

Public Document Pack

Executive Member Decisions

Friday, 7th August, 2020

AGENDA

1. **Proposed Borough Off-Street Electric Charging Places Order**
EMD- EV charging places **2 - 10**
Appendix 1 schedule
EV plan 1
EV plan 2
EV plan 3
EV plan 4
EIA - EV charging places

2. **Procurement of Automatic Number Plate Recognition Parking System and associated works for Feilden Street Multi-Storey & Undercroft Car Parks**
EMD - Part 1 - Feilden Street Car Park ANPR System **11 - 20**
EMD-Part 2 - Feilden Street Car Park ANPR System
EIA-Checklist Feilden Street Car Park ANPR System

Date Published: 7th August 2020
Denise Park, Chief Executive

EXECUTIVE MEMBER DECISION



REPORT OF:	Executive Member for Growth and Development Executive member for Environment
LEAD OFFICERS:	Director of Growth and Development Director of Environment and Operations
DATE:	24th May 2020

PORTFOLIO/S AFFECTED:	Growth and Development	Environment
WARD/S AFFECTED:	Blackburn Central Darwen East Darwen West	

SUBJECT: Proposed Borough Off-Street Electric Charging Places Order

1. EXECUTIVE SUMMARY

To inform the Executive Member for Regeneration and Executive Member for Environment of the proposal to include all off-street electric charging point bays in to a new Traffic Regulation Order.

Electric Vehicle Only Parking Space – Maximum stay 4 hours

- Brown Street Blackburn Car Park
- Darwen Market Rooftop Car Park
- Eanam Old Road Blackburn Car Park
- Feilden Street Blackburn Multi Story Car Park
- Varley Street Blackburn Car Park
- Weir Street Blackburn Car Park

2. RECOMMENDATIONS

That the Executive Member:
 Authorise the Director of HR, Legal and Governance to advertise the proposed Traffic Regulation Orders as per the attached schedule.
 Authorise the Director of HR, Legal and Governance to then make the Traffic Regulation Order should no objections be made.

Note that any unresolved objections will be reported to a meeting of the Planning and Highways Committee for comments and recommendation although the decision is an executive function .

3. BACKGROUND

To meet and facilitate the growth of plug-in vehicles, electric vehicle (EV) charging points have been introduced within council owned pay and display car parks. To make the charge points accessible and functional, changes to parking restrictions are required. In the context of EVs, a traffic regulation order can be used to restrict access for petrol or diesel vehicles to charging bays and limit the length of stay of an EV.

It is proposed to create a new Borough-wide off street electric charging point bay order, which will allow Civil Enforcement Officers to undertake enforcement for the misuse of electric vehicle only parking bays. The proposed order will introduce time limited parking of four hours in the designated bays for EVs while charging. This will allow the authority to regulate their use whilst allowing sufficient time for recharging and encouraging customer turn-over.

Vehicles must be plugged in and charging while parked in the bay. Vehicles using the EV charging points are not required to pay the Council's car parking charges. Parking spaces are marked and signed for the sole use of electric vehicles.

4. KEY ISSUES & RISKS

No risks arising from this proposal have been identified. The proposal is of benefit to the social and economic well being of the Borough.

5. POLICY IMPLICATIONS

The proposal to make and revoke Traffic Regulation Orders requires delegated approval from the Executive Member for Regeneration and Chief Officer. Traffic Regulation Orders are required to be published in the local press and on site to comply with the Road Traffic Regulations Act 1984. Directly affected properties are consulted in line with current procedure.

6. FINANCIAL IMPLICATIONS

The cost of making and advertising this Traffic Regulation Order will be approximately £2000 and will be funded from the Local Transport Plan budget.

7. LEGAL IMPLICATIONS

The necessary legal powers to implement this scheme are within the Road Traffic Regulations Act 1984. The advertising of the proposals will provide the public the opportunity to comment/object which will be considered appropriately by officers and if any objections cannot be agreed then they will be brought back for a decision by the Executive Member.

8. RESOURCE IMPLICATIONS

None

9. EQUALITY AND HEALTH IMPLICATIONS

Please select one of the options below. Where appropriate please include the hyperlink to the EIA.

Option 1 Equality Impact Assessment (EIA) not required – the EIA checklist has been completed.

Option 2 In determining this matter the Executive Member needs to consider the EIA associated with this item in advance of making the decision. *(insert EIA link here)*

Option 3 In determining this matter the Executive Board Members need to consider the EIA associated with this item in advance of making the decision. *(insert EIA attachment)*

10. CONSULTATIONS

Members of the public will be given the opportunity to object to or comment on the proposal following publication on the council's website.

11. STATEMENT OF COMPLIANCE

The recommendations are made further to advice from the Monitoring Officer and the Section 151 Officer has confirmed that they do not incur unlawful expenditure. They are also compliant with equality legislation and an equality analysis and impact assessment has been considered. The recommendations reflect the core principles of good governance set out in the Council's Code of Corporate Governance.

12. DECLARATION OF INTEREST

All Declarations of Interest of any Executive Member consulted and note of any dispensation granted by the Chief Executive will be recorded and published if applicable.

VERSION:	1
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CONTACT OFFICER:	Simon Littler
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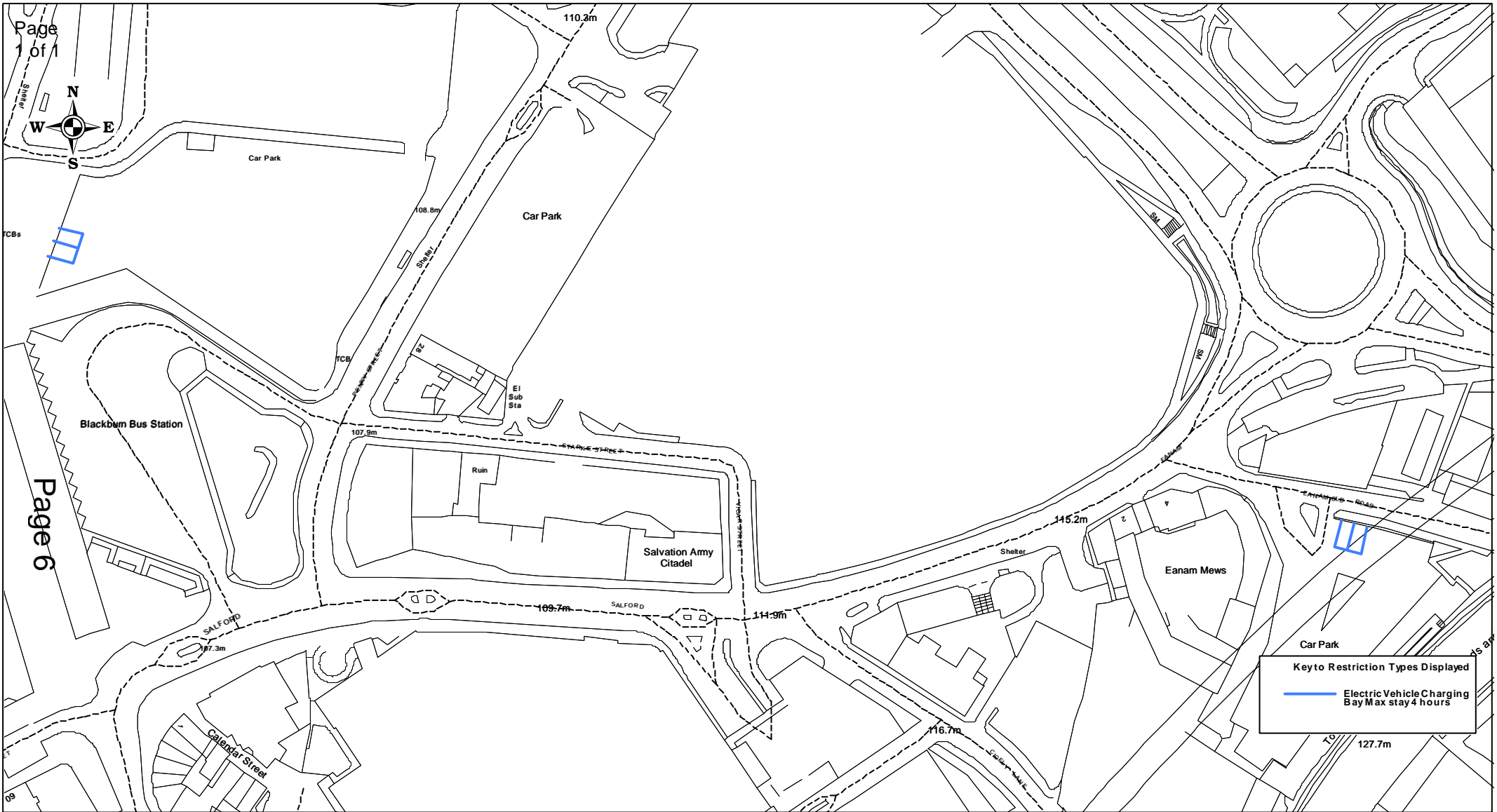
DATE:	23 rd May 2020
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BACKGROUND PAPER:	Appendix 1 Schedule Appendix 2 Plans
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SCHEDULES

ELECTRIC VEHICLE CHARGING BAY MAX STAY 4 HOURS (Vehicle must be plugged in and charging while parked in the bay)

Street	Side	Location
BROWN STREET CAR PARK BLACKBURN,	No Side Specified	Parking spaces marked and signed for sole use by electric vehicles X 2
DARWEN MARKET ROOFTOP CAR PARK,	No Side Specified	Parking spaces marked and signed for sole use by electric vehicles X 2
EANAM OLD ROAD CAR PARK BLACKBURN,	No Side Specified	Parking spaces marked and signed for sole use by electric vehicles X 2
FEILDEN STREET CAR PARK (GROUND FLOOR) BLACKBURN,	No Side Specified	Parking spaces marked and signed for sole use by electric vehicles X 3
VARLEY STREET CAR PARK DARWEN,	No Side Specified	Parking spaces marked and signed for sole use of electric vehicles X 2
WEIR STREET CAR PARK BLACKBURN,	No Side Specified	Parking spaces marked and signed for sole use by electric vehicles X 2

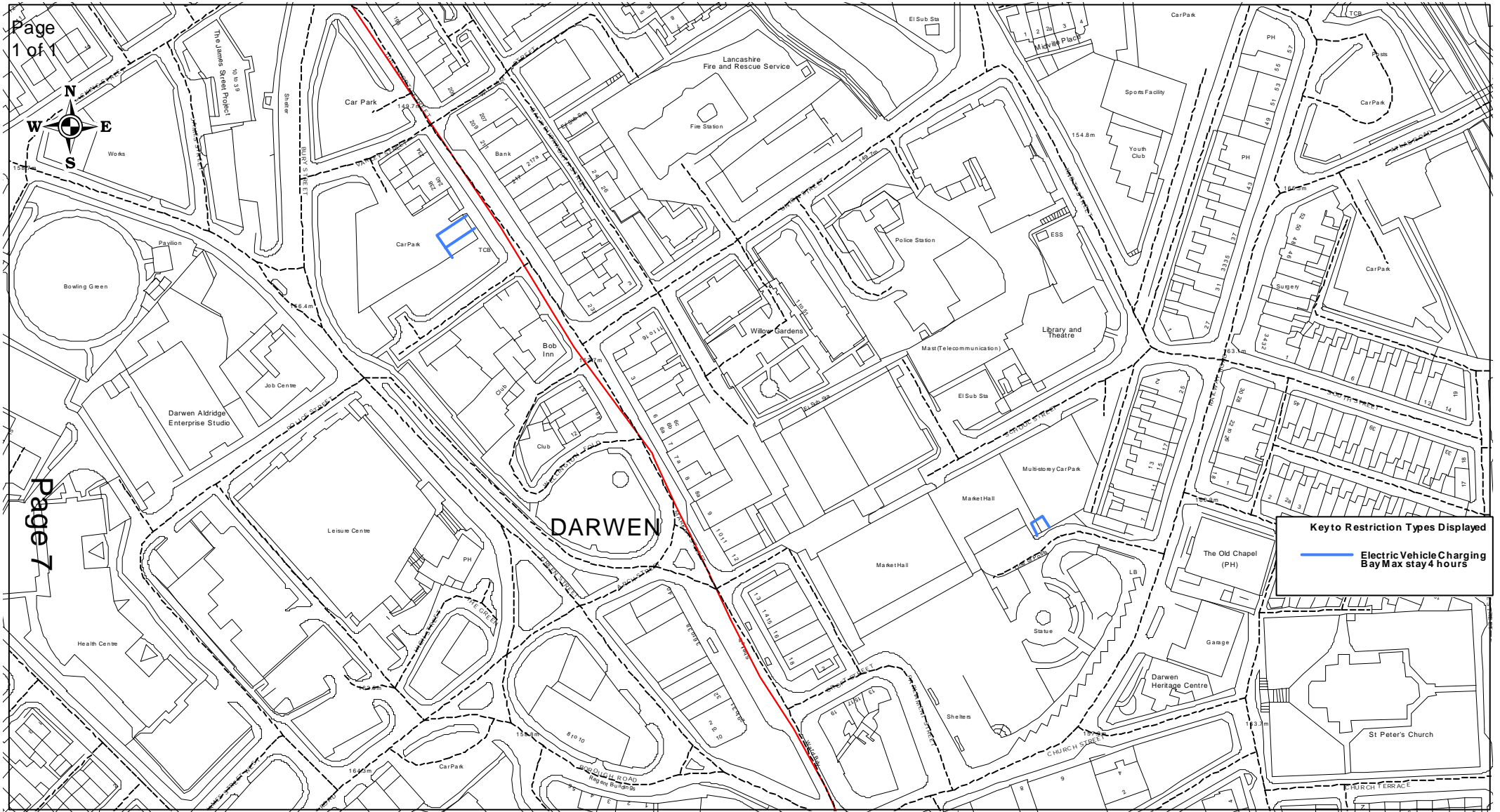



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Electric Vehicles Only Bays
Brown Street and Eanam Old Road Car Parks Blackburn

SCALE	1 : 1600
DATE	23/07/2020
DRAWING No.	
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Checked by	



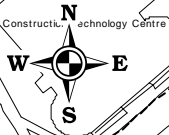
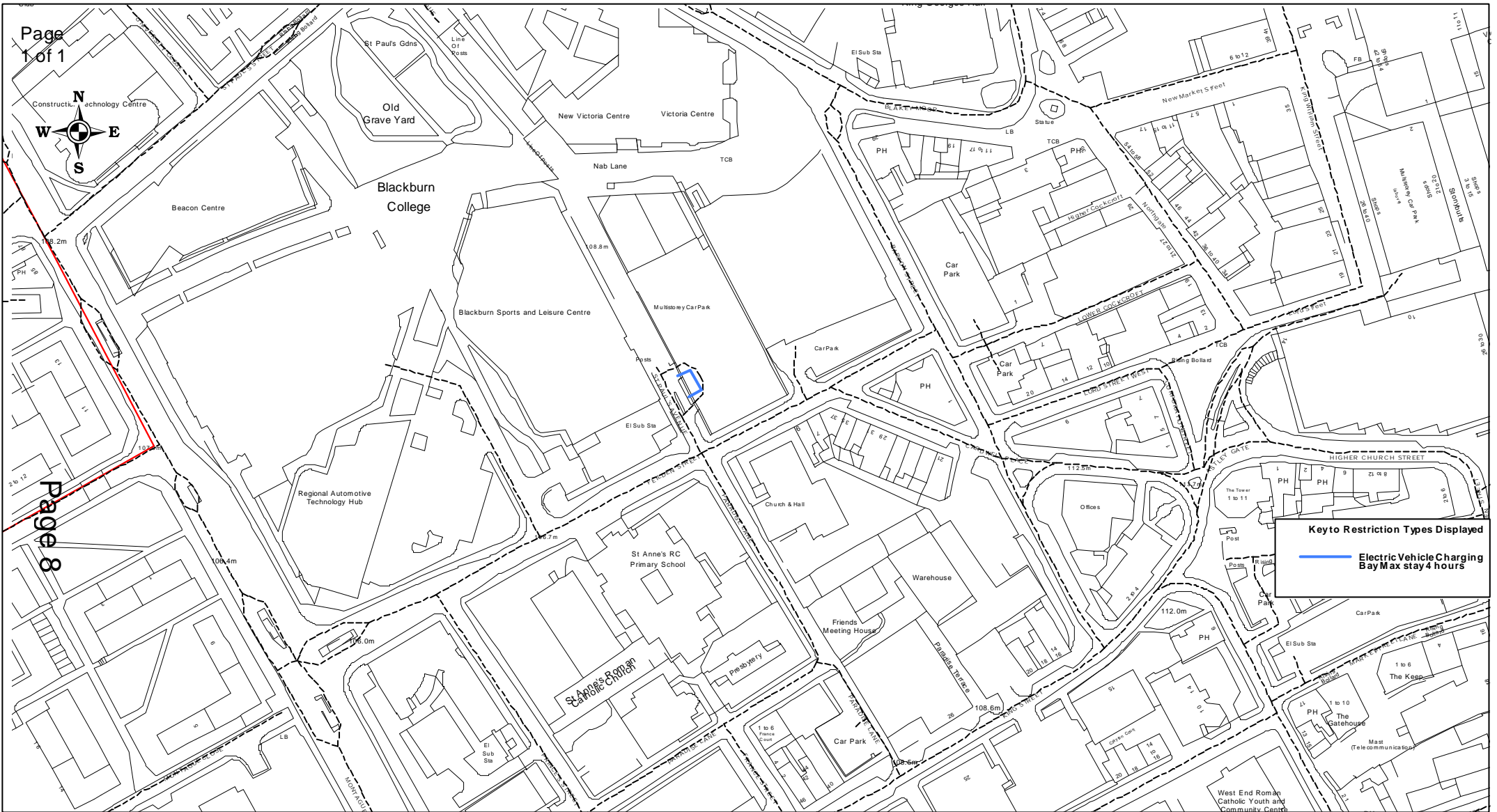
Key to Restriction Types Displayed
 Electric Vehicle Charging Bay Max stay 4 hours



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**Electric vehicles Only plan 2
 Varley Street & Market Rooftop Car Park Darwen**

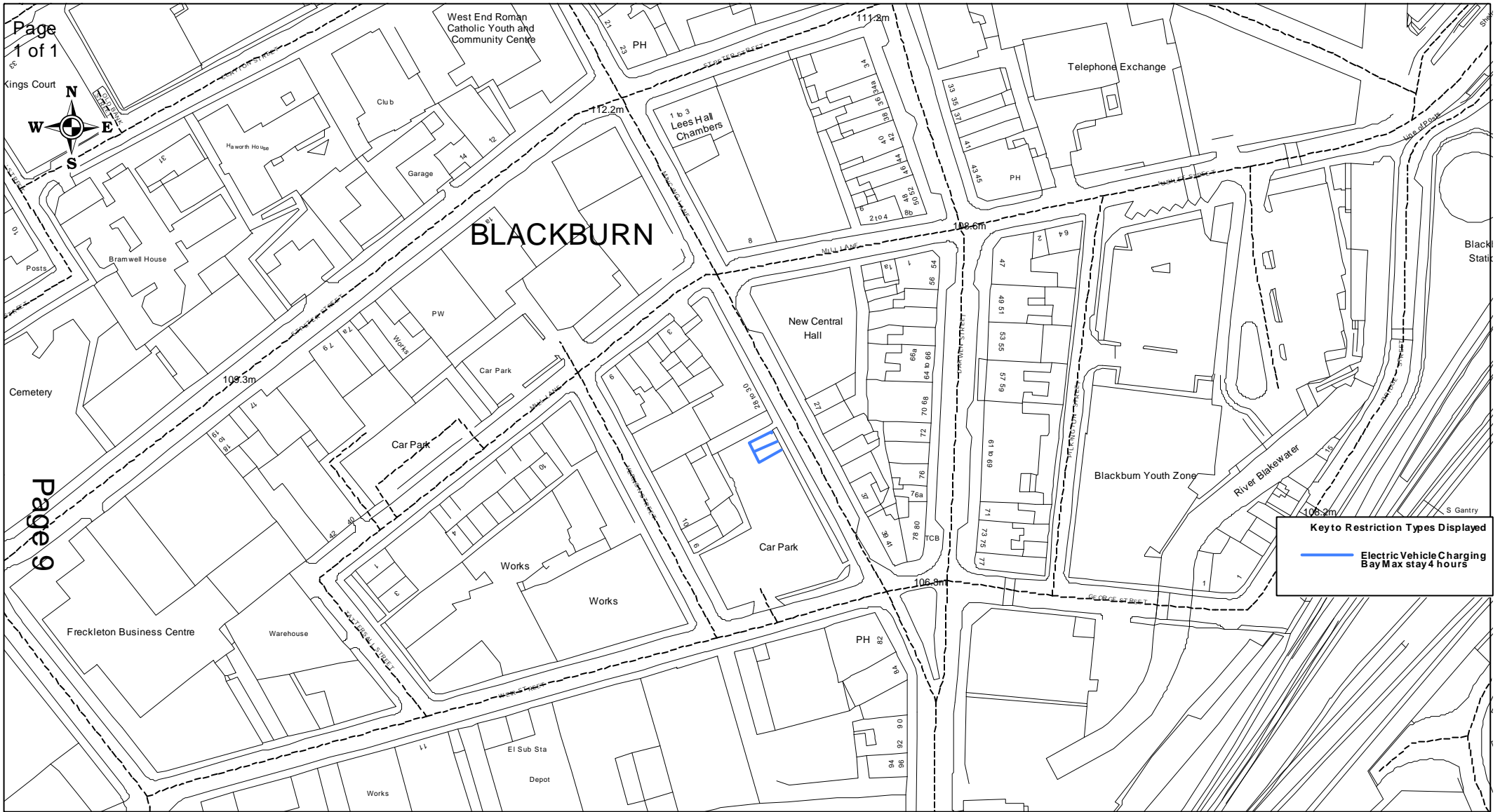
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Key to Restriction Types Displayed


— Electric Vehicle Charging Bay Max stay 4 hours

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	Licence No. 100019493	DATE	23/06/2020	
	Electric vehicles Only plan 3 Feilden Street Multi Storey Car Park Blackburn			DRAWING No.
				DRAWN BY
				Checked by



BLACKBURN

Key to Restriction Types Displayed

 Electric Vehicle Charging Bay Max stay 4 hours



**Electric Vehicles Only plan 4
Weir Street Blackburn**

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SCALE	1 : 1500
DATE	23/06/2020
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DRAWN BY	
Checked by	

EQUALITY IMPACT ASSESSMENT CHECKLIST

This checklist is to be used when you are uncertain if your activity requires an EIA or not.

An Equality Impact Assessment (EIA) is a tool for identifying the potential impact of the organisation's policies, services and functions on its residents and staff. EIAs should be actively looking for negative or adverse impacts of policies, services and functions on any of the nine protected characteristics.

The checklist below contains a number of questions/prompts to assist officers and service managers to assess whether or not the activity proposed requires an EIA. Supporting literature and useful questions are supplied within the [EIA Guidance](#) to assist managers and team leaders to complete all EIAs.

Service area & dept.	Traffic	Date the activity will be implemented	03/06/2019
Brief description of activity	Proposed Borough Off-Street Electric Charging Places Order		


Answers favouring doing an EIA	Checklist question	Answers favouring not doing an EIA
<input type="checkbox"/> Yes	Does this activity involve any of the following: - Commissioning / decommissioning a service - Change to existing Council policy/strategy - Budget changes	<input checked="" type="checkbox"/> No
<input type="checkbox"/> Yes	Does the activity impact negatively on any of the protected characteristics as stated within the Equality Act (2010)?	<input checked="" type="checkbox"/> No
<input type="checkbox"/> No <input type="checkbox"/> Not sure	Is there a sufficient information / intelligence with regards to service uptake and customer profiles to understand the activity's implications?	<input checked="" type="checkbox"/> Yes
<input type="checkbox"/> Yes <input type="checkbox"/> Not sure	Does this activity: Contribute towards unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act <i>(i.e. the activity creates or increases disadvantages suffered by people due to their protected characteristic)</i>	<input checked="" type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> Not sure	Reduce equality of opportunity between those who share a protected characteristic and those who do not <i>(i.e. the activity fail to meet the needs of people from protected groups where these are different from the needs of other people)</i>	<input checked="" type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> Not sure	Foster poor relations between people who share a protected characteristic and those who do not <i>(i.e. the function prevents people from protected groups to participate in public life or in other activities where their participation is disproportionately low)</i>	<input checked="" type="checkbox"/> No
FOR =0	TOTAL	AGAINST =6

Will you now be completing an EIA?

Yes

No

The EIA toolkit can be found [here](#)

Assessment Lead Signature	
E&D Lead Signature	Gwen Kinloch
Date	22/07/2020

EXECUTIVE MEMBER DECISION



REPORT OF:	Executive Member for Environmental Services Executive Member for Finance and Governance
LEAD OFFICERS:	Director of Environment and Operations
DATE:	15 th July 2020

PORTFOLIO/S AFFECTED:	Environmental Services
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WARD/S AFFECTED:	Blackburn Central
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SUBJECT: Procurement of Automatic Number Plate Recognition Parking System and associated works for Feilden Street Multi-Storey & Undercroft Car Parks.

1. EXECUTIVE SUMMARY

For the Executive member to approve for the procurement of Automatic Number Plate Recognition (ANPR) Parking System and associated works for Feilden Street Multi-Storey (MSCP) & Undercroft Car Parks (UCP).

2. RECOMMENDATIONS

That the Executive Member:

2.1 Notes the contents of this report.

2.2 Approves a capital programme allocation of £159,000 for the procurement of ANPR Parking System and associated works for Feilden Street MSCP & UCP.

2.3. Authorises officers to procure preferred suppliers to undertake these works in accordance with the Contracts Procedure Rules as written in the Council's Constitution.

3. BACKGROUND

3.1 The new Reel Cinema development will provide additional parking provision on Feilden Street, Blackburn following construction of the UCP. It was always envisaged that this be an extension of the Feilden Street MSCP but due to proposed parking management arrangements and differing payment periods it proved a challenge.

3.2 The current proposal is for Cinema customers to receive up to 4 hours free parking in Feilden Street MSCP as the current ticketing system will allow for customer parking tickets to be validated for 4 hours. This is a challenge due to Feilden Street MSCP's current opening hours.

3.3 The Parking Services Manager and Civil Enforcement Officer's (CEOs) are currently responsible for opening, closing and supervising Feilden Street MSCP. Feilden Street MSCP is currently open Mon-Sat 7am-8pm (however the car opens longer should there be events on in the Town Centre or

King Georges Hall) and requires a minimum of 2 people within the building for Health & Safety reasons. This currently equates to a total of 156 CEO hours per week (6 days).

3.4 If the proposed ticket validation system was to be utilised this would require parking services to staff Feilden Street MSCP after 8pm from Mon-Sat and on Sundays, closing the car park once the last Cinema showing has finished, significantly increasing staffing costs.

3.5 The proposed solution is to amend the ticket and pay and display arrangements to installation of an ANPR parking system across both car parks, which will resolve all operational issues. The ANPR system will negate the need for much of the present intervention by staff and the remainder could be managed through remote log in. Therefore it is proposed to remove the present management arrangements.

3.6 It is proposed that the Council's preferred supplier who provide surface level car park payment machines and back office systems is to provide an install the ANPR system. The preferred supplier will be appointed directly via the competitively procured ESPO framework. The preferred suppliers costs are in line with the agreed framework rates and efficiencies will be made as the same back office systems can be utilised for all car parks.

3.7 The Civils works required for Feilden Street UCP will be undertaken by Barnfield Construction as a variation to their current contract. They are the Principal Contractor currently on site building the new Reel Cinema and Feilden Street UCP.

3.8 Alterations to the Feilden Street MSCP will be procured separately or undertaken internally by Council resources.

4. KEY ISSUES & RISKS

4.1 Due to the current management arrangement two numbers CEOs are unable to enforce leading to a reduction in revenue generation for parking services.

4.2 If the ANPR parking system is installed this would free up circa 84 hours of CEO time per week for on-street enforcement generating additional revenue for parking services.

4.2 If the ANPR parking system is not installed this would mean that Feilden Street Car Park would be required to be staffed after 8pm from Mon-Sat and on Sundays, closing the car park once the last Cinema showing has finished, significantly increasing staffing costs.

4.3 As the ANPR parking system would allow both Feilden St car parks to open 24hrs a day Monday to Sunday which would generate additional revenue for parking services.

4.4 As the car parks would never close the demand from the new Reel cinema would always be accommodated. Between the hours of 5pm-7am all CCTV of the site would be monitored by the CCTV suite located within King Georges Hall.

5. POLICY IMPLICATIONS

Feilden Street MSCP & UCP are within the Northgate area of Blackburn Town Centre and meets the objectives of the Council's adopted Core Strategy and Local Plan Part 2. The capital funding is strategically important in terms of supporting the regeneration of town centre and the Council's long term proposals. It is considered that not making this decision to fund the additional works could prejudice the Council's interests for the area.

6. FINANCIAL IMPLICATIONS

Costs for the new systems are a total of £159,000 for the equipment, installation, associated building/civils works, maintenance and licensing for year one.

By year 3 the Capital investment will have been repaid leading to an additional revenue for parking services.

7. LEGAL IMPLICATIONS

7.1 The Council's preferred supplier for surface level car park payment machines is to be appointed directly to provide and install the ANPR parking system. They will be appointed directly through the ESPO framework.

7.2 The Civils works required for Feilden Street UCP will be undertaken by Barnfield Construction as a variation to their current JCT Design & Build 2016 contract. They are the Principal Contractor currently on site building the new Reel Cinema and Feilden Street UCP.

7.3 Alterations to the Feilden Street MSCP will be procured separately or undertaken internally by Council resources.

7.4 All contracts and contract variations will be in a form approved by legal officers in the Commissioning and Procurement team.

8. RESOURCE IMPLICATIONS

Current staff resources from the Council's Growth team will be utilised to supervise the additional works on site. The preferred suppliers and proposed Contractors have the required resources to deliver the works to the required timescales.

9. EQUALITY AND HEALTH IMPLICATIONS

Please select one of the options below. Where appropriate please include the hyperlink to the EIA.

Option 1 Equality Impact Assessment (EIA) not required – the EIA checklist has been completed.

Option 2 In determining this matter the Executive Member needs to consider the EIA associated with this item in advance of making the decision. *(insert EIA link here)*

Option 3 In determining this matter the Executive Board Members need to consider the EIA associated with this item in advance of making the decision. *(insert EIA attachment)*

10. CONSULTATIONS

Consultation will be undertaken with Reel Cinema and the Feilden Street MSCP commercial unit tenants.

11. STATEMENT OF COMPLIANCE

The recommendations are made further to advice from the Monitoring Officer and the Section 151 Officer has confirmed that they do not incur unlawful expenditure. They are also compliant with equality legislation and an equality analysis and equality assessment has been considered. The

recommendations reflect the core principles of good governance set out in the Council's Code of Corporate Governance.

12. DECLARATION OF INTEREST

All Declarations of Interest of any Executive Member consulted and note of any dispensation granted by the Chief Executive will be recorded and published if applicable.

VERSION: 1

CONTACT OFFICER: Dwayne Lowe

DATE: 15th July 2020

**BACKGROUND
PAPER:**

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

EQUALITY IMPACT ASSESSMENT CHECKLIST

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The checklist below contains a number of questions/prompts to assist officers and service managers to assess whether or not the activity proposed requires an EIA. Supporting literature and useful questions are supplied within the [EIA Guidance](#) to assist managers and team leaders to complete all EIAs.

Service area & dept.	Environment and Operations	Date the activity will be implemented	03/08/2020
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Brief description of activity	Procurement of Automatic Number Plate Recognition Parking System and associated works for Feilden Street Multi-Storey & Undercroft Car Parks.
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Answers favouring doing an EIA	Checklist question	Answers favouring not doing an EIA
<input type="checkbox"/> Yes	Does this activity involve any of the following: - Commissioning / decommissioning a service - Change to existing Council policy/strategy - Budget changes	<input checked="" type="checkbox"/> No
<input type="checkbox"/> Yes	Does the activity impact negatively on any of the protected characteristics as stated within the Equality Act (2010)?	<input checked="" type="checkbox"/> No
<input type="checkbox"/> No <input type="checkbox"/> Not sure	Is there a sufficient information / intelligence with regards to service uptake and customer profiles to understand the activity's implications?	<input checked="" type="checkbox"/> Yes
<input type="checkbox"/> Yes <input type="checkbox"/> Not sure	Does this activity: Contribute towards unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act <i>(i.e. the activity creates or increases disadvantages suffered by people due to their protected characteristic)</i>	<input checked="" type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> Not sure	Reduce equality of opportunity between those who share a protected characteristic and those who do not <i>(i.e. the activity fail to meet the needs of people from protected groups where these are different from the needs of other people)</i>	<input checked="" type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> Not sure	Foster poor relations between people who share a protected characteristic and those who do not <i>(i.e. the function prevents people from protected groups to participate in public life or in other activities where their participation is disproportionately low)</i>	<input checked="" type="checkbox"/> No
FOR =0	TOTAL	AGAINST =6

Will you now be completing an EIA?

Yes

No

The EIA toolkit can be found [here](#)

Assessment Lead Signature	Dwayne Lowe
Checked by departmental E&D Lead	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Gwen Kinloch
Date	21/07/2020