

## **Report to the Cabinet**

**Report reference:** C-034-2011/12  
**Date of meeting:** 24 October 2011



**Epping Forest  
District Council**

**Portfolio:** Housing

**Subject:** Construction of Off Street Parking on Housing Land – Review of Rankings for Future Schemes & Review of Capital Expenditure.

**Responsible Officer:** Paul Pledger (01992 564248)

**Democratic Services Officer:** Gary Woodhall (01992 564470).

---

### **Recommendations/Decisions Required:**

- (1) That the revised ranking table for future off-street parking schemes at Appendix 1 be adopted;**
- (2) That, subject to the retention of the current budget for the Off Street Parking Programme within the revised Capital Programme reported elsewhere on the agenda, following the completion of the off-street parking schemes at Hillcroft, Loughton; Colebrook Gardens, Loughton; and School Lane, Abbess Roding, Wedge Contracts Ltd be instructed to continue with the construction of the next three schemes, which the Cabinet have already agreed be progressed to Planning Stage at:
  - (a) Chester Close, Loughton;**
  - (b) Harvey Gardens, Loughton; and**
  - (c) Audley Gardens, Loughton;****
- (3) That a detailed feasibility study be undertaken on the top three schemes on the revised ranking table at Wormingford Court, Waltham Abbey; Barfields Gardens, Loughton and Avenue Road, Theydon Bois and that the Cabinet receives a further report on the outcome so that authority can be sought to proceed to the construction phase.**

### **Executive Summary:**

In April 2011, the Cabinet approved the tender for the construction of off-street parking schemes at Hillcroft, Colebrook Gardens and School Lane. The Cabinet also agreed to progress the design of three more schemes at Chester Close, Harvey Gardens and Audley Garden. However, approval to construct these latter three schemes is subject to a further review by the Cabinet, along with the revised ranking table for future schemes. This report sets out the progress with these six schemes, and proposes a way forward for the future schemes if the current budget provision for off street parking schemes within the Capital Programme (which is being reviewed separately as part of another report to this meeting), including the adoption of an updated ranking table.

## **Reasons for Proposed Decision:**

This report is presented at the request of the Cabinet, following its decision to approve construction at a limited number of sites on the off-street parking programme in April 2011. The Cabinet did not commit to progress the construction of any further off-street parking schemes other than the schemes at Hillcroft, Colebrook Gardens and School Lane. In order to progress with any further schemes, and in order to divert adequate resources to manage the off-street parking programme, which is one of the most resource intensive programmes within the Housing Assets Section, a Cabinet decision is required, committing to both the ranking table and the capital expenditure.

## **Other Options for Action:**

- (a) Not to undertake the construction of the further off street parking bays other than the three committed schemes at Hillcroft, Colebrook Gardens and School Lane. However, this would not resolve the parking problems recognised during recent parking surveys.
- (b) To undertake three further schemes at Chester Close, Harvey Gardens and Audley Garden only, which are already designed and have been submitted for planning consent, and to then suspend the remaining programme until further notice. However, once again this would not resolve the parking problems recognised during recent parking surveys
- (c) To seek approval from the Cabinet on an annual basis to construct further schemes from the ranking table at the Appendix 1. However, this could lead to abortive design costs should the programme be suspended.

## **Report:**

1. The Cabinet, at its meeting in April 2011 agreed to undertake the construction of off-street parking at Colebrook Gardens, Loughton; School Lane, Abbess Roding; and Hillcroft, Loughton. The Cabinet also agreed to progress the designs for Chester Close, Loughton; Harvey Gardens, Loughton; and Audley Gardens, Loughton up to and including obtaining planning permission. However, no commitment was made to undertake the construction of these three latter sites until a review of the schemes and the ranking within Off Street Parking Programme, together with a more detailed review of the Capital Programme had been undertaken by the Cabinet in October 2011.

2. The contract for the construction of the three specified off street parking schemes at Colebrook Gardens, School Lane and Hillcroft, was awarded to Wedge Contracts Ltd following the Cabinet decision in April 2011. Since then, work started on site at Hillcroft, in August 2011 and was completed in early October on time and within budget. The Contractor has now commenced work at Colebrook Gardens, and will move on and complete the works at School Lane after that in January 2012.

3. The Highways Consultant has also prepared detailed designs for Chester Close, Harvey Gardens and Audley Gardens, with planning applications submitted for each of these sites. As part of the design process, the Consultants have applied the tendered schedule of rates supplied by Wedge Contracts Ltd as part of their tender to these three schemes in order to give an estimate of the scheme costs, which are as follows:

- Chester Close, Loughton – £56,717 (10 parking bays);
- Harvey Gardens, Loughton – £70,265 (25 parking bays); and
- Audley Gardens, Loughton – £89,742 (20 parking bays).

## Review of future off-street parking schemes

4. At its meeting in April 2011, the Cabinet asked that a review of future off-street parking schemes be undertaken, including the addition of Torrington Drive, Loughton to the list. Each of the sites has been re-evaluated based on a combination of desk-top and visual site surveys, which has been based on two separate visits, one during the day and another either early or late to take account of the parking conditions before residents leave for work or after they return in the evening. The assessment criteria is based on the following categories:

- Percentage of council tenants;
- Lack of off street parking;
- Road width;
- Verge/footway damage;
- Accident risk to pedestrians/drivers; and
- Special parking requirements.

5. The revised ranking table, can be found at Appendix A. However, whilst this does take into account any technical or legal issues known at the time the initial assessments were undertaken, it does not take into account any technical or legal matters that may arise as part of a more detailed feasibility study, which may mean that some of these schemes may not actually be possible.

6. At its meeting in January 2011, the Cabinet agreed to allocated £2.436 million over a 4-year period for the construction of off-street parking schemes on housing estates jointly funded from the HRA and the General Fund. As explained above, a review of expenditure on the Off Street Parking Programme is required at this meeting, as part of the Cabinet's wider discussions on the Capital Programme.

7. The latest financial profile is given in the table below. This shows actual expenditure in 2010/11 and current allocation for Off-Street Parking schemes as set out in the Capital Review, presented elsewhere on the agenda:

	2010/11 Actual	2011/12	2012/13	2013/14	2014/15	<b>Total</b>
HRA	£6,000	£174,000	£1,023,000	£41,000	£0	<b>£1,244,000</b>
General Fund	£6,000	£166,000	£980,000	£40,000	£0	<b>£1,192,000</b>
<b>Annual Totals</b>	<b>£12,000</b>	<b>£340,000</b>	<b>£2,003,000</b>	<b>£81,000</b>	<b>£0</b>	<b>£2,436,000</b>

8. Based on recent the tenders, as a guideline, the average cost per bay for a standard scheme, without any complications or adverse conditions, and including all fees is around £3,650 per bay.

9. Should the Cabinet be minded to maintain its commitment to the current budget provision of the off-street parking programme, when it considers the Capital Programme reported elsewhere on the agenda, it is recommended that all future off-street parking schemes be drawn down in the priority order from the revised ranking table at Appendix 1.

10. As reported to and subsequently agreed by the Cabinet in April 2011, the contract with Wedge Contracts Ltd for the construction of Off Street Parking schemes was based on a lump-sum for the three schemes at Colebrook Gardens, School Lane and Hillcroft, and a detailed Schedule of Rates (SOR) which could then be used for future off-street parking schemes. The contract has been let, initially for one-year, but can be extended annually up to a maximum of five-years, subject to the contractor's performance and quality of workmanship therefore allowing for the SOR's to be used for future schemes over the five year period that the tender is valid.

### **Resource Implications:**

The overall budget within the Capital Programme for the installation of off street parking bays is a total of £2,436,000. However, currently only the three schemes at Colebrook Gardens, School Lane and Hillcroft have been approved for construction.

### **Legal and Governance Implications:**

Housing Act 1985.

### **Safer, Cleaner and Greener Implications:**

Sites for future off-street parking have been assessed, taking account of access for emergency vehicles and waste lorries, as well as damage caused to green verges and open spaces.

### **Consultation Undertaken:**

All residents in the vicinity of the schemes at Chester Close, Harvey Gardens and Audley Garden have been consulted on the design options, and will be consulted again as part of the planning process. Local Ward Members have also been consulted.

Consultation with residents for future schemes will be consulted as part of any feasibility study.

ECC Highways have also been consulted, since some of the schemes will result in the parking bays becoming adopted for future maintenance by ECC Highways.

### **Background Papers:**

Feasibility reports, design options and consultation questionnaires associated with the three schemes at Chester Close, Harvey Gardens and Audley Garden.

Planning application documents for the above three sites.

Tender documents and tender evaluation report.

Survey assessment sheets for all sites listed on the ranking table

Council Capital Strategy

### **Impact Assessments:**

#### Risk Management

The contract to construct the off-street parking schemes has been developed to allow a continuation of work beyond the first three sites at Colebrook Gardens, School Lane and Hillcroft, by using SOR's. However, the contract has break clauses so that there is no commitment to undertake any further works.

A safety audit is undertaken as part of the design stage, and this is agreed with ECC Highways as part of the consultation process.

All public utility companies are consulted to establish the extend and position of all underground services, so that the Council can minimise the risk of incurring unexpected costs when works commence.

Equality and Diversity

*Did the initial assessment of the proposals contained in this report for relevance to the Council's general equality duties, reveal any potentially adverse equality implications?* No

*Where equality implications were identified through the initial assessment process, has a formal Equality Impact Assessment been undertaken?* N/A

*What equality implications were identified through the Equality Impact Assessment process?*  
N/A.

*How have the equality implications identified through the Equality Impact Assessment been addressed in this report in order to avoid discrimination against any particular group?*  
N/A.

## Off Street Parking Rating Table 2011-12

This table includes schemes that have been reassessed under the new assessment procedure by the Housing Assets Section. The locations are listed in priority scoring.

Location:	Area:	Status:	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Total Score
Wormyngford Court	Waltham Abbey	Surveyed	10	3	No	5	1	2	0	21
Barfields Gardens	Loughton	Surveyed	5	2	No	5	4	3	0	19
Avenue Road	Theydon Bois	Surveyed	7	5	No	4	1	0	1	18
Ladyfield Close	Loughton	Surveyed	3	5	No	6	3	0	0	17
Grosvenor Close	Loughton	Surveyed	3	5	No	6	1	2	0	17
Gravel Close	Chigwell Row	Surveyed	5	3	No	5	3	0	1	17
Queens Road	North Weald	Surveyed	5	4	No	4	1	2	1	17
St Peters Avenue	Ongar	Surveyed	8	4	No	3	0	0	1	16
Starway Road	Waltham Abbey	Surveyed	3	5	No	3	5	0	0	16
Paley Gardens	Loughton	Surveyed	4	3	No	6	1	0	1	15
Badburgham Court	Waltham Abbey	Surveyed	5	5	No	3	0	1	0	14
Fullers Close	Waltham Abbey	Surveyed	8	2	No	3	1	0	0	14
Woodford Court	Waltham Abbey	Surveyed	6	3	No	3	1	0	1	14
Park Square	Chigwell Row	Surveyed	3	5	No	3	0	2	1	14
Pyrls Lane	Loughton	Surveyed	3	3	No	3	4	0	1	14
Graylands	Theydon Bois	Surveyed	3	1	No	4	2	3	0	13
Alderwood Close	Abridge	Surveyed	8	1	No	4	0	0	0	13
Tillingham Court	Waltham Abbey	Surveyed	7	2	No	3	0	0	1	13
Millfield	Ongar	Surveyed	4	4	No	4	0	0	1	13
Shrublands Close	Chigwell	Surveyed	0	4	No	4	2	2	1	13
Colson Path	Loughton	Surveyed	3	1	No	6	2	0	0	12
Borders Lane	Loughton	Surveyed	3	3	No	1	4	0	1	12
Torrington Drive	Loughton	Surveyed	7	2	No	2	0	1	0	12
Millhoo Court	Waltham Abbey	Surveyed	3	5	No	3	1	0	0	12
Foxley Close	Loughton	Surveyed	2	5	No	5	0	0	0	12
Coopers Close	Chigwell	Surveyed	2	0	No	4	2	2	1	11
Buxton Road	Waltham Abbey	Surveyed	5	1	No	4	1	0	0	11
Caterham Court	Waltham Abbey	Surveyed	4	3	No	3	1	0	0	11
Newmans Lane	Loughton	Surveyed	3	2	No	2	3	0	1	11
Hanson Close	Loughton	Surveyed	3	2	No	4	1	0	0	10
Princesfield Road	Waltham Abbey	Surveyed	4	1	No	4	1	0	0	10
Skarning Court	Waltham Abbey	Surveyed	2	3	No	3	1	0	1	10
Greenfields	Loughton	Surveyed	3	0	No	4	2	0	0	9
Stewards Green Road	Epping	Surveyed	5	1	No	3	0	0	0	9
The Croft	Loughton	Surveyed	2	2	No	3	0	2	0	9
Sudicamps Court	Waltham Abbey	Surveyed	4	3	No	2	0	0	0	9
Blackmore Court	Waltham Abbey	Surveyed	2	3	No	4	0	0	0	9
Theydon Court	Waltham Abbey	Surveyed	3	3	No	3	0	0	0	9
Coles Green	Loughton	Surveyed	0	3	No	5	1	0	0	9
Barnmead, Toot Hill	Toot Hill	Surveyed	2	5	No	2	0	0	0	9
Wrangley Court	Waltham Abbey	Surveyed	2	3	No	4	0	0	0	9
Bridge Hill	Epping	Surveyed	2	1	No	2	1	3	0	9
Bromefield Court	Waltham Abbey	Surveyed	1	4	No	3	0	0	0	8
Plumtree Mead	Loughton	Surveyed	3	3	No	2	0	0	0	8
Green Glade	Theydon Bois	Surveyed	3	1	No	3	1	0	0	8
Winters Way	Waltham Abbey	Surveyed	3	0	No	3	0	0	0	6
Blackmore Road	Buckhurst Hill	Surveyed	0	2	No	3	1	0	0	6

Q1 -	Percentage of council tenants.
Q2 -	Lack of off street parking
Q3 -	Consultation undertaken with residents
Q4 -	Road width
Q5 -	Verge/footway damage
Q6 -	Accident risk to pedestrians/drivers
Q7 -	Special parking requirements