



## Democratic Services

**Location:** Phase II  
**Ext:** 0420  
**DDI:** 01895 250420  
**CMD No:** 649

**To: COUNCILLOR MARTIN GODDARD  
CABINET MEMBER FOR FINANCE**

**COUNCILLOR JONATHAN BIANCO  
CABINET MEMBER FOR PROPERTY, HIGHWAYS  
& TRANSPORT**

c.c. All Members of the Property, Highways &  
Transport Select Committee  
c.c. Michael Naughton – Place  
c.c. Perry Scott, Corporate Director of Place  
c.c. Eastcote Ward Councillors

**Date:** 29 November 2022

## Non-Key Decision request

## Form D

### Parking Improvements - Creation of a New Car Pound within Northview Car Park (CR 1) - RELEASE NO: 1

Dear Cabinet Members,

Attached is a report requesting that a decision be made by you as an individual Cabinet Member. Democratic Services confirm that this is not a key decision, as such, the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 notice period does not apply.

You should take a decision **on or after Wednesday 7 December 2022** in order to meet Constitutional requirements about publication of decisions that are to be made. You may wish to discuss the report with the Corporate Director before it is made. Please indicate your decision on the duplicate memo supplied, and return it to me when you have made your decision. I will then arrange for the formal notice of decision to be published.

James Jones  
Democratic Services

**Title of Report:** Parking Improvements - Creation of a New Car Pound within Northview Car Park (CR 1) - RELEASE NO: 1

**Decision made:**

**Reasons for your decision:** (e.g. as stated in report)

**Alternatives considered and rejected:** (e.g. as stated in report)

Signed .....Date.....

*Cabinet Member for Finance / Cabinet Member for Property, Highways & Transport*

## CAPITAL RELEASE REPORT (November 2022)

DEPARTMENT: Place

SERVICE AREA / PROGRAMME: Parking Improvements - Creation of a New Car Pound within Northview Car Park (CR 1)

RELEASE NO: 1

<b>Cabinet Members</b>	Councillor Martin Goddard Councillor Jonathan Bianco
<b>Cabinet Portfolios</b>	Cabinet Member for Finance Cabinet Member Property, Highways and Transport
<b>Officer Contact</b>	Michael Naughton, Place
<b>Papers with report</b>	Appendix A with capital release requests for approval Site Map

## HEADLINES

<b>Summary</b>	To seek Cabinet Member approval for a new car pound in the Borough and the release of capital funds.
<b>Putting our Residents First</b>  <b>Delivering on the Council Strategy 2022-2026</b>	This report supports our ambition for residents / the Council of: An efficient, well-run, digital-enabled council working with partners to deliver services to improve the lives of all our residents.  This report supports our commitments to residents of: A Digital-Enabled, Modern, Well-Run Council.
<b>Financial Cost</b>	This report seeks the release of £49k from the 2022/23 Parking Improvements budget for the creation of a new car pound within Northview Car Park in Eastcote. The works will commence once planning consent has been granted.
<b>Relevant Select Committee</b>	Property, Highways & Transport Select Committee
<b>Ward(s) affected</b>	Eastcote

## RECOMMENDATIONS

**That the Cabinet Member for Finance and the Cabinet Member for Property, Highways and Transport agree to the creation of a new car pound within Northview Car Park, Eastcote and the capital release request of £49k from the 2022/23 Parking Improvements budget (Appendix A)**

## Reasons for recommendation

The proposed works will create a car pound for cars parked illegally, within Northview Car Park. The risk of having a car impounded should help act as an added deterrent for illegal parking across the borough alongside the other existing parking enforcement measures already in place.

## Alternative options considered

No alternatives were considered

## Select Committee comments

None at this stage

# SUPPORTING INFORMATION

## Background Information

Since the award of the parking enforcement contract approved by Cabinet in January 2022, officers have been actively working on introducing the new parking enforcement service. One of the proposed elements is the introduction of a vehicle removal operation and car pound to which vehicles parked illegally would be removed and stored. The motorist would then have to settle a statutory fee for the vehicle removal service, the Penalty Charge Notice (PCN) issued on the day of your vehicle's removal and any applicable storage fees. If the vehicle is not claimed, it may be disposed of.

This report seeks approval for the release of Capital funds for the conversion of a section of Northview Car Park in Eastcote. The works will involve installing security fencing, the provision of a small temporary unit to act as an office for the staff from the parking enforcement occupying the site, ground and electrical works for the temporary unit, CCTV works and internal fees. It is assumed that a temporary unit, to be used as small office to take payments will be initially hired at a cost of c.£270 per week.

**Table 1:** Requested Capital Release

Item	Release Requested (£)
Security Fencing	23,621
CCTV	3,100
Ground works for temporary unit	3,665
Supply and Install Metal Stairs with handrail and make up Ground	3,000
Survey and investigation costs	1,000
Capital Programme Team fees	5,339
Grounds maintenance	3,000
Contingency	6,338
<b>Total</b>	<b>49,063</b>

The cost of operating a car pound was reviewed in December 2021, when the new parking enforcement contract was tendered. The review established that the cost of running a car pound

would be £222k per annum based on a seven days per week operation. It was estimated that the potential income generated via release fees (a statutory £200 per vehicle) would be £291k annually, based on the removal of six vehicles per day, with charges for four being settled. If vehicles remain unclaimed, the Council may dispose of them, generating an income (in addition to taking action to recover any unpaid PCN, removal fee and storage charges).

Whilst the annual operational costs and release fee income above assumed a seven days per week operation, at the present time, the car pound and vehicle removal service will operate for four days per week only. Expected income and enforcement contract costs would decrease proportionately. Should a motorist wish to reclaim a vehicle on a day on which the pound was not operating, it is proposed that this would need to be arranged by appointment, which would attract a small additional cost via the contractor.

### **Planning Consent**

A planning application for these works has been submitted. Orders will not be placed and the works will not commence until planning consent granted. A site plan showing the proposed site is attached.

### **Financial Implications**

#### **Parking Improvements Budget £500k, Previously Released Nil, Capital Release Requested £49k – Appendix A**

The 2022/23 capital programme approved by Cabinet and Council in February 2022 included a budget of £500k for Parking Improvements, funded from Council resources. The report requests the capital release of £49k from the Parking Improvements budget towards a new car pound within Northview Car Park. The cost plan for the project is based on quotations and includes capital programme team fees and contingency.

The costs of operating the car pound, including that of the enforcement contractor plus hire of a small office unit, are expected to be fully recovered from the charges required to be settled by motorists before any removed vehicles are released.

The remaining £451k of the Parking Improvements 2022/23 budget is subject to the capital release process.

## **RESIDENT BENEFIT & CONSULTATION**

### **The benefit or impact upon residents, service users and communities?**

The proposed works will create a car pound in Northview car park for cars that are parked illegally within Hillingdon. The risk of having a car impounded should help act as an added deterrent against illegal parking in the borough alongside the other existing parking enforcement measures already in place.

### **Consultation carried out or required**

No formal consultation is required outside of the standard statutory planning consultation period.

## CORPORATE CONSIDERATIONS

### Corporate Finance

Corporate finance concurs with the financial implications above, noting that the proposed works will be funded from the £500k Parking Improvements approved capital budget, and that future running costs of operating the car pound are expected to be fully recovered from fees chargeable to motorists to recover vehicles that have been illegally parked.

### Legal

The Borough Solicitor confirms that the Council is responsible for carrying out this function pursuant to Section 34 of the Road Traffic Regulation Act 1984.

Thus, there are no legal impediments to the capital release being authorised, although any contract that is entered into must comply with the Council's Procurement and Contract Standing Orders.

### Infrastructure / Asset Management

Asset Management authored this report

### Capital Release Protocol

The release of all capital funds, and certain revenue funds, held by the Council is to be made by a formal democratic decision. No expenditure can be placed or committed by officers until this formal approval is given by Democratic Services. Release of funds must be for identified projects only and strictly not for the general release of funds for projects to be identified at a later date. No block releases of capital or funding will be allowed, except if authorised by the Leader of the Council in advance to Corporate Finance. The release of funds will only be made if previous Council, Cabinet or Cabinet Member agreement has been given to the project and only if there is an approved budget.

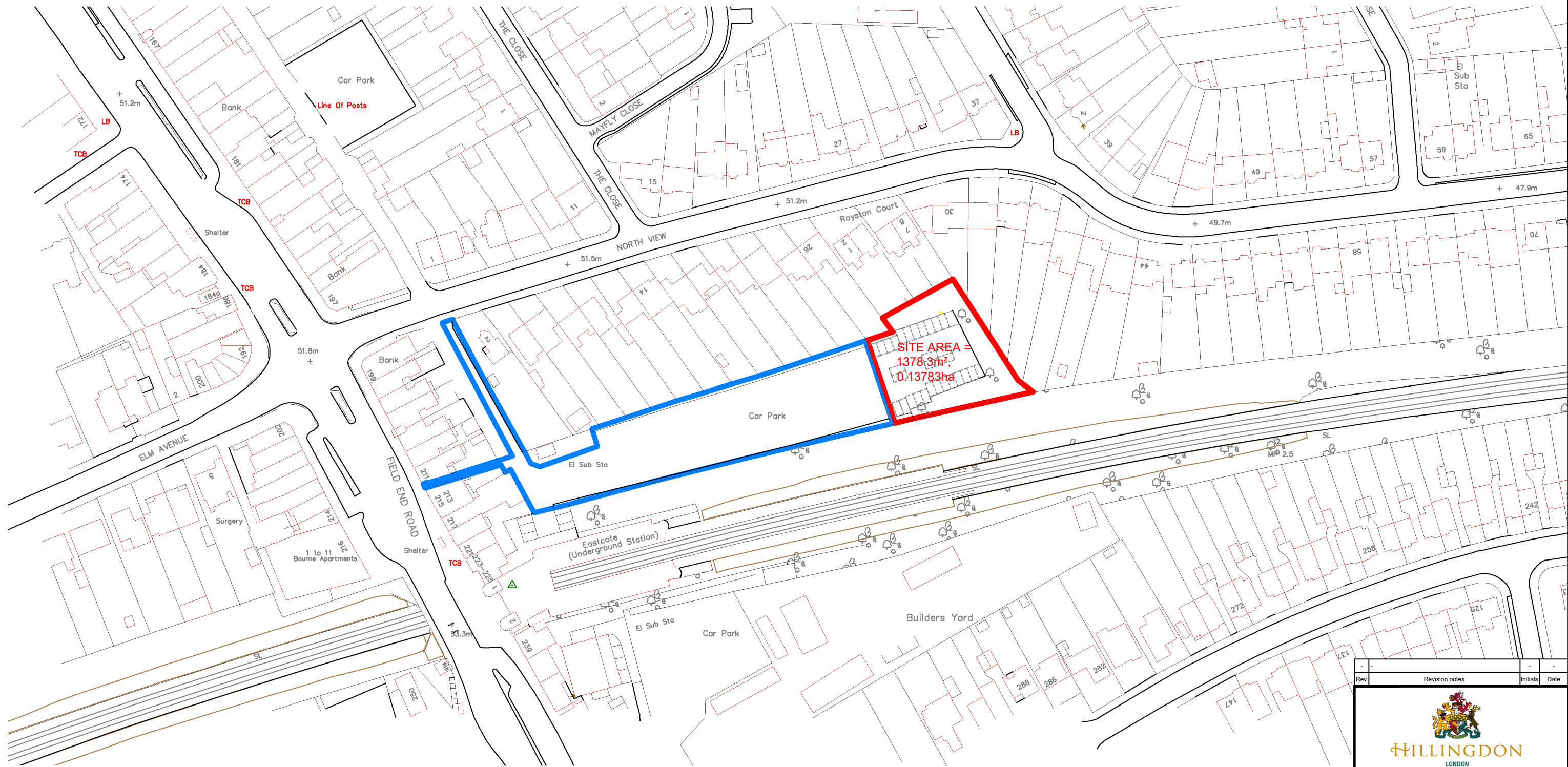
## BACKGROUND PAPERS

NIL.

## APPENDIX A

### Parking Improvements Budget 2022/23 - Creation of New Car Pound within Northview Car Park (CR 1)

Location	Project / Expenditure Title	Information	Funds Release Sought £000's	Approve	Hold	More Information Required
Northview Car Park	Creation of car pound	Fencing, ground and electrical works for temporary unit, CCTV and other associated costs	49			
<b>Total seeking release</b>			<b>49</b>			
<b>Previously released</b>			<b>0</b>			
<b>Budget</b>			<b>500</b>			
<b>Remaining budget</b>			<b>451</b>			



Rev	Revision notes	Initials	Date
 HILLINGDON LONDON PLACE DIRECTORY CAPITAL PROGRAMME WORKS SERVICE 2E/10, CIVIC CENTRE, UXBRIDGE, UB8 1UW Tel: 01895 250 111			
PROJECT NORTH VIEW CAR PARK R/O 213-219 FIELD END ROAD EASTCOTE, HA4 2Q3			
DESCRIPTION SITE LOCATION PLAN			
SCALE 1:1250@A3	DRAWN BY DB	CHECKED BY SV	DATE 29/09/22
DRAWING No. 2022/D/337/P/01		REV.	