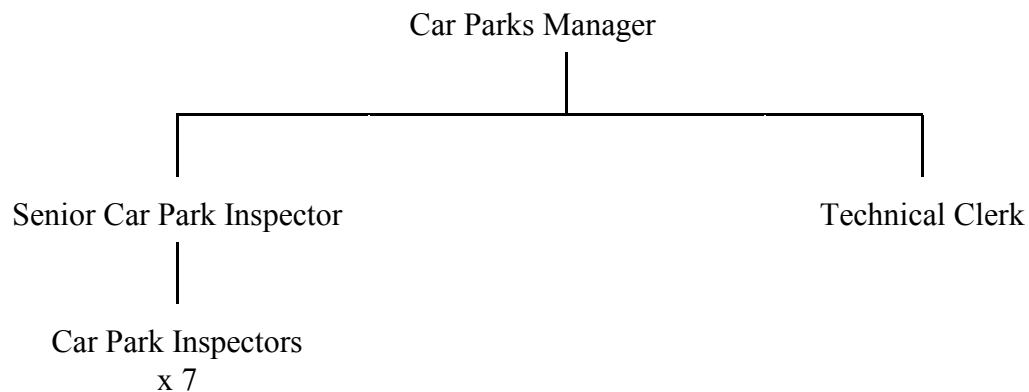
- 2.1 In 1998 the gross expenditure budget for those services managed by Engineering was £1,182,892. Of that sum £147,300 relates to staff directly employed on the service i.e. Car Parks Manager, Senior Car Park Inspector, 6 x Car Park Inspectors (now 7 Inspectors) and Technical Clerk and a further £65,400 which covers technical support from Engineering on repairs and maintenance and managerial support (some 18%). Premises related expenses of £439,892 including rates (£237,700) and Repairs and Maintenance amount to 37% of the total expenditure. Supplies and Services amount to approx. £70,000 and CCTV to £111,000, totalling 15%. Support services amount to approx. £50,000 covering all other Business Units.

The Income is made up in the main by Car Parking fees, together with monies from season tickets and excess charges.

The net income over expenditure was in the region of £250,000.

Resources

The Car Parking section in Engineering is staffed as follows:-



In addition there is an involvement from the Projects Team (Highways) who deal with major repairs and refurbishment. Contract Officers from the Waste Management Section are involved with Car Park cleansing. There is admin, financial and managerial support from within the Engineering Business Unit. In addition the Car Park Inspectors staff St. Nicholas Car Park in the summer months, Sundays and Bank Holidays on overtime.

Therefore the staffing is (in full-time equivalents):-

Car Parks Manager	x	1
Technical Clerk	x	1
Senior C.P. Inspector	x	1
C.P. Inspectors	x	7 (+ time spent on St. Nicholas Car Park)
Maintenance	x	½
Business Support etc	x	½
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3. Service Delivery

- 3.1 All the Car Parks managed by Engineering are designated as ‘Pay & Display’. The minimum charging period is ‘15 minutes’ which is free but a ticket must be obtained. The maximum charging period in a short-stay car park is over 4 hours and in a long-stay car park there is an all-day charge. The Inspectors patrol at regular intervals to ensure that users pay the appropriate charges. They also patrol St. Nicholas Park on a Sunday to

ensure correct usage during the summer months. This is carried out on overtime and in conjunction with a staff member from the leisure centre.

- 3.2 St.Nicholas Park car park is managed on behalf of Leisure and Amenities and charges covers Monday to Sunday. There is an additional charge for 2-3 hours which is not applicable to any other.
- 3.3 The car parks under the control of Leisure serve the relevant leisure facilities. Other than Myton Fields there are no charging regimes for any of these car parks, nor are they patrolled. They are available for use by the patrons of the leisure facilities and for Newbold Comyn and St.Mary's Lands by users of the open spaces.
- 3.4 Cash from all the machines, including Myton Fields, is collected and counted by a Private Contractor and delivered to the Council's banking centre in Birmingham.
- 3.5 The surface of all car parks are cleansed and litter picked twice weekly by Serviceteam as part of the street cleansing contract and the stairwells and locking of gates are carried out daily under the public convenience cleansing contract also by Serviceteam.
- 3.6 General repairs and maintenance are carried out by Contract and major refurbishments are directed by Engineering Staff within the Business Unit.
- 3.7 Ground maintenance is carried out by Leisure's Contractor. Standard specification is that similar to highway shrubberies but often is insufficient to meet the requirements of the Car Parks.

4. **Statutory Requirements**

Car Parking Orders which set out the fees and charges and the regulations within the car parks are published under powers contained in the Road Traffic Regulations Act 1984 and the Parking Act 1989. Approval to any amendments to the charges has to be obtained from Warwickshire County Council as Highway Authority.

5. **Issues**

- 5.1 The following issues have been identified for consideration:-

Myton Fields to be managed as a public car park rather than a leisure facility-picnic area.

Charging at the car parks adjacent to Leisure facilities.

6. **Summary**

- 6.1 The only public car park under dual control is St. Nicholas Park car park. It not only serves the park and the leisure centre but also the town centre and the tourist areas. Management of the car park falls to Engineering with the overall control of expenditure

and income under Leisure.

- 6.2 Leisure Committee has previously looked at the concept of charging for car parking at the Leisure facilities as part of the current financial strategy but decided not to proceed.
- 6.3 Engineering is taking a lead role in the formulation of a district car parking plan and extending charging regimes may need to be looked at in the light of this plan.

Jackie Webb
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