



**DEMOCRATIC AND ELECTORAL SERVICES**

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Dear Councillor

**RESOURCES POLICY ADVISORY GROUP**

The next meeting of the Resources Policy Advisory Group will be held as follows:

DATE:            **THURSDAY, 3RD MARCH, 2016**  
TIME:            **6.00 PM**  
VENUE:           **ROOM 5, CAPSWOOD, OXFORD ROAD, DENHAM**

**Please note that this meeting is not open to the public.**

Only apologies for absence received prior to the meeting will be recorded.

Yours faithfully

Jim Burness

**Director of Resources**

To: The Resources Policy Advisory Group

Mr Chhokar  
Mr Hogan  
Mr Hollis  
Mrs Jordan  
Mr Sangster  
Mr Egleton





## Declarations of Interest

Any Member attending the meeting is reminded of the requirement to declare if he/she has a personal interest in any item of business, as defined in the Code of Conduct. If that interest is a prejudicial interest as defined in the Code the Member should also withdraw from the meeting.

## **A G E N D A**

	(Pages)
<b>1. Apologies for Absence</b>	()
<b>2. Minutes</b>	
To receive the minutes of a meeting of the Policy Advisory Group held on 10 December 2015.	(1 - 4)
<i>A. REPORTS LIKELY TO LEAD TO PORTFOLIO HOLDER DECISION / RECOMMENDATION</i>	()
<i>B. REPORTS LIKELY TO LEAD TO PORTFOLIO HOLDER MAKING A RECOMMENDATION TO CABINET</i>	()
<i>C. REPORTS FOR NOTING</i>	()
<b>3. Treasury Management Report Quarter 3</b>	
To consider report of Director of Resources.	(5 - 8)
<b>4. Any other business</b>	
To consider any other business the Chairman decides is urgent.	()
<b>5. Exempt Information</b>	
“That under Section 100(A)(4) of the Local Government Act 1972 following item of business is not for publication to the press or public on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A to the Act.”	()
(para 3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information))	
<b>6. Car Parking in Gerrards Cross and Beaconsfield</b>	
To consider report of the Director of Resources.	(9 - 18)
<b>7. Station Road , Gerrards Cross Car Park</b>	
To consider report of Director of Services.	(19 - 26)
<i>Appendix A1</i>	(27 - 28)
<i>Appendix A2</i>	(29 - 32)
<i>Appendix B</i>	(33 - 34)
<i>Appendix C1</i>	(35 - 36)
<i>Appendix C2</i>	(37 - 38)
<i>Appendix C3</i>	(39 - 40)
<i>Appendix D</i>	(41 - 42)
<i>Appendix E</i>	(43 - 44)

8.	<b>Beaconsfield Car Parking</b>	
	To consider report of the Director of Services.	(45 - 48)
	<i>Appendix A</i>	(49 - 50)
	<i>Appendix B</i>	(51 - 54)
9.	<b>Capswood Offices - Update</b>	
	To receive an verbal update from Head of Environment.	()
10.	<b>Discretionary Rate Relief Application</b>	
	To consider report of the Director of Resources.	(55 - 58)
	<i>Appendix A</i>	(59 - 100)
	<i>Appendix B</i>	(101 - 174)

The next meeting of the PAG is due to take place on 16 June 2016

**RESOURCES POLICY ADVISORY GROUP****Meeting - 10 December 2015**

Present: Mr Hogan, Mrs Jordan and Mr Sangster

Also Present: Mr Bagge

Apologies for absence: Mr Anthony, Mr Chhokar and Mr Hollis

**21. CHAIRMAN**

In the absence, and with the agreement of the Portfolio Holder, Councillor Hogan Chaired the meeting.

**22. MINUTES**

The minutes of the meeting of the Policy Advisory Group (PAG) held on 10 September 2015 were received.

**23. REPORTS FROM MEMBERS**

There were no reports from members.

**24. CCLA PROPERTY FUND**

Following the presentation at the 10 September 2015 PAG by the Churches, Charities, Local Authorities Property Investment Fund (CCLA) on the Local Authorities' Property Fund, the PAG were asked to advise the Portfolio Holder as to whether to include the CCLA in the Council's list of approved investments, and what level of investment should initially be considered.

One of the funds CCLA provide is a managed property investment fund for local authorities. This Fund is operated by using the monies invested to acquire leasehold/freehold commercial properties in order to achieve income through rents and potential growth in the value of the assets.

The PAG noted that the value of the Fund at the end of October stood at £540m, and that there were 136 local authorities investing into it. The report detailed the unit price for entry to the Fund, dividends and exiting the fund.

Details of CCLA price and value over the last year were as follows:

	Oct 2015	Jun 2015	Mar 2015	Dec 2014	Oct 2014
Offer Price	306.45	297.51	292.20	285.56	276.44
NAV	289.79	281.33	276.31	270.03	261.41
Bid Price	285.30	276.97	272.03	265.84	257.36

Members noted that the current cash reserves that South Bucks had available for investment for periods of greater than one year totalled £17m. Any investment in the Fund would be viewed as medium to long term (i.e. up to five years), and a ceiling set and maintained to avoid overexposure within a single institution.

Members were reassured to hear that other authorities had seen a fair return on their investments. Members of the PAG discussed terms of the investment, which included the length and amount of both initial, and then overall investment as they felt the investment

**Resources Policy Advisory Group - 10 December 2015**

should be staggered. Some members felt particularly strongly that SBDC should not be over-cautious when investing in the fund.

Following a debate, and after considering the risks and benefits as highlighted in Appendix 1 and 2 of the report, the PAG felt that the CCLA was an appropriate investment for the Council, and that such investment should be staggered and not over-cautious.

The PAG accordingly advised the Portfolio Holder to **RECOMMEND** to Cabinet that the Council should invest in the CCLA, up to a maximum of 25% of the total investment cash available, in stages, as a medium-term investment.

## 25. **ANNUAL TREASURY MANAGEMENT STRATEGY 2016/17**

The PAG considered a report on the Treasury Management Strategy and related policies that should be adopted by the Council for 2016/2017.

The following appendices were attached to the report:

- Appendix 1 - Treasury Management Strategy Document 2016/17;
- Appendix 1A - Annual Investment Strategy 2016/17;
- Appendix 1B - Prudential Code and Indicators Statement;
- Appendix 1C - Minimum Reserve Provision.

The PAG noted that some of the Appendices were more relevant to borrowing authorities, as opposed to a debt-free authority such as SBDC.

The report explained how the treasury management policy underpins the strategy for the year in question, which seeks to achieve a level of investment return. For 2016/17 the Strategy sets out some longer duration investment options as a means to increase returns without compromising risk or liquidity.

The PAG noted that the Strategy followed and made appropriate recognition of the Government's advice to prioritise security and liquidity over returns.

- Basic cash flow requirement of up to £7m which will not be invested for more than one year, expected return averaging 0.75%;
- Core investment cash of £17m, of which £10m can be invested for durations longer than two years;
- The long-term investments can include property and bond funds and based on investigations to date could be expected to deliver returns of at least 3.5%.

The budget set for investment interest 2015/16 of £400,000 was likely to be under-achieved by at least £100,000 by the end of the year, the main reason being that interest rates were continuing at the historically low level and were not expected to increase in the near future. The PAG noted that whilst rates may rise incrementally, short to medium term cash investments would not yield significant returns over the next few years.

The report went on to set a target for investment returns for 2016/17 of £430,000 which was based upon a core level of balances of £14m for 2015/16, the latest forecasts for interest rates and the assumption that the Council wished to remain debt free.

After questions and answers, the PAG advised the Portfolio Holder to **RECOMMEND** to Cabinet and Council that the Treasury Management Strategy be approved, alongside the following appendices to the Annual Investment Strategy (Appendix 1):

**Resources Policy Advisory Group - 10 December 2015**

- Appendix 1A - Annual Investment Strategy Policies
- Appendix 1B - Prudential Indicators including the borrowing limits
- Appendix 1C - the MRP method to be used in 2016/17.

**26. BUDGET 2016/2017**

The PAG considered a report seeking approval of the draft revenue budget, and fees and charges schedule for the 2016/2017 Resources portfolio.

The report outlined the context of the overall financial position facing the Council for the coming year, and explained that the Overview and Scrutiny Committee on 11 November had recommended a number of savings options, which were yet to be worked into the draft budgets.

The PAG noted that the budgets had been prepared in accordance with the following inflation assumptions:

- Salaries inflation from April 2016 of 1%;
- Contracts inflation 1.9% (unless different rate specified within contract);
- Business rates 1.9%;
- Gas 1.8%, Electricity 9% and Water 1.9%;
- Insurance 3.5% - as Insurance Premium Tax has gone up from 6% to 9.5%;
- Other expenditure heads 0%;
- Income 0%.

The PAG were pleased to note the decrease from the current year's budget to the 2016/2017 draft budget of £52,000, for reasons set out in paragraph 4.4. The PAG also noted the risks within the budget, mainly from car parking income and housing benefits.

After questions and answers the PAG advised the Portfolio Holder to **RECOMMEND** for submission to the Cabinet:

- 1) The 2016/17 revenue budget;
- 2) The 2016/17 fees and charges.

(a) Quarterly Treasury Management Report Quarter 2 2015/16

The PAG received a report on the Treasury Management Strategy for 2015/2016.

The report explained that the treasury management activities of the Council were exclusively in relation to investment of reserves; as a debt-free authority, South Bucks District Council did not undertake borrowing.

The report explained that the base rate had remained at 0.5% since March 2009, and that the amount of outstanding loans at the end of the quarter July-September 2015 was £20,000,000, as detailed within the table in paragraph 3.3.

The PAG noted that in terms of day to day cash flow, funds are held within an instant access account, totalling £7.335 million at the end of September.

The report went on to detail the movement in the Prudential Indicators for 2015/16 to date and the move in interest rate exposure, whilst evidencing in table 4.3 that the sums invested reflect that the current level of rates do not incentivise long-term cash investments.

**RESOLVED** that the report be noted.

**27. EXEMPT INFORMATION**

“That under Section 100(A)(4) of the Local Government Act 1972 following item of business is not for publication to the press or public on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A to the Act.”

(para 3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information))

**28. CAPSWOOD OFFICES**

The PAG considered a report considering the space-planning and possible sub-leasing of space at Capswood, together with the potential costs and income.

Implementation of shared service reviews, with a net staff movement to Amersham created surplus space at Capswood, and the PAG considered a report setting out a proposal to carry out a phased movement of staff from Capswood 1 to Capswood 2, culminating in the ground floor and first floor of Capswood 1 being refurbished and sublet. Consolidating staff within Capswood would improve the working environment for staff.

The report went on to identify the cost of the refurbishment phases with paragraph 4.9 providing a breakdown of potential savings and income for the ground floor and first floor of Capswood 1.

The PAG noted that a project manager would be required to implement the project, at an estimated cost of £25,000. Paragraph 5.7 set out the total cost of the project.

The report also identified the potential risks of the project, with the table in paragraph 5.7 setting out the cost of mothballing the first floor of Capswood 1 if it were not sublet.

After indicating its support the PAG advised the Portfolio Holder to **RECOMMEND** to Cabinet that:

- the proposal be progressed in a phased manner initially committing expenditure to vacate and refurbish the top floor of Capswood 1, and that;
- authority to grant a sub-lease be delegated to the Head of Environment in consultation with the Portfolio Holder.
- To report on progress to the PAG

The meeting terminated at 7.33 pm

<b>SUBJECT:</b>	<i>Treasury Management – Quarterly Report Quarter 3 2015/16</i>
<b>REPORT OF:</b>	<i>Jim Burness, Director of Resources</i>
<b>RESPONSIBLE OFFICER</b>	<i>Helen O’Keeffe, Principal Accountant</i>
<b>REPORT AUTHOR</b>	<i>Helen O’Keeffe, <a href="mailto:hokeeffe@chiltern.gov.uk">hokeeffe@chiltern.gov.uk</a> 01494 732781</i>
<b>WARD/S AFFECTED</b>	<i>All</i>

## 1. Purpose of Report

- 1.1 To report on the Treasury Management operation of the Council for October – December 2015.

### RECOMMENDATION

**Members are requested to note the Treasury Management performance for 2015/16.**

## 2. Background

- 2.1 The Council is required to comply with the CIPFA Code of Practice on Treasury Management. The primary requirements of the code are:
- (i) Creation and maintenance of a Treasury Management Policy Statement, which sets out the policies, and objectives of the Council’s treasury management activities.
  - (ii) Creation and maintenance of Treasury Management Practices, which set out the manner in which the Council will achieve those policies and objectives.
  - (iii) Receipt by the Cabinet and Council of an annual strategy report for the year ahead and an annual review report of the previous year.
  - (iv) The delegation by the Council of responsibilities for implementing and monitoring treasury management policies and practices and for the execution and administration of treasury management decisions.

## 3. Quarterly Report on Treasury Management Quarter to December 2015

- 3.1 As a debt free authority the treasury management activities of the Council are exclusively concerned with the investment of its reserves, as the Council does not undertake any borrowing.
- 3.2 There were no changes in the base rate in the quarter, with the rate having remained at 0.5% since March 2009.
- 3.3 The total of loans outstanding at the end of the quarter was £20,000,000 detailed in the table below.

UK Institutions	Fitch Credit Rating	Principal £	Interest Rate	Invested	Matures	Length in Days
Standard Life Money Market Fund		2,000,000	Currently 0.50%	On call		
Royal Bank of Scotland	BBB+					
Fixed Deposit		2,000,000	0.91% then 3 mth LIBOR	09/02/15	09/02/18	1096

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UK Institutions	Fitch Credit Rating	Principal £	Interest Rate	Invested	Matures	Length in Days
Fixed Deposit		3,000,000	1.31% then 3 mth LIBOR	09/02/15	09/02/20	1826
Lloyds Banking Group	A+					
Fixed Deposit		1,000,000	1.00%	26/01/15	26/01/16	365
Fixed Deposit		1,000,000	1.00%	23/01/15	25/01/16	367
Fixed Deposit		1,000,000	1.00%	12/05/15	12/05/16	366
Fixed Deposit		1,000,000	1.00%	19/05/15	19/05/16	366
Fixed Deposit		1,000,000	1.00%	28/07/15	27/07/16	365
Nationwide Building Society	A					
Fixed Deposit		1,000,000	0.90%	26/01/15	26/01/16	365
Santander	A					
Fixed Deposit		1,000,000	1.00%	11/11/15	11/11/16	366
Fixed Deposit		1,000,000	1.00%	02/06/15	02/06/16	366
Fixed Deposit		2,000,000	1.00%	28/07/15	28/07/16	366
Close Brothers	A					
Fixed Deposit		1,000,000	1.70%	22/08/14	22/02/16	549
Fixed Deposit		1,000,000	1.40%	13/10/15	13/04/17	548
Fixed Deposit		1,000,000	1.70%	05/09/14	07/03/16	549
<b>Total Deposits</b>		<b>20,000,000</b>				

3.4 In addition, funds are held on a short term basis for day to day cashflow purposes with our bankers, Barclays. At the end of December £7.962m was held in an instant access account.

3.5 The following corporate bonds were held at the end of the December 2015 (the latest valuation was as at 30 September 2015):

Bond held	Valuation £	Coupon Interest Rate	Effective Interest Rate	Maturity date
UK Treasury (a)	52,636	8.75%	4.59%	25/08/17
UK Treasury	64,332	8.75%	4.54%	25/08/17

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(b)				
Asif II (a)	101,105	6.38%	5.49%	05/10/20
Asif II (b)	33,701	6.38%	5.33%	05/10/20
Asif II (c)	52,424	6.38%	6.41%	05/10/20
UK Treasury	191,604	8.00%	4.77%	07/06/21
Atlantia SPA (a)	68,911	6.25%	5.65%	09/06/22
Atlantia SPA (b)	107,783	6.25%	5.55%	09/06/22
National Grid (a)	184,734	5.88%	5.91%	02/02/24
National Grid (b)	79,171	5.88%	5.71%	02/02/24
UK Treasury	69,532	6.00%	4.76%	07/12/28
<b>Total</b>	<b>1,005,933</b>			

- 3.6 Capita Asset Services Treasury is engaged by the Council as its Treasury Management consultants providing advice on investment, performance and regulations where necessary.

#### 4. The Prudential Capital Code – Prudential Indicators

- 4.1 In accordance with the Prudential Capital Code the Council reviews its Prudential Indicators on a quarterly basis. Movements in the Prudential Indicators for the year 2015/16 to date are as follows:

- 4.2 Interest rate exposures

The interest rate exposure on investments has moved as follows:

Date	Investments as a % of total	
	Fixed	Variable
31/03/15	80%	20%
30/06/15	89%	11%
30/09/15	91%	9%
31/12/15	91%	9%

This Prudential Indicator sets an upper limit on fixed interest rate exposures of 100% and variable interest rate exposures of 54% of net outstanding principal sums. Exposures have been managed within this limit.

- 4.3 Principal sums invested for periods longer than 364 days

The upper limit for sums invested for periods longer than 364 days is £15m. As at the end of December the figures are as follows:

Date	Total investments (excluding bonds)	Sums invested for greater than 364 days	% of total investments
31/03/15	£20m	£8m	40%
30/06/15	£17m	£8m	47%
30/09/15	£20m	£17m	85%
31/12/15	£20m	£18m	90%

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Of the £18m that is invested for greater than 364 days, £10m is invested for a period between 365 and 367 days. £8m is invested for greater than 367 days. Sums invested reflect the current level of rates that do not incentivise long term cash investments.

**5 Corporate Implications**

- 5.1 The budgeted income from investments for 2015/16 has been set at £400,000. Interest earned in the first three quarters is £257,000, so it is unlikely that the target annual investment income will be achieved.

<b>Background</b>	None
<b>Papers:</b>	

<b>SUBJECT:</b>	Car Parking in Gerrards Cross and Beaconsfield
<b>REPORT OF:</b>	<i>Councillor Trevor Egleton</i>
<b>RESPONSIBLE OFFICER</b>	Chris Marchant Head of Environment
<b>REPORT AUTHOR</b>	<i>Julie Rushton, ext. 6877 <a href="mailto:jrushton@chiltern.gov.uk">jrushton@chiltern.gov.uk</a></i>
<b>WARD/S AFFECTED</b>	<i>All South Bucks</i>

**Declassified on 15 November 2018**  
**~~CONFIDENTIAL FOR MEMBERS ONLY – NOT FOR PUBLICATION because of information relating to the financial or business affairs connected to a particular person- Schedule 12A part 1 para. (3)~~**

## 1. Purpose of Report

To provide Councillors with options for consideration to change the existing tariffs and parking restrictions in Beaconsfield and Gerrards Cross.

## 2. Recommendation

Councillors are asked to consider the options set out in this paper and advise how they wish officers to proceed on this matter.

## 3. Content of the Report

### 3.1 Gerrards Cross

In 2015 Tesco introduced waiting restrictions on their car park on Packhorse Road. This prohibits commuters from parking all day. More recently, Chiltern Rail increased their daily parking tariff at Gerrards Cross Rail Station car park to £7.50. As a result of these changes, the demand for parking on the Council's Station Road car park has considerably increased. The council car park has 122 parking spaces, 5 of which are disabled bays. The tariffs for the car park range from £1.20 for up to one hour, to £4.50 for over 24 hours.

In addition to Station Road there are two other Council car parks within walking distance. Information for all three car parks can be seen in Table 1 below. Attached at Appendix A is a list of all the Council car park charges across SBD.

Table 1

Spaces	Disabled Bays	Car Park	Tariffs	Sun. B/Hol	Short/Long Stay
34	2	Bulstrode Way	1 hr £1.20 2 hr-£1.80 3 hr-£2.40	£1.10 all day	SS
69	5	Packhorse Road	1 hr £1.20 2 hr-£1.80 3 hr-£3.40 4 hr-£4.20 24 hr-£6.50	£1.10 all day	LS
122	5	Station Road	1 hr £1.20 2 hr-£1.80 3 hr-£2.40 4 hr-£3.10 24 hr-£4.50	£1.10 all day	LS

Based on January 2016 ticket sales for Station Road, 46% of customers purchased short stay parking and 54% purchased long stay. In addition, there are 40 permit holders on this particular car park. This increases the daily ticket/permit ratio to 13% short stay and 87% long stay.

Of the daily paying customers the payment preference for short and long stay customers is:  
Short stay: P&D 70% / pay by phone 30%; long stay: P&D 26% / pay by phone 74%.

In April 2014 a study of the council car parks across SDC was undertaken, the result of which identified that parking demand was on the increase and additional car parking supply would be required in the future.

A survey of SBD car parks in November through to December 2015 showed that the average availability of parking space on Station Road car park Monday to Friday is 8%. However, this is a snap shot in time and the reality is that short stay customers are unable to find a parking space. The council has received a number of verbal and written complaints to this regard. In addition to the above, proposed developments for the area will further increase the parking pressures.

The parking situation thereby reflects the supply and demand issues that were predicted in the parking study. Long term aspirations for car parking in Gerrards Cross are being discussed and a separate report is on this agenda about this matter

### 3.2 Beaconsfield

Visitors to the car parks in Beaconsfield are experiencing similar problems to those outlined above, with short stay customers experiencing problems trying to find a parking space.

There are a total of three council car parks in Beaconsfield. These provide a total of 327 parking spaces including ten disabled bays. The tariffs for the car parks range from £1.20 for up to one hour, to £5.50 for over 24 hours. Information relating to each car park is provided in Table 2.

Table 2

Spaces	Disabled Bays	Car Park	Tariffs	Sun. B/Hol	Short/Long Stay
176	5	Altons	1 hr £1.20 2 hr-£1.70 3 hr-£2.20 4 hr-£3.10 Over 4 hr-£4.50	£1.10 all day	LS
101	3	Penncroft Road	1 hr £1.20 2 hr-£1.80 3 hr-£2.40 4 hr-£3.10 Over 4 hr-£5.50	£1.10 all day	LS
50	2	Warwick Road	1 hr £1.20 2 hr-£1.80 3 hr-£2.40 4 hr-£3.10 Over 4 hr-£4.50	£1.10 all day	LS

Based on January 2016 tickets sales across Beaconsfield, 72% of customers purchased short stay parking and 28% purchased long stay. In addition, there are 99 permit holders across the three car parks. This increases the daily ticket / permit ratio to 42% short stay and 58% long stay.

Of the daily paying customers the payment preference for short and long stay customers is: Short stay: P&D 81% / pay by phone 19%; Long stay: P&D 44% / pay by phone 56%. A comparison of the payment preferences across Gerrards Cross and Beaconsfield can be seen in Table 3

Table 3

	Short Stay		Long Stay	
	P&D	pay by phone	P&D	Pay by phone
<b>Gerrards Cross</b>	70%	30%	26%	74%
<b>Beaconsfield</b>	81%	19%	44%	56%

The survey undertaken on Station Road car park was also carried out on the three car parks in Beaconsfield. This showed that the vacancy rate on some days was 1%. Similar to Gerrards Cross short stay customers are struggling to find available parking. The car parks with the least availability in Beaconsfield are Altons and Penncroft Road car parks. Vacancy rates taken from the November / December survey for all council car parks in Gerrards Cross and Beaconsfield can be seen in Appendix B.

### 3.3 The overall aim for Council car parks is:

- Provide parking for both short and long stay users.
- Provide a balance between short and long stay users in some car parks using a structured payment system.
- Provide a number of car parks for short stay only to ensure parking is available for shoppers / visitors.
- To dissuade commuter parking in order to accommodate users of our towns and villages.
- To offer a percentage discount for season ticket users to aid local businesses.
- Provide the appropriate number of disabled car parking spaces free of charge.
- To ensure the sustainability of certain local retail centres.

In a bid to prevent commuters from being the all-consuming customer on council car parks in Beaconsfield the charging period was previously changed to 08:00 to 18:00. This prohibits parking tickets from being purchased before 08:00, thus discouraging some commuter parking. The pay by phone method does not allow the same option and therefore parking time can be purchased before the daily tariffs commence.

Consideration has been given to further raising the ticket purchase time to 08:30 / 09:00; however, this would also prevent local workers from purchasing parking before this time. Similarly, a barrier system to open and close the car at certain times poses the same problem.

To address the immediate parking problems in Gerrards Cross and Beaconsfield a number of options have been put forward. These options are presented below for Councillors consideration.

## 4. Options

The options provided in Table 4 provide short term solutions to reduce / increase the parking availability for long /short stay customers. Please note that for each option where Gerrards Cross or Beaconsfield is not stated the option applies to both areas.

Table 4

Option 1	Comments
Do nothing	The problems will continue
<b>Option 2</b>	
<p><u>Gerrards Cross</u> Station Road - change 3 hours and above parking tariffs to: 3 hr-£3.40; 4 hr-£4.20; 24 hr-£8.00.</p> <p>Change Packhorse Road car park 24hr tariff to £8.00.</p> <p><u>Beaconsfield</u> Change and align all tariffs to: 2 hr-£1.80; 3 hr-£3.40; 4 hr-£4.20; 24 hr-£7.50.</p> <p>Restrict permits across both areas to people working locally (evidence of employer required).</p>	<p>Aligns longer stay parking charges in the area, deters commuter parking and removes the possibility of transferring the short stay parking problems to nearby car parks.</p> <p>Increasing short stay tariffs will prevent customers from purchasing short stay parking time and topping up at a cheaper rate than the daily fee.</p> <p>Restricting permits enables local workers to purchase parking at a discounted amount compared to the daily tariffs without the risk of permit levels being reached by commuters purchasing permits.</p> <p><a href="#">Negativity around short stay price increases. This is particularly the case in Beaconsfield for the 3 and 4 hour tariff bands.</a></p>
<b>Option 3</b>	
<p>Change existing 24hr tariffs on car parks in Gerrards Cross to £8.00 and £7.50 for Beaconsfield car parks</p> <p>Amend the Off Street Parking Places Order to limit purchases on all Gerrards Cross and Beaconsfield car parks to one ticket per day.</p> <p>Restrict permits to people working locally (evidence of employer required).</p>	<p>Aligns long stay parking charges in the area, deters commuter parking and removes the possibility of transferring the short stay parking problems to nearby car parks.</p> <p>Prevents ticket top ups without the need to increase short stay tariff bands. (Upgrade required on pay and display machines to enable vehicle registration numbers to be logged).</p> <p>Permit comments – as per option 1.</p> <p><a href="#">Short stay customers wishing to purchase additional parking time would be prohibited from doing so.</a></p>
<b>Option 4</b>	
Restrict the number of commuters parking by changing the car park to short stay except for permit holders.	<a href="#">Removes the long stay option for local workers. Customers wishing to purchase parking for less than the minimum 3 month permit duration would be prohibited from doing so.</a>

	<p>Whilst the council aims to discourage commuter parking, removing it altogether would have a detrimental effect on the Council's income.</p>
<p><b>Option 5</b></p>	
<p>Amend the Off Street Parking Places Order to divide the car park into long stay and short stay separate parking areas.</p> <p>If this option is chosen the proposed capacity for short stay would be 40% Gerrards Cross; 50% Beaconsfield.</p>	<p>This option could be considered in isolation or introduced alongside a 24 hour tariff band increase on Station Road and Packhorse Road car parks.</p> <p>Sectioning car parks for specific customer groups removes the flexibility to maximise potential usage on car parks and could result in parts of a car park being empty due to a reduced uptake from one particular customer group. Consequently, complaints could be increased as another customer group struggles to find a parking space within their designated area.</p>
<p><b>Option 6</b></p>	
<p>Add an additional tariff band to the existing pricing structure.</p> <p><u>Gerrards Cross</u></p> <p><b>From:</b>                  Bulstrode Way 1hr-£1.20; 2hr-£1.80; 3hr-£2.40                  Packhorse Rd 1hr-£1.20; 2hr-£1.80; 3hr-£3.40; 4hr-£4.20; 24hr-£6.50                  Station Rd 1hr-£1.20; 2hr-£1.80; 3hr-£2.40; 4hr-£3.10; 24hr-£4.50</p> <p><b>To:</b>                  Bulstrode Way 1hr-£1.20; 2hr-£1.80; 3hr-£2.40                  Packhorse Rd 1hr-£1.20; 2hr-£1.80; 3hr-£3.40; 4hr-£4.20; 9hr-£6.50; Over 9hr-£8.00                  Station Rd 1hr-£1.20; 2hr-£1.80; 3hr-£2.40; 4hr-£3.10; 9hr-£4.50; Over 9hr-£8.00</p> <p><u>Beaconsfield</u></p> <p><b>From:</b>                  Altons 1hr-£1.20; 2hr-£1.70; 3hr-£2.20; 4hr-£3.10; Over 4hr-£4.50                  Penncroft Rd 1hr-£1.20; 2hr-£1.80; 3hr-£2.40; 4hr-£3.10; Over 4hr-£5.50                  Warwick Rd 1hr-£1.20; 2hr-£1.80; 3hr-£2.40; 4hr-£3.10; Over 4hr-£4.50</p> <p><b>To:</b>                  Altons 1hr-£1.20; 2hr-£1.70; 3hr-£2.20; 4hr-£3.10; 9hr-£4.50; Over 9hr-£7.50                  Penncroft Rd 1hr-£1.20; 2hr-£1.80; 3hr-£2.40; 4hr-£3.10; 9hr-£5.50; Over 9hr-£7.50                  Warwick Rd 1hr-£1.20; 2hr-£1.80; 3hr-£2.40; 4hr-£3.10; 9hr-£4.50; Over 9hr-£7.50</p>	<p>Enables the existing long stay parking tariffs to remain for local businesses and deters commuter parking without transferring the short stay parking problems to nearby car parks or increasing the existing short stay tariffs.</p> <p>To prevent ticket top ups as described in option 3 an amendment to the Off Street Parking Places Order would be required, along with P&amp;D machine upgrades.</p>

## 5. Consultation

Not Applicable

## 6. Legal Implications

Changing the pricing structure requires a Notice of Variation to the existing tariffs. For all other changes, including additional charging bands, an amendment to the Off Street Parking Places Order is required. Appendix C sets out the stages for each.

## 7. Financial Implications

Costs associated with the options can be seen in Table 5. Please note that costs relating to the pay and display machines / tariff boards are per item. These costs will therefore increase depending upon the number of items to be changed/upgraded.

If the preferred option is option 4 three separate quotes will be obtained from local companies for the work prior to presenting the report to Cabinet.

Table 5

Description	
Notice of Variation/Amend Off Street Places Order	£
Advertising Costs	£
Configure pay & display machines (per machine)	£80
Update tariff boards (per tariff board)	£267
Upgrade pay & display machine (Keypad for VRM) (Opt 2 only)	£2,116
Signs & Lines (Option 4 only)	£

Also provided is the income forecast for each option, along with the expected income for 2015/16 for easy comparison. This information is provided in Table 6.

Table 6

	Income Forecast	2015/16 Exp'd Inc.
Option 1	No change	739,828
Option 2	598,508	
Option 3	595,452	
Option 4	403,927	
Option 5	734,422	
Option 6	751,834	

## 8. Links to Council Policy Objectives

SBDC's car parks contribute to the Council's medium term aim of planning for a thriving and sustainable South Bucks, with vibrant towns and villages.

This matter also contributes to the Council's aim to deliver value for money services that are driven by customer and community needs.

## 9. Summary

Councillors are asked to consider the options set out in Table 4 and advise how they wish to proceed.

<b>Background Papers:</b>	Not Applicable
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Appendix A

Spaces	Disabled bays	Car Park	Tariffs	Sun. B/Hol	Short/Long Stay
		<u>Beaconsfield</u>			
176	5	Altons	1 hr £1.20 2 hr-£1.70 3 hr-£2.20 4 hr-£3.10 Over 4 hr-£4.50	£1.10 all day	LS
101	3	Penncroft Road	1 hr £1.20 2 hr-£1.80 3 hr-£2.40 4 hr-£3.10 Over 4 hr-£5.50	£1.10 all day	LS
50	2	Warwick Road	1 hr £1.20 2 hr-£1.80 3 hr-£2.40 4 hr-£3.10 Over 4 hr-£4.50	£1.10 all day	LS
327	10				
		<u>Burnham</u>			
65	7	Jennery Lane	1/2 hr 50p 1 hr-£1.00 2 hr-£1.20	£1.10 all day	SS
22	1	Neville Court	2 hrs-30p 4 hr-50p 24 hr-£1.00	£1.00 all day	LS
58	4	Summers Road	1 hr free 2 hr-90p 3 hr-£1.30 24 hr-£2.10	£1.10 all day	LS
145	12				
		<u>Farnham Common</u>			
73	3	The Broadway	1/2 hr 40p 3 hr-£1.00 24 hr-£1.40	£1.10 all day	LS
		<u>Gerrards Cross</u>			
34	2	Bulstrode Way	1 hr £1.20 2 hr-£1.80 3 hr-£2.40	£1.10 all day	SS
69	5	Packhorse Road	1 hr £1.20 2 hr-£1.80 3 hr-£3.40 4 hr-£4.20 24 hr-£6.50	£1.10 all day	LS
122	5	Station Road	1 hr £1.20 2 hr-£1.80 3 hr-£2.40 4 hr-£3.10 24 hr-£4.50	£1.10 all day	LS
225	12				
<b>770</b>	<b>37</b>				

## Appendix B

Car Park	Spaces	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
		Av. daily % Vacant		Av. Vacant per week (Mon to Fri)					
<b>Beaconsfield</b>									
Altons	176	1%	7%	1%	19%	3%	52%		6%
Penncroft	101	23%	31%	9%	40%	1%	33%		21%
Warwick Rd	50	12%	27%	9%	48%	12%	51%		22%
<b>Gerrards Cross</b>									
Station Rd	122	5%	5%	2%	0%	29%	67%		8%
Bulstrode Way	34	46%	43%	44%	16%	32%	47%		36%
Packhorse	69	43%	30%	27%	8%	18%	35%		25%

**Appendix C**

<p><b>Notice of Variation</b></p> <ul style="list-style-type: none"> <li>• Resources PAG 3.3.16</li> <li>• Cabinet 12.4.16</li> <li>• Cabinet Minutes 19.4.16</li> <li>• Place order for pay and display machine / RingGo configuration 20.4.16</li> <li>• Place order for tariff board upgrade 20.4.16</li> <li>• Prepare Notice of Variation (NoV) 22.4.16</li> <li>• NoV sign off by Legal 27.4.16</li> <li>• NoV to local press 4.5.16</li> <li>• Advertise NoV - 21 days</li> <li>• <b>Implement 1.6.16</b></li> </ul>	<p><b>Amendment to Off Street Parking Places Order</b></p> <ul style="list-style-type: none"> <li>• Resources PAG 3.3.16</li> <li>• Cabinet 12.4.16</li> <li>• Cabinet Minutes 19.4.16</li> <li>• Prepare Notice of Proposal (NoP) 22.4.16</li> <li>• NoP sign off by Legal 27.4.16</li> <li>• NoP to local press 4.5.16</li> <li>• Advertise NoP- 21 days</li> </ul>
	<p><b>No Objections</b></p> <ul style="list-style-type: none"> <li>• Place order for pay and display machine / RingGo configuration 27.5.16</li> <li>• Place order for tariff board upgrade 27.5.16</li> <li>• Place order for linage (if applicable) 27.5.16</li> <li>• Amend the Order and prepare Notice of Making (NoM) 3.6.16</li> <li>• NoM sign off by Legal 8.6.16</li> <li>• NoM to local press 15.6.16</li> <li>• Advertise NoM - 21 days</li> <li>• <b>Implement 1.8.16</b></li> </ul>
	<p><b>Objections</b></p> <ul style="list-style-type: none"> <li>• Objections considered and report prepared for Resources PAG</li> <li>• Resources PAG 7.9.16</li> <li>• Cabinet 11.10.16</li> <li>• Cabinet Minutes 18.10.16</li> <li>• Place order for pay and display machine / RingGo configuration 19.10.16</li> <li>• Place order for tariff board upgrade 19.10.16</li> <li>• Place order for linage (if applicable) 19.10.16</li> <li>• Amend the Order and prepare Notice of Making (NoM) 25.10.16</li> <li>• NoM sign off by Legal 28.10.16</li> <li>• NoM to local press 4.11.16</li> <li>• Advertise NoM - 21 days</li> <li>• <b>Implement 1.12.16</b></li> </ul>

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<b>SUBJECT:</b>	Station Road Car Park, Gerrards Cross.
<b>REPORT OF:</b>	Resources Portfolio Holder - Cllr Egleton
<b>RESPONSIBLE OFFICER</b>	Director of Services
<b>REPORT AUTHOR</b>	Head of Environment
<b>WARD(s) AFFECTED</b>	Primarily Gerrards Cross

Declassified on 15 November 2018

~~CONFIDENTIAL FOR MEMBERS ONLY - NOT FOR PUBLICATION because of information relating to the financial or business affairs connected to a particular person- Schedule 12A part 1 para. (3)~~

## 1. Purpose of Report

- 1.1 The purpose of this report is to discuss Station Road car park in Gerrards Cross.

## 2. Recommendations

Members of the PAG are asked to note the contents of this report, particularly the costs and business case, and advise the Portfolio Holder as to whether to recommend to Cabinet:

1 That a full planning application is submitted

2 To note the expenditure to date of £50,000 and the further expenditure of £5,500 to submit full planning application.

3 To confirm further expenditure of £65,000 per annum for the duration of the project for client project management support

## 3. Executive Summary

- 3.1 This report provide details of a potential multi-storey car park scheme on this site together with the supporting information to inform Councillors decision at this stage as to whether to proceed to submission of a full planning application.

## 4. Reason for Recommendations

- 4.1 Increasing the size of the Station Road car park would provide a financial return to the Council to recoup the investment required, and help meet the increased demand for parking in the area.
- 4.2 Larger capacity would also allow greater flexibility with regard to charging tariffs for the future, and hopefully future use of technology such as ANPR could make the parking process more straightforward for users.

## 5. Background

- 5.1 The Council is the freehold owner of the 'pay & display' car park shown on the plan at **Appendix A**. The hatched area of the car park is leased from Network Rail for 250 years. The current car park contains 122 car park spaces.
- 5.2 The usage of this car park has increased over recent years. This is due in part to the large adjacent Tesco, to which there is a pedestrian access link, and the new Waitrose that opened in March 2012.
- 5.3 At the end of 2010 the PAG considered a report via email as to whether a 6 month licence would be granted to facilitate a pedestrian opening between the Station Road car park and the Tesco's car park. This was agreed and the licence commenced on 30<sup>th</sup> March 2011.
- 5.4 A 10 year agreement was entered into with Waitrose in 2012 for which they paid £100,000 to the Council and paid the cost of refurbishing the existing the car park. As part of the agreement the Council had to minimise season tickets to 12 and keep the car park layout the same unless agreed otherwise.
- 5.5 A report was considered by the Resources PAG on 11<sup>th</sup> December 2014 and it was agreed to prepare and submit an outline planning application for additional decks for car parking (with the business case /ticketing strategy reported to a future PAG). The same report was noted by the Environment PAG and Cabinet agreed that:
- (a) The licence for the pedestrian access to Tesco be continued for a further rolling annual period, and
  - (b) To delegate authority to the Director of Services, in consultation with the Portfolio Holder for Resources, to make any minor amendments to the licence.
- 5.6 Cabinet recently agreed a medium term financial savings plan included this project with an aspiration of additional income of £40,000 in 17/18 and £80,000 in 18/19.

## 6. Discussion

### General

- 6.1 A car park capacity study was undertaken in March 2014 for Gerrards Cross. This concluded that between 110 & 275 extra off street car parking spaces will be required by 2033. A summary of the recommendations is attached at **Appendix A** together with the current car park layout that provides 122 spaces.
- 6.2 Station Road car park is now very busy and is often near capacity as are the other car parks in Gerrards Cross. Recent usage data has indicated that the usage has increased since 2014 and this is attached at **Appendix B**. It is understood that Tesco's are now enforcing the three hour stay maximum and also the nearby station car park has increased their all day charge to £7.50 a day. Elsewhere on this agenda is a report seeking Members views as to whether charges should be changed to try to help manage demand in the short term in Beaconsfield and Gerrards Cross.

- 6.3 Planning consent for conversion of the adjacent offices to residential has been granted and officers worked with the developer to amend the design slightly to remove windows on the flank elevation overlooking the car park. It is anticipated that work will commence on site during spring 2016.
- 6.3.1 The licence for the pedestrian link between Station Road and Tesco continues. The Parish Council, Waitrose and Tesco have previously stated that they would like this arrangement to continue as they think it provides easy access for residents. Under the Agreement with Waitrose the Council has committed to use its reasonable endeavours to keep the access route between the Waitrose car park and the Tesco car park open at all times of the day and night, subject to approval by Members. It is recalled that this arrangement initially required the consent of Network Rail, which owns the freehold of the land at the point of access between both the Station Rd and Tesco car parks. It is believed that any future continuation of the licence would require Network Rails 'approval.

#### Waitrose

- 6.4 Legal advice has been obtained and although the agreement with Waitrose states “the Council is not permitted to redevelop the car park until the date which is 18 months from the date of this agreement (2012)” confirms that there are two legal agreements with Waitrose that regulate the use of the car park. The agreement completed in May 2012 (referred to in paragraph 3.4 above) under which the Council is obliged to preserve the current layout and parking arrangements in the car park; and a lease to Waitrose of the areas used as trolley bays in the car park under which the Council gives the usual covenant of quiet enjoyment. Both the agreement and the lease run for a period of 10 years and the obligations are fixed for that period in the absence of any agreed variation. The implication of this advice is that we need to reach an agreement with Waitrose as to a way forward. Consequently officers have been working with Waitrose to see whether their support for the additional parking would be forthcoming. After several meetings and lengthy discussions Waitrose have confirmed verbally their support for the additional parking as they recognise longer term additional capacity is required. At the time of writing this report we are awaiting their written confirmation. Their preferred construction window would be between April and October i.e. after Easter and before Christmas. They are very concerned about any disruption during construction.
- 6.5 The designs for the additional parking have incorporated a number of features to make it as easy as possible for shoppers. For example lifts have been incorporated of a suitable size, disabled parking spaces have been located on the ground floor, trying to maintain as many spaces at surface level as possible for shoppers with trolleys, transition grades on access ramps, vehicle circulation, trolley parking bays, good levels of lighting and maintaining the level pedestrian link between Station Road and Tesco's car park. Waitrose have confirmed that the Council has reached the most effective design possible on the site in their view.

#### Planning

- 6.6 Pre-planning advice has been sought from the planning team and in planning terms it would seem that the scheme as detailed in this report is likely to be achievable. The design has been modified to set the car park back slightly from the main road to allow a small area of landscaping and also pulled in from the buildings on each side of the site. Due to the potential large facade it was advised by planners that something to break up the elevation design fronting Station Road would be beneficial.
- 6.7 Initially the Members agreed the proposal was to seek outline planning but in view of the detailed design required, the impact of the large development and the traffic impact assessment requirement the advice from planners was it should be a full planning

application. Planners also suggested that local pre-planning consultation should be carried out on the proposal. This is planned to take place early in March. The proposed multi-storey car park drawings will be on display together with explanations as to what the Council is trying to achieve and feedback forms will be available for comment.

- 6.8 It is anticipated that the full planning application could be submitted early in May which allows further time to amend the scheme after the pre-planning consultation and discuss the highway survey results and the Highways Authority requirements.

**Designs and Options**

- 6.9 Attached at **Appendix C** is the design for additional car parking and this provides a total of 333 (extra 211) spaces. Also attached is the proposed elevation for the car park design. Members will recall that the recent needs survey suggested there was a requirement for between an additional hundred and 110 and hundred and 275 spaces. The schemes have been phased to try to maintain up to 40 temporary spaces but this will be subject to ensuring that this is achievable and can be managed safely - this will be confirmed during the detail design process. The schemes would take in the order of 30 weeks to complete. It would be possible to increase the maximum by a further 28 spaces if a part basement was constructed however this would add several months to construction and increase costs by approximately £750,000. The spaces are 2.5 x 4.8m and the aisles are 6.5m - this is slightly larger than the conventional 2.4 x 4.8 and 6.0m aisles. Grade spaces would be marked as short term parking only for shoppers. It would be possible to build a smaller car park but of course this may not meet the demand and future growth. Removal of the top floor would reduce the number of spaces by 40 and removal of each full deck around 70 spaces.

- 6.10 Officers have worked with the architects and surveyors to determine the likely build cost and cost estimates were provided by a car park construction company. Attached at **Appendix D** is the full price build-up and Members will note that for budget purposes the total costs are estimated to be £8.2 million. The Council will be able to claim back the VAT paid on this project.

**Business Case**

- 6.11 Attached at **Appendix E** is the financial business case for this project. Members will note that this details:

- The estimated capital expenditure
- The additional repairs and maintenance and NDR
- The additional income based upon the current charges
- The net present value and capital payback / depreciation
- The profit / loss by year
- The estimated return on investment

- 6.12 Members will note that the model assumes income grows year on year up to a full capacity point and that loss of income during construction has been accounted for.

- 6.13 The MTFs proposal suggested an additional £40,000 income in 17/18 and £80,000 year on year thereafter. The business case estimates (for the larger design) the net additional income in the first few years as follows:

	Additional R&M and NDR	Additional Car Park Income	Total Cashflow
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	£	£	£
2017/18	44,312	-29,472	14,840
2018/19	45,198	-45,534	-336
2019/20	46,102	-62,534	-16,432
2020/21	62,942	-80,512	-17,570
2021/22	64,201	-99,513	-35,312
2022/23	65,485	-119,581	-54,097
2023/24	66,795	-140,764	-73,970
2024/25	68,131	-163,111	-94,980

- 6.14 Overall this scheme would seem to be a good investment and would meet Members criteria to invest in the Council's asset with an increased revenue income and asset appreciation. It is of course very difficult to predict the income levels. Furthermore the business case will improve if the income level increases through increased charges or increased usage.

#### Land Values

- 6.15 The freehold of the current car park has been valued at £1.3 million and £3.5 million if developed depending on the scheme. If the income increases then the land values would also increase.

#### Programme and Procurement

- 6.16 For the purposes of this report it has been assumed that this project would be progressed under a design and build contract accessed through a procurement framework arrangement. This allows the expert car park designers to finalise the proposed design and build the proposed car park - often through a 2 stage process. In addition utilising an existing framework contract allows the procurement time requirements to be minimised as the companies registered under the framework have pre-qualified so reduce time spent tendering the project. A potential program based upon this procurement approach will be tabled at the meeting. It is possible that this timetable could run in parallel with a similar proposal being considered at Chiltern so potentially two projects could be tendered together which may deliver some procurement advantage.
- 6.18 During the planning process alternative procurement options could be explored, specifically whether a joint venture (JV) for example would be attractive to the Council. This approach would mean risk and cost sharing, but also could result in the car park not being managed by the Council and there having to be some form of income sharing agreement. This approach would perhaps be ideal if the Council did not have all the funds to carry out the project itself, and there was more uncertainty over the risks associated with the development. It would seem therefore that a design and build contract through a procurement framework maybe the best approach over more traditional procurement approaches as it will be faster and relatively straightforward. At this stage it would seem that there would be little added value from JV approach for this particular project.

#### Surveys

- 6.17 The traffic survey requirements have been agreed with BCC, and these are being carried and the data analysed. It is anticipated that there will need to be a number of further discussions with BCC over the 106 agreement. An intrusive ground survey been arranged which is required for the detailed foundation / drainage design.

#### Costs and Project Management

- 6.18 At the time of writing this report £25,854 had been spent on this project and this includes architects, traffic surveys, quantity surveyors and valuers. A further £24,377 will be spent on traffic survey data analysis, ground intrusive surveys and pre-planning consultation. To progress the project to enable a full plans application to be submitted

will incur further costs of £5,500 to finalise designs and pay the required fees. The potential costs of managing this project to a conclusion have been built into the budget estimate. Temporary part time project management resource 0.5 fte has been agreed by management team and is in place to support this project initially and a dedicated project manager of suitable experience and training will be employed to help progress this project once the planning application is ready to be submitted and procurement is commencing and this will cost a total £65,000 per year for an estimated 3 years for 1.5 fte. It is anticipated that this resource will also be able to help with the Beaconsfield project initially at the concept stage as well.

### **Other Matters**

- 6.19 There is an electric substation on the corner of the site with an easement for electric cables across the Council's land. The utilities search study has been commissioned and this will determine if any services have to be moved which would increase the project cost.
- 6.20 The Council leases a strip of land from Network Rail for 250 years (from November 2014) at the rear of the car park and we have the rights to build over this part of the site subject to obtaining planning permission and their consent as landlord (including paying their reasonable fees. However, we need to discuss the engineering solution with Network Rail for the proposal which of course would be more straightforward if not excavating for basement car parking adjacent to the Tesco's rail tunnel. The Council under the lease has to pay to Network Rail an additional payment of £20,000 per additional car park level above first floor upon implementation of the planning consent. Therefore this could be between £20,000 and £60,000. Seeking their consent to the design may well take some time and we would want to progress this as quickly as possible.
- 6.21 This project is being managed in accordance with the Councils' adopted project management process.

## **7. Consultation**

- 7.1 Discussions have taken place with the Parish Council and they are supportive of the proposals.
- 7.2 A number of discussions have also taken place with representatives of the business community who also support the need for additional parking because they are very concerned about parking for their staff and for their customers.
- 7.3 Major adjacent landowners have been asked whether it would be possible to provide any extra temporary alternative parking during the development and unfortunately it has not been possible to secure this.

## **8. Options**

- 8.1 The Council could decide not to progress with this scheme. However this would not address the need for additional parking in Gerrards Cross over the next few years. A smaller scheme could be considered but this would not potentially meet the parking demand.

## **9. Corporate Implications**

- 9.1 The resource implication arising from this report at this time is the fees spent to date and the costs to progress to full planning.

- 9.2 The estimate capital cost of the scheme is £8.2m. As at 31<sup>st</sup> March 2016 it is estimated that the Council’s usable Capital reserves will be £5.5m. Additional financing options with therefore need to be explored and it is likely that some borrowing will be required in 2017/2018, assuming the works commence in the later part of 2016/17. The borrowing would be ‘notional ‘ borrowing (if the Council had sufficient cash balances ) or real borrowing from the Public Works Loan Board (PWLb). The cost of external loans are currently in the region of £20,000 per £1m borrowed (based on a ten year loan). Either way the Council will be significantly reducing its cash and investment holdings and therefore investment income will reduce significantly from 2017/18 onwards and would also lose its debt free status.
- 9.3 The cost incurred to date are £50,000 as detailed in para 6.17 above. These works have been necessary to progress the project and will be funded from the capital programme.
- 9.4 The recent Cabinet report on the Council’s financial position in future years indicated the importance of reducing net expenditure. The provision of up to 238 additional parking spaces would represent a material increase in income, and would give a return on investment in excess of what the Council is able to achieve from the investment of its available capital resources and provide a growth in the freehold value.

**10. Links to Council Business Plan**

- 10.1 This matter is related to the Council’s corporate aim to deliver cost effective, customer focused services.
- 10.2 This report also progresses the aims of the Council’s asset management plan.

**11. Next Steps**

- 11.1 If agreed the next steps would be as follows:
- Submit full planning application
  - Seek design and build tenders for the project
  - Report back to Councillors with finalised costs and any other matters for decision to proceed or not

<b>Background papers</b>	<b>None</b>
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## 8 Summary and Recommendations

### Off-Street Parking

Table 8.1 shows that by 2033 there is likely to be significant parking stress at all the car parks, except for Bulstrode Way Car Park on a weekday. However, even this car park is close to the 85% theoretical capacity. Across all Gerrards Cross car parks there is likely to be little spare capacity.

Table 8.1 Off-street parking forecast 2033 (Weekday)

Car Park	Capacity	Maximum Occupancy		Maximum as a %age of Capacity	
		2014	2033	2014	2033
Gerrards Cross Station Overflow (off Orchehill Rise)	128	107	116	84%	91%
Gerrards Cross Station (off Station Approach)	334	280	303	84%	91%
Station Road Car Park	129	103	112	80%	87%
Tesco Car Park	284	227	246	80%	87%
Bulstrode Way Car Park	34	26	28	76%	82%
Sainsburys Local Car Park	19	16	17	84%	89%
Packhorse Road Car Park	64	60	65	94%	102%
<b>TOTAL</b>	<b>992</b>	<b>815</b>	<b>887</b>	<b>82%</b>	<b>89%</b>

There needs to be at least 1,043 parking spaces to allow the theoretical capacity of 85% to be achieved. This is an additional 51 spaces during the weekday above the existing level. Gerrards Cross railway station parking areas are anticipated to be 91% utilised by 2033, with a need for 419 spaces. In order to ensure these car parks are no more than 85% full 493 spaces are needed but only 462 spaces are available. Therefore it is recommended a further 31 long stay spaces are provided within the town.

Table 4.3 above demonstrated that Gerrards Cross station and overflow car park had ample spare capacity on a Saturday at maximum usage of >1% and 32% respectively. Table 8.2 therefore sets out the Saturday parking demand in the remainder of the off-street car parks in Gerrards Cross.

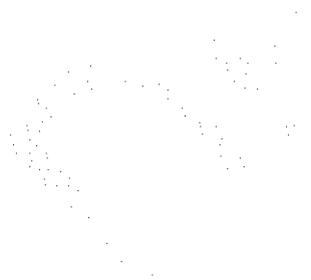
It can be seen in Table 8.2 that there is severe parking stress in Gerrards Cross on a Saturday within the car parks primarily used for short stay purposes. There needs to be at least 625 short stay parking spaces to allow the theoretical capacity of 85% to be achieved using current economic forecasts. This is an additional 79 spaces over and above the existing level of parking that needs to be available for use during Saturdays.

The South Bucks Parking Team has also requested that figures for 70% capacity are provided. This would ensure that the increased usage of the public car parks during the school holidays can be accommodated. The highest demand would be during on a weekday. If sufficient space was provided to allow 70% capacity, this would lead to an

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Gerrards Cross Car Park Capacity Survey

additional 275 spaces being required on a weekday, of which 136 should be long stay and 139 short stay.



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## Gerrards Cross Car Park Capacity Survey

Table 8.2 Off-street parking forecast 2033 (Saturday)

Car Park	Capacity	Maximum Occupancy		Maximum as a %age of Capacity	
		2014	2033	2014	2033
Station Road Car Park	129	81	87	63%	67%
Tesco Car Park	284	299	324	105%	114%
Bulstrode Way Car Park	34	32	35	94%	103%
Sainsburys Local Car Park	19	17	18	89%	95%
Packhorse Road Car Park	80	61	66	76%	83%
<b>TOTAL</b>	<b>546</b>	<b>490</b>	<b>530</b>	<b>90%</b>	<b>97%</b>

These forecasts are based on the assumption that the current tariff structures will remain in place, with the price of a ticket increasing with inflation and in-line with price changes at competing town centres.

#### On-Street Parking

It has been demonstrated in Section 4.2 above that although there is spare capacity on-street now and in 2033, the on-street parking in the core town centre area is experiencing very high parking stress. It is therefore not advised that the spare parking provision on-street could be used to accommodate the additional need in 2033.

It should also be borne in mind that Buckinghamshire County Council is reviewing on-street parking restrictions in the Gerrards Cross area. This could potentially lead to some or all of the unrestricted parking space being lost. This future change needs to be considered for future off-street need as up to 110 parking spaces may need to be displaced.

An additional 46 spaces are required on-street if a 70% capacity is to be achieved.

#### Alternative modes

Bus, cycling, and walking levels are lower than the South East average and there appears to be potential to encourage modal shift from private vehicles to these modes. This is particularly the case with cycling, as there is little in the way of cycle parking spaces in the town. There is also the potential to provide cycle tracks/lanes through the town centre. However, this is not anticipated to have a large effect on parking demand.

#### Recommendations & Next steps

The report shows that car parking capacity in Gerrards Cross is close to or over the theoretical capacity and is likely to remain so for the foreseeable future.

As the current scenario predicts there will be a shortage of spaces in the town centre. There are two potential approaches to dealing with parking stress:

- Demand management: Reduce demand for parking through a range of measures, for example, changing the pricing regime and promotion of alternative modes of transport.

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## Gerrards Cross Car Park Capacity Survey

- Predict and provide: Provide more car parking spaces to meet forecast demand.

Demand management is the approach advocated by current policy guidance (see **Section 5**). As such we recommend that potential demand management measures are investigated further.

The next steps could include:

- Create additional 79 short stay spaces within the study area for 85% capacity, or an additional 139 spaces to achieve 70% capacity (this is on the assumption of current economic forecasts).†
- Create 31 additional long stay spaces within the study area if an 85% capacity is to be achieved (26 of these could be short stay spaces on a Saturday). For a 70% capacity 136 short stay spaces are needed.
- Increasing car parking prices significantly to reduce demand. However, this could lead to traffic management measures having to be introduced across the town.
- Demand for space has increased at a higher rate in the Station Road car park so additional parking should be concentrated at this location.
- Further investigation of the proposed changes in on-street parking restrictions within the Gerrards Cross study area with Buckinghamshire County Council. This will assist in establishing any displacement in car parking that could occur. Up to 110 additional on-street parking spaces may be required as a consequence. An additional 46 spaces are required on-street if a 70% capacity is to be achieved.
- Investigate alteration to tariffs within the council run car parks. The reintroduction of the 30 minute tariff within the council run car parks would lead to an additional 34 parking spaces having to be provided.
- The ticket data provided by South Bucks Council reveals that revenue of approximately £910,500 per month would be lost if free parking was introduced for up to 1 hour. It is recommended that free parking for up to 1 hour is imposed for a 3 month trial period to establish if additional space will be required to accommodate the free parking.
- Promotion of alternative modes of transport including additional cycle parking at the station and town centre and new cycle tracks/lanes.
- Investigate the feasibility of installing a Parking Guidance Information (PGI) System. These systems help drivers search for a space when capacity is limited in some car parks, as is the case in Gerrards Cross. Consideration would need to be given to the costs of these systems, which are typically in the region of £50,000 per car park.

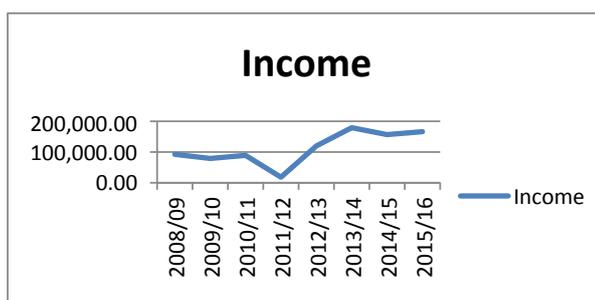
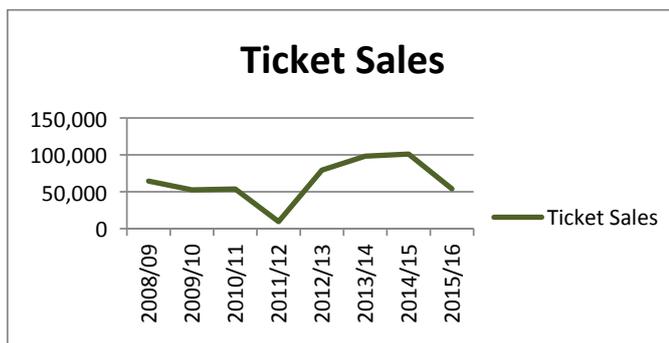
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† It should be noted that congestion already occurs in the town so junction capacity analysis may be required in order to ensure the location of the additional car parking spaces is acceptable in highway safety terms.

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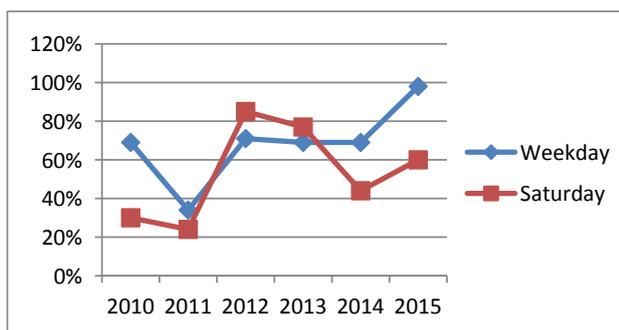
Year	2008/09	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16
Income	£92,459.70	£79,132.50	£89,083.50	£18,159.50	£119,714.40	£179,177.00	£156,702.90	£166,224.35
Ticket Sales	64,444	52,581	53,739	9,545	79,324	98,252	101,082	53,910

	Income	Ticket Sales
2008/09	92,459.70	64,444
2009/10	79,132.50	52,581
2010/11	89,083.50	53,739
2011/12	18,159.50	9,545
2012/13	119,714.40	79,324
2013/14	179,177.00	98,252
2014/15	156,702.90	101,082
2015/16	166,224.35	53,910



Utilisation	2010	2011	2012	2013	2014	2015
Weekday	69%	34%	71%	69%	69%	98%
Saturday	30%	24%	85%	77%	44%	60%

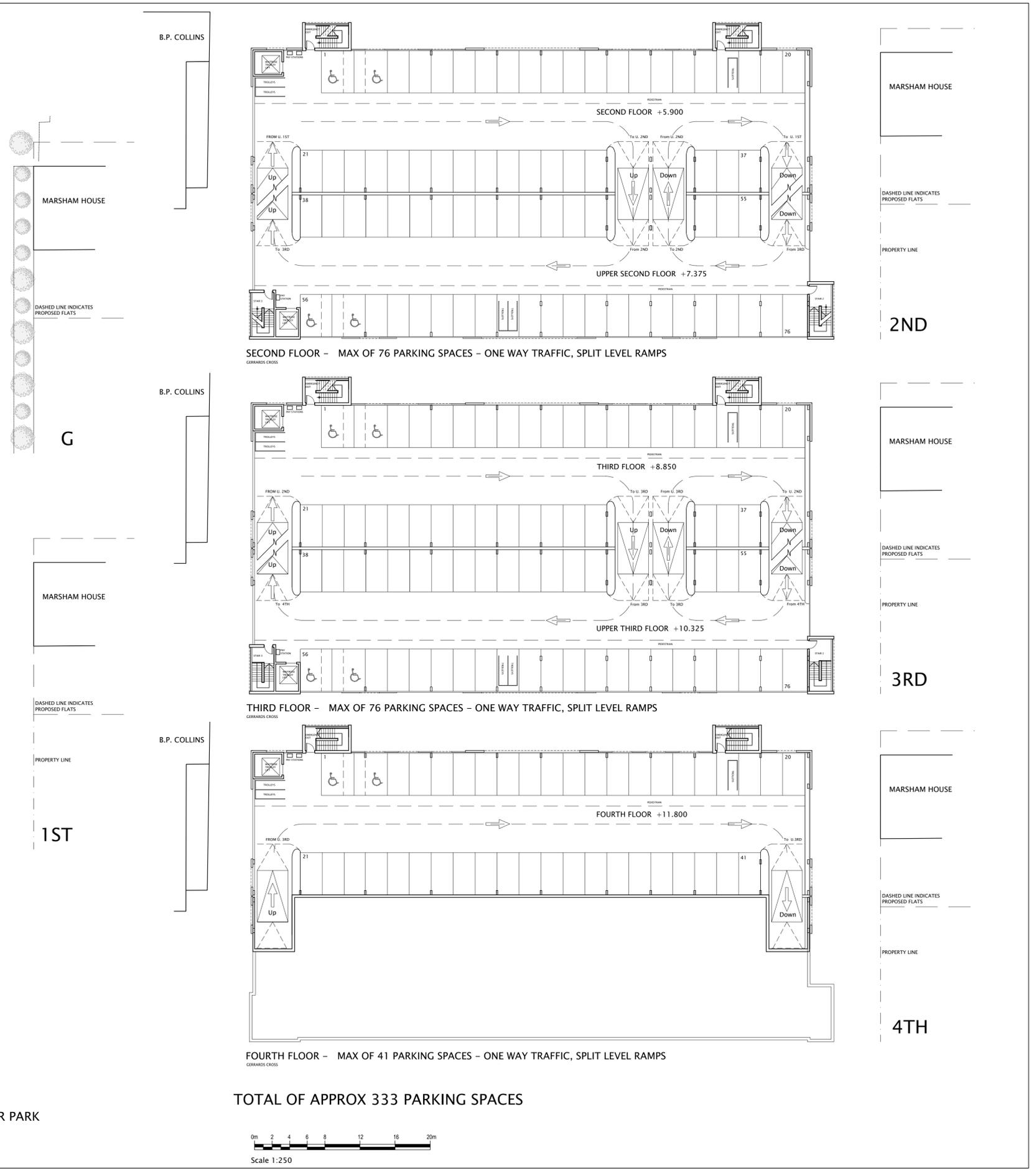
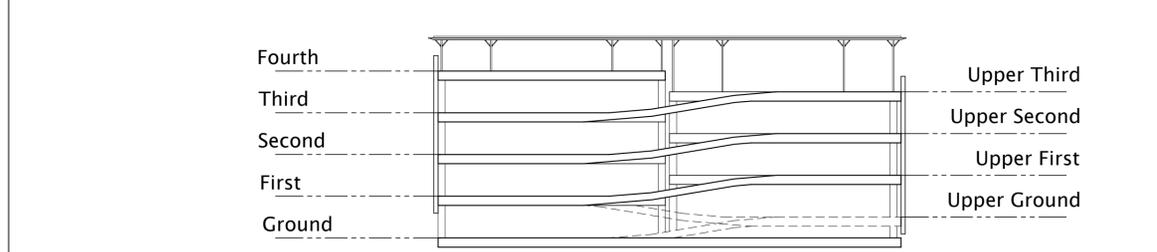
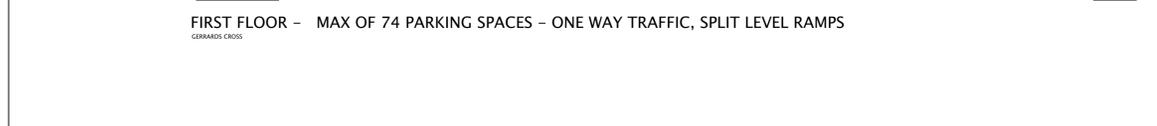
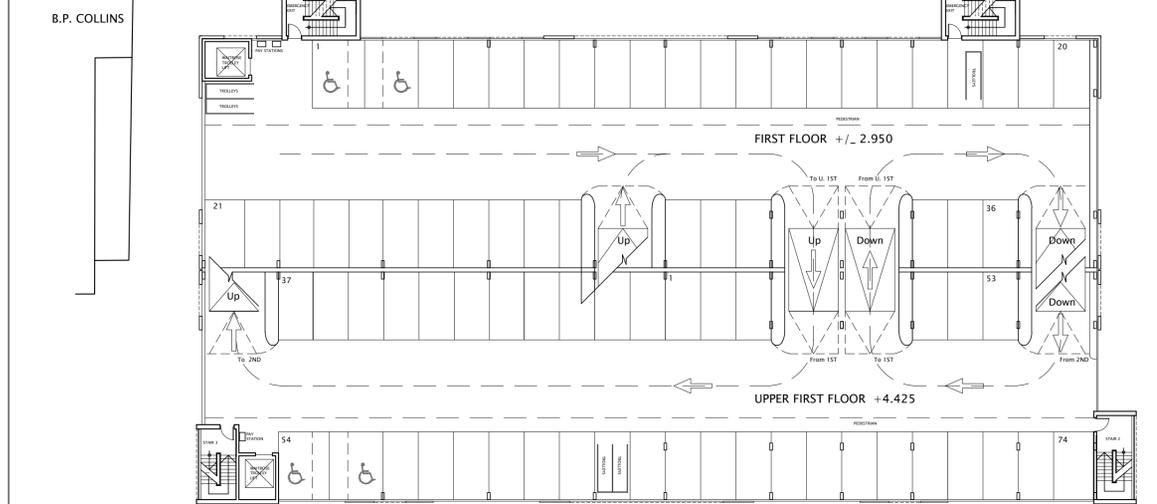
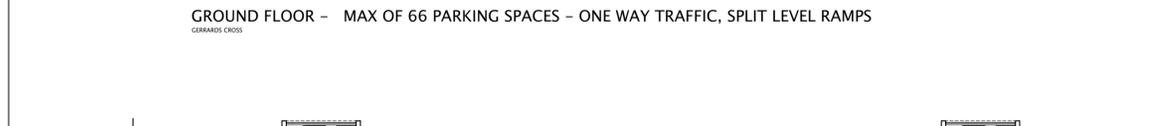
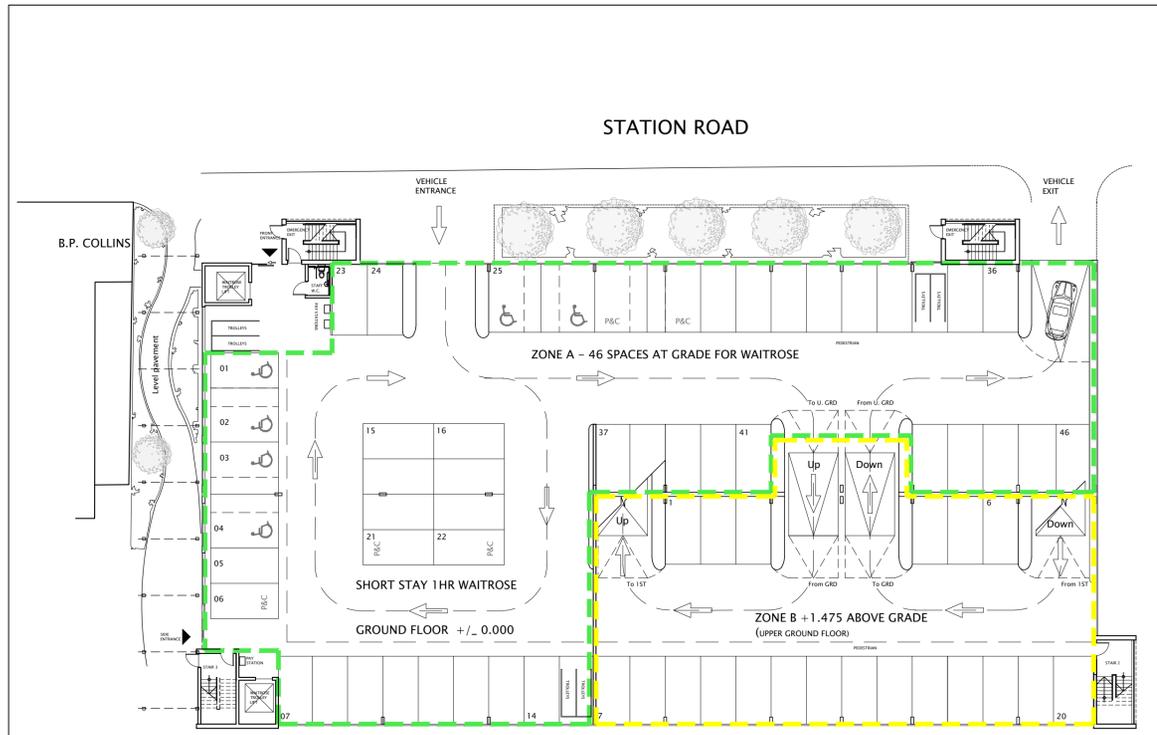
	Weekday	Saturday
2010	69%	30%
2011	34%	24%
2012	71%	85%
2013	69%	77%
2014	69%	44%
2015	98%	60%







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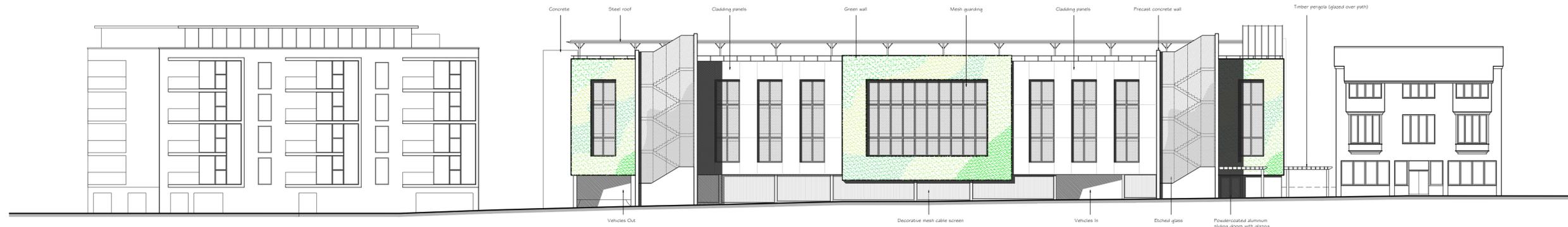


Revisions	Drawings Notes
A - 03.02.16 Base ment removed	1. this is not a survey drawing - all dimensions to be checked on site.
	2. do not scale off this drawing.
	3. the copyright of this drawing is the property of TPA Design Ltd
	4. all discrepancies to be reported to the architect
	5. please ensure that this drawing is read together and cross referenced with all other relevant architectural drawings, schedules and specifications.
	6. please ensure that this drawing is read in conjunction with all other consultants/specialist contractors relevant drawings, schedules and specifications.
	7. TPARCHITECTS is a trading name of TPA Design Ltd Registered address 33a St Lukes Road, Maidenhead, Berkshire SL67DN.

Project	Station Road Gerrards Cross
Title	Proposed Floor Plans & Key
Dr. No.	1889-PL-102
Rev	A
Drawn	ED
Checked	TP
Date	July '15
Scale	1:250 @A1 PL
Status	

**TPARCHITECTS**  
COMPTON LACEY  
33a St Lukes Road Maidenhead Berkshire SL6 7DN  
+44) 01628412388 enquiries@tparch.co.uk  
www.tparch.co.uk

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Proposed development of flats

Street Elevation  
(Along Station Road)

B.P. Collins



Rear Elevation  
(From Tesco Car park)

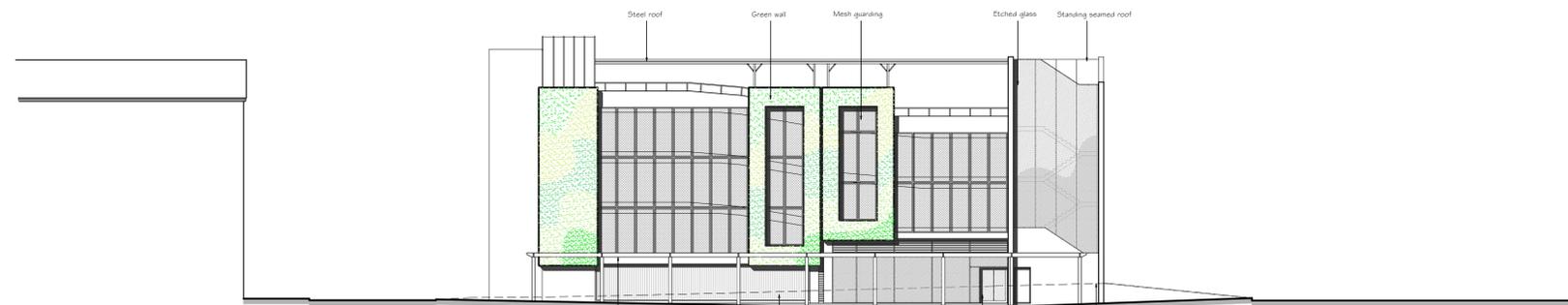


Side Elevation  
(From Marsham House)

Tesco Carpark

Station Road

Maple Court



Side Elevation  
(From BP Collins)



Revisions	Drawings Notes
A - 03.02.16 Basement removed	1. this is not a survey drawing - all dimensions to be checked on site.
	2. do not scale off this drawing.
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Project Station Road Gerrards Cross		<b>TPARCHITECTS</b> COMPTON LACEY 33a St Lukes Road Maidenhead Berkshire SL6 7DN + (44) 01628412388 enquiries@tparch.co.uk <a href="http://www.tparch.co.uk">www.tparch.co.uk</a>				
Title Elevations						
Drg. No. 1889-PL-103	Rev A	Drawn ED	Checked TP	Date July '15	Scale 1:200 @A1PL	Status

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## Appendix D: Estimated Build Costs

## OPTION B 333 spaces, 4.5 decks 2 phases

Bourne Parking Budget Cost (assuming pad foundations)	£4,780,000	
Mobilane Living wall (including allowance for costs excluded from quotes)	£150,000	
PV/solar panels (TPA awaiting quote)	£123,138	
<b>Contract Preliminaries- for works outside car park contract</b>		
<b>Site Clearance.</b>		
Revised markings for temporary car park.	£3,000	
Removal of fencing, signs and lighting.	£5,000	
Isolate/divert underground services if any (not known).	£15,000	
Temporary signage.	£8,000	
Break out car park macadam and remove.	£180,000	
		£5,264,138
<b>Professional fees.</b>		
Client representative, for duration of contract.	£50,000	
Cost consultant.	£29,000	
CDM principal designer	£25,000	
Liaison with Network rail	£10,000	
Project co-ordinator for works outside Bourne contract.	£65,000	
Architect/engineer to prepare tender documentation and specification	£20,000	
Architect/engineer (partial service) to prepare drawings for works outside car park contract.	£30,000	
Structural engineer	£14,000	
Party Wall surveyor.	£6,000	
M&E consultant to comment on contractors design proposals and specification	£10,000	
		£259,000
<b>Other costs excluded from Bourne Construction Budget price.</b>		
Planning fees.	£12,000	
Building regulation fees.	£12,000	
Network Rail fee	£100,000	
Legal fees	£20,000	
Section 106 payments to South Bucks District Council.	£75,000	
External works – paths, ramps, kerbs, street lighting, canopy, S278 work.	£50,000	
Landscaping and railings.	£25,000	
Any decorative finish, particularly on lower decks, used by Waitrose customers	£7,000	
Lifts		
Signage.	£55,000	
Parking Technology/ticket machines.	£25,000	
Security cameras, fire detection.	£30,000	
Costs associated with temporary car park.	£20,000	
Any modifications to kerb line and footpath.	£40,000	
External cladding panels - supply and fix (Bourne includes stainless steel safety mesh only to external walls).	£50,000	
Increased lux levels on ground and first floor parking + LED Lighting throughout.	£30,000	
4 charging points for electric vehicles-allow £20,000.00.	£20,000	
WC + foul drainage connection for Parking Attendants toilet.	£10,000	
Secure bike storage	£20,000	
Head light baffles to prevent headlights illuminating neighbouring residential units.	£5,000	
Safety equipment/fall arrest to allow access to solar panels on roof + access to planting on walls.	£10,000	
Site will require adequate 3 phase supply for lifts and lighting.	£15,000	
Budget figure for alternative temporary car park.	£10,000	
		£641,000
<b>Sub-total</b>	<b>£6,164,138</b>	
Risk allowance 4%	£246,566	
<b>Sub-total</b>	<b>£6,410,704</b>	
Contingency 15%	£961,606	
<b>Sub-total</b>	<b>£7,372,309</b>	
Extra over cost for piling	£50,000	
<b>Sub-total</b>	<b>£7,422,309</b>	
Client contingency 10%	£742,231	
<b>Sub-total</b>	<b>£8,164,540</b>	
VAT at 20%	£1,474,462	
<b>TOTAL</b>	<b>£9,639,002</b>	£2,000,402

## Summary

Build	£5,905,138
Contingencies	£2,000,402
fees	£259,000
Total Net	£8,164,540
VAT	£1,474,462
Total Gross	<u>£9,639,002</u>

**Note** Total estimated approximate extra over cost for 28 basement parking spaces £750,000

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Appendix E: Financial Business Case

Option B: Increasing the Station Road Car Park, GX from current 122 spaces to 333 spaces ie extra 211 spaces.

Spaces reduced during construction  
 Immediate 20% uptake (122 x 20%)  
 Followed by annual increase  
 until near capacity (90% - 300)

Year	Capital Expenditure (Excluding VAT)	Additional R&M and NDR Inflationary rise 2%	Additional Car Park Income See Right	Total Cashflow	Net Present Value (NPV) Discount Rate 2.0%	Repayment of Capital / Depreciation	Annual (Profit) / Loss	Return on Investment
	A	B	C	D = A+B+C	D Discounted	E	F = B+C+E	
	£	£	£	£	£	£	£	
0	2016/17	8,160,000	0	39,309	8,199,309	8,199,309	39,309	
1	2017/18		44,312	-29,472	14,840	136,000	150,840	-1.8%
2	2018/19		45,198	-45,534	-336	136,000	135,664	-1.7%
3	2019/20		46,102	-62,534	-16,432	136,000	119,568	-1.5%
4	2020/21		62,942	-80,512	-17,570	136,000	118,430	-1.5%
5	2021/22		64,201	-99,513	-35,312	136,000	100,688	-1.2%
6	2022/23		65,485	-119,581	-54,097	136,000	81,903	-1.0%
7	2023/24		66,795	-140,764	-73,970	136,000	62,030	-0.8%
8	2024/25		68,131	-163,111	-94,980	136,000	41,020	-0.5%
9	2025/26		69,493	-186,671	-117,178	136,000	18,822	-0.2%
10	2026/27		70,883	-211,499	-140,616	136,000	-4,616	0.1%
11	2027/28		72,301	-237,647	-165,347	136,000	-29,347	0.4%
12	2028/29		73,747	-265,175	-191,428	136,000	-55,428	0.7%
13	2029/30		75,222	-294,140	-218,919	136,000	-82,919	1.0%
14	2030/31		76,726	-320,998	-244,272	136,000	-108,272	1.3%
15	2031/32		78,261	-330,628	-252,367	136,000	-116,367	1.4%
16	2032/33		79,826	-340,547	-260,721	136,000	-124,721	1.5%
17	2033/34		81,422	-350,763	-269,341	136,000	-133,341	1.6%
18	2034/35		83,051	-361,286	-278,235	136,000	-142,235	1.7%
19	2035/36		84,712	-372,125	-287,413	136,000	-151,413	1.9%
20	2036/37		86,406	-383,288	-296,882	136,000	-160,882	2.0%
21	2037/38		88,134	-394,787	-306,653	136,000	-170,653	2.1%
22	2038/39		89,897	-406,631	-316,734	136,000	-180,734	2.2%
23	2039/40		91,695	-418,830	-327,135	136,000	-191,135	2.3%
24	2040/41		93,529	-431,394	-337,866	136,000	-201,866	2.5%
25	2041/42		95,399	-444,336	-348,937	136,000	-212,937	2.6%
26	2042/43		97,307	-457,666	-360,359	136,000	-224,359	2.7%
27	2043/44		99,253	-471,396	-372,143	136,000	-236,143	2.9%
28	2044/45		101,238	-485,538	-384,300	136,000	-248,300	3.0%
29	2045/46		103,263	-500,104	-396,841	136,000	-260,841	3.2%
30	2046/47		105,328	-515,108	-409,779	136,000	-273,779	3.4%
31	2047/48		107,435	-530,561	-423,126	136,000	-287,126	3.5%
32	2048/49		109,584	-546,478	-436,894	136,000	-300,894	3.7%
33	2049/50		111,775	-562,872	-451,097	136,000	-315,097	3.9%
34	2050/51		114,011	-579,758	-465,747	136,000	-329,747	4.0%
35	2051/52		116,291	-597,151	-480,860	136,000	-344,860	4.2%
36	2052/53		118,617	-615,065	-496,448	136,000	-360,448	4.4%
37	2053/54		120,989	-633,517	-512,528	136,000	-376,528	4.6%
38	2054/55		123,409	-652,523	-529,114	136,000	-393,114	4.8%
39	2055/56		125,877	-672,098	-546,221	136,000	-410,221	5.0%
40	2056/57		128,395	-692,261	-563,867	136,000	-427,867	5.2%
41	2057/58		130,963	-713,029	-582,067	136,000	-446,067	5.5%
42	2058/59		133,582	-734,420	-600,838	136,000	-464,838	5.7%
43	2059/60		136,254	-756,453	-620,199	136,000	-484,199	5.9%
44	2060/61		138,979	-779,146	-640,168	136,000	-504,168	6.2%
45	2061/62		141,758	-802,521	-660,763	136,000	-524,763	6.4%
46	2062/63		144,593	-826,596	-682,003	136,000	-546,003	6.7%
47	2063/64		147,485	-851,394	-703,909	136,000	-567,909	7.0%
48	2064/65		150,435	-876,936	-726,501	136,000	-590,501	7.2%
49	2065/66		153,444	-903,244	-749,801	136,000	-613,801	7.5%
50	2066/67		156,512	-930,341	-773,829	136,000	-637,829	7.8%
51	2067/68		159,643	-958,252	-798,609	136,000	-662,609	8.1%
52	2068/69		162,836	-986,999	-824,164	136,000	-688,164	8.4%
53	2069/70		166,092	-1,016,609	-850,517	136,000	-714,517	8.8%
54	2070/71		169,414	-1,047,108	-877,693	136,000	-741,693	9.1%
55	2071/72		172,802	-1,078,521	-905,718	136,000	-769,718	9.4%
56	2072/73		176,258	-1,110,876	-934,618	136,000	-798,618	9.8%
57	2073/74		179,784	-1,144,203	-964,419	136,000	-828,419	10.2%
58	2074/75		183,379	-1,178,529	-995,149	136,000	-859,149	10.5%
59	2075/76		187,047	-1,213,885	-1,026,838	136,000	-890,838	10.9%
60	2076/77		190,788	-1,250,301	-1,059,513	136,000	-923,513	11.3%
		8,160,000	6,718,687	-34,123,919	-19,245,232	8,160,000	-19,245,232	

Negative is good

Negative is good

Additional Car Park Income		
Additional Occupancy	Aver Income Inflationary rise 3% ie RPI + 1%	Income Estimate
		39,309
24	1,228	-29,472
36	1,265	-45,534
48	1,303	-62,534
60	1,342	-80,512
72	1,382	-99,513
84	1,424	-119,581
96	1,466	-140,764
108	1,510	-163,111
120	1,556	-186,671
132	1,602	-211,499
144	1,650	-237,647
156	1,700	-265,175
168	1,751	-294,140
178	1,803	-320,998
178	1,857	-330,628
178	1,913	-340,547
178	1,971	-350,763
178	2,030	-361,286
178	2,091	-372,125
178	2,153	-383,288
178	2,218	-394,787
178	2,284	-406,631
178	2,353	-418,830
178	2,424	-431,394
178	2,496	-444,336
178	2,571	-457,666
178	2,648	-471,396
178	2,728	-485,538
178	2,810	-500,104
178	2,894	-515,108
178	2,981	-530,561
178	3,070	-546,478
178	3,162	-562,872
178	3,257	-579,758
178	3,355	-597,151
178	3,455	-615,065
178	3,559	-633,517
178	3,666	-652,523
178	3,776	-672,098
178	3,889	-692,261
178	4,006	-713,029
178	4,126	-734,420
178	4,250	-756,453
178	4,377	-779,146
178	4,509	-802,521
178	4,644	-826,596
178	4,783	-851,394
178	4,927	-876,936
178	5,074	-903,244
178	5,227	-930,341
178	5,383	-958,252
178	5,545	-986,999
178	5,711	-1,016,609
178	5,883	-1,047,108
178	6,059	-1,078,521
178	6,241	-1,110,876
178	6,428	-1,144,203
178	6,621	-1,178,529
178	6,820	-1,213,885
178	7,024	-1,250,301

Notes:

Capital Expenditure	Build	5,905,138
	fees	259,000
	Contingency	32% 2,000,402
	Total Nett	8,164,540
	VAT	20% 1,632,908
	Total Gross	9,797,448
Value of Current Freehold		1,300,431
Value of Freehold after development		3,500,000
Increase in value		2,199,569
	Total Income 2013/14	143,025
	2014/15	156,703
	Average per year	149,864
	Number of spaces	122
	Average per space per year	£ 1,228.39
Current car park charges	4.50 a day	
NDR	Current	22,730
	New (ie current divided by 122 x 333)	62,042
		39,312
R&M - Years 1-3		5,000
R&M		20,000
Lost income in year 1	Lost spaces	
16 weeks 40 available	82	£ 30,993.31
16 weeks 100 available	22	£ 8,315.28
		£ 39,308.59

It is beneficial to proceed if:

- The Total NPV over the 40 years is negative (ie income exceeds expenditure)
- The Annual Return on Investment is reasonable.

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