

**URGENCY ITEMS - MINUTE OF DECISION**

**Delegation arrangements for dealing with matters of urgency**

Paragraph 7.2.1 of the Council's Constitution provides that Chief Officers may take urgent decisions if they are of the opinion that circumstances exist which make it necessary for action to be taken by the Council prior to the time when such action could be approved through normal Council Procedures. They shall, where practicable, first consult with the Leader and Chairman (or in their absence the Vice-Chairman) and the Opposition Spokesperson of the appropriate committee.

**Subject:**

Newark Lorry Park Shower Block – Long-term secure access options

**Appropriate Committee:**

Policy & Finance

**Details of Item** (including reason(s) for use of urgency procedure):

Throughout the Coronavirus pandemic, Newark Lorry Park shower block has had security staff present at all times when open. The security staff have been key to controlling entrance to the showers by HGV drivers upon presentation of a valid parking payment receipt. This has helped to keep the facilities safe and secure for drivers who have parked and paid for their overnight parking.

The presence of security staff has increased driver's confidence knowing that the public could not gain access to the shower block and potentially cause damage. Previously, both staff and drivers have been subjected to verbal abuse from members of the travelling community who have been able to gain access to the facilities without paying. As a result, facilities have been vandalised and left in a dirty condition that Council staff have been required to make good.

Since the installation of the shower block and associated security, drivers have confidence that the facilities are clean and secure and they will not be subject to abuse. Parking Services have managed the site well with COVID restrictions being controlled 24/7 and drivers have frequently commented to staff on the quality of the facilities, with many stating that they are "the best in the country, by far".

However, one criticism that continues to be voiced by drivers is regarding the restricted opening times of the shower block and the security-manned opening times which do not suit all drivers' rest times. When they are on site and can manage the usage, NSDC staff try to accommodate drivers during hours when there is no security presence.

Going forward, our aim is to continue to improve our services and what we offer to drivers, and this means opening facilities for 24 hours/day, unless cleaning or maintenance work is being carried out.

In October 2020, an initial report was reviewed by SLT Gold to secure security for the shower block and it was hoped that the security staffing would only be an interim solution as at this time, SNAP Parking was developing a new bespoke turnstile access system. This option would need to be bespoke to the site and the SNAP Parking payment kiosk.

Since the COVID pandemic and the uncertainty that remains, the Lorry Park has been left with no alternative but to continue with additional on-site security at a cost of £882/week.

Until early 2021, the additional costs were supported through non-recurrent COVID funding. Since February 2021, the additional costs have been supported by the Business Unit from the Parking Services – Lorry Park Contractual Services. However, moving forward the Lorry Park does not have the funds to continue this arrangement within the current budget.

The Lorry Park is performing extremely well and income generation is exceeding budgetary expectations. In 2020-21, despite three lockdowns we maintained our income levels and generated a surplus of 30K against budget. In 2021-22, income has again increased, drivers feel more secure in their surroundings' and forecast outturn is predicted to exceed the budgeted £500,000 nett income for the first time.

SNAP Parking have now supplied costs for installing the facilities access turnstile. The full-height turnstiles will work in tandem with the current ANPR payment barrier system currently in place at the Lorry Park with drivers paying for their parking at the payment kiosk. Upon payment they will receive a receipt for their transaction with a QR code printed on the receipt. The QR code can then be scanned at the turnstile and access is permitted. SNAP Parking have quoted for the costs for installation of the facilities access turnstile.

This now gives NSDC an option to improve the facility opening times. This would further enhance our on-site offer for our HGV drivers, improve visitor numbers and when compared with the current security arrangements will result in an annual saving to the Authority. In addition, the “access turnstile” has the flexibility to be re-used or re-purposed if the lorry park were to be relocated.

### **Proposal**

#### **Option A: Continue with the arrangements currently in place with Watch-It Security**

| <b>WATCH - IT SECURITY WORKING HOURS FOR SHOWER BLOCK ACCESS CONTROL</b> |               |              |                     |              |                                      |
|--|---------------|--------------|---------------------|--------------|--------------------------------------|
| Day  | Morning       | Hours Worked | Afternoon / Evening | Hours Worked | Night shift on site for HGV Security |
| Monday   | 07:00 - 09:00 | 2            | 17:00 - 23:00       | 6            | 23:00 - 07:00                        |
| Tuesday  | 07:00 - 09:00 | 2            | 17:00 - 23:00       | 6            | 23:00 - 07:00                        |
| Wednesday  | 07:00 - 09:00 | 2            | 17:00 - 23:00       | 6            | 23:00 - 07:00                        |
| Thursday   | 07:00 - 09:00 | 2            | 17:00 - 23:00       | 6            | 23:00 - 07:00                        |
| Friday   | 07:00 - 09:00 | 2            | 17:00 - 23:00       | 6            | 23:00 - 07:00                        |
| Saturday   | 07:00 - 09:00 | 2            | 17:00 - 23:00       | 6            | 23:00 - 07:00                        |
| Sunday   | 07:00 - 09:00 | 2            | 17:00 - 23:00       | 6            | 23:00 - 07:00                        |
|  |               | 14           |                     |              | Costs not associated with COVID 19   |
| Total Hours  |               |              | 42                  |              |                                      |
| Total additional weekly costs @ £15.75 hr                                |               |              | 56                  |              |                                      |
|  |               |              |                     | £882         |                                      |

At all times the security officer and the NSDC staff member have contact with the CCTV team who are monitoring the site 24 /7.

The numbers of HGVs parking at the weekends is considerably reduced to around 50 and we currently do not have staff working on site. At the weekends, Crystal Cleaning Services keep the Lorry Park COVID safe as part of the current SSOW.

There is a lot of activity on site from the travelling community on Tolney Lane using the facilities at weekends, so we would require security for the times when we open the shower facilities for the drivers on site.

**Total additional weekly cost                   £882**  
**Annual Cost   £45,864**

**Option B: Continue with the arrangements currently in place with Watch-It Security and increase opening hours**

For the Authority to continue with the existing arrangements but to increase the opening hours by 3 hours/day the annual cost would exceed £63K and this option would still not be enough to suit all drivers rest times.

**Annual Cost   £63,236**

**Option C: NSDC invest in the latest “Access Control Turnstile System”**

For the Authority to instruct SNAP parking to install the turnstile access system to Newark Lorry Park shower block saving the authority £13,720 within 12 months of installation and over £40,000 the following 12 months.

**Total Capital expenditure £32,144 as quoted below:**

| <b>Description</b>  | <b>Unit Price</b>       | <b>Total</b>   |
|---|-------------------------|----------------|
| Supply and installation of 1no. Turnstile   | £6875                   | £6,875         |
| Supply and installation of V Mesh Fencing   | £1500                   | £1,500         |
| Supply and installation of people counting system through Turnstile   | £1225                   | £1,225         |
| Supply and installation of Barcode reader and exit button for Turnstile control   | £1175                   | £1,175         |
| Supply, installation and configuration of 1no. GSM intercom   | £1225                   | £1,225         |
| Software development, hosting and licensing   | £10,500                 | £10,500        |
| 10 days Project Management  | £500                    | £5,000         |
| System commissioning  | £1,200                  | £1,200         |
| Pre – Installation works – Concrete foundation pad, electrical supply to turnstile / GSM emergency intercom and Fire Alarm emergency intercom | Estimate Additional 12% | £3,444         |
|   | <b>Total (excl VAT)</b> | <b>£32,144</b> |

The full-height turnstiles will work with the current ANPR payment barrier system in place at the Lorry Park. Drivers will pay for their parking at the payment kiosk and receive a receipt for their transaction with a QR code. The QR code is scanned at the turnstile and access is permitted.

There will be many factors built in to the software to include a multitude of drivers parking options, i.e. multiple day parking on one parking receipt to include multi day shower block entry.

In the event of an emergency, the turnstiles will be linked to the building fire alarm whereupon they will automatically release.

|                                  |                |
|----------------------------------|----------------|
| <b>Capital cost</b>              | <b>£32,144</b> |
| <b>Annual Cost (maintenance)</b> | <b>£3,500</b>  |

Installation of a turnstile will enable Parking Services to enhance current facilities. It will improve the current income position for NSDC as drivers will be permitted to use the shower block at any time during the day and so will increase our parking numbers.

Rental income will also increase with the increased footfall as the fuel bunker and café will be used by more customers parking in the daytime. This will in turn increase the income for NSDC as our profit share from both initiatives will increase.

The Lorry Park will further enhance its reputation as one of the best Lorry Park facilities in the country, providing valuable income for the authority.

### **Timeline Concerns**

If the shower facilities were to remain closed for long periods of the day as we continue the COVID 19 recovery, drivers will start to seek alternative parking arrangements, e.g. other lorry parks, highway laybys or sites around Newark. This has the potential to cause problems on Newark Industrial Estate and traffic-related issues.

Consequently, it will have a detrimental effect on the Authority's income generating capabilities, on-site partner's income and ultimately, the popularity of Newark Lorry Park.

### **Financial Implications (FIN21-22/7248)**

The report outlines three options to address the security risk being faced currently at the Lorry Park Shower Block. At the time of setting the budget for 2021-22, the Lorry Park did not have a shower block so additional security was not required, and is therefore currently unbudgeted expenditure. This currently amounts to circa £45.9k. The current forecast budget monitoring position to the end of March 2022, takes this into account and due to forecasted additional income over budget, this additional cost can be mitigated within the revenue budget (forecast favourable variance after the additional costs of £48k). Should options B or C be chosen from the options below, this will vary the £48k favourable variance in the current year by the part year effect of the difference.

#### **OPTION A**

Option A proposes to continue with the arrangements currently in place with Watch-It security, being on-site patrols early morning and early evening when footfall and use of the Shower Block is at its greatest. The current contract for additional security is £45.9k pa, as outlined at paragraph 5.1 this is unbudgeted and should this option be chosen, an **additional £45.9k** would need to be added to the 2022/23 base budget (adjusted for inflation).

## **OPTION B**

Option B proposes to uplift the arrangements currently in place with Watch-It security, being on-site patrols to include early morning and early evening but to increase opening the facilities for an additional 3 hrs/day to enhance the offer for users. The contract for enhanced additional security would rise to £63.2k pa, as above this is unbudgeted. Hence this would require an **additional £63.2k** being added to the base budget for the 2022/23 financial year (adjusted for inflation).

## **OPTION C**

Option C proposes to install an "Access Control Turnstile System" which would regulate driver access to the shower facilities and minimise the need for security to perform this function. The hardware and software has been explored with SNAP the existing provider of payment services at the lorry park who have quoted £32k as the cost of installation. This would therefore need to be added into the capital programme for the 2021/22 financial year. This could be funded through the Change Management Reserve.

The annual revenue cost of maintaining the turnstile has been estimated as an **additional £3.5k**, which would need to be added to the base revenue budget from 2022/23.

## **Decision**

- (a) £32,000 be added to the Capital Programme for 2021/22 in relation to the installation of turnstiles at the Newark Lorry Park, funded by the Change Management Reserve.**
- (b) £3,500 to be added to the Revenue Budget for 2022/23 in relation to the support and maintenance charges for the turnstiles at the Newark Lorry Park.**

## **Members Consulted:**

Councillor David Lloyd – Chairman and Leader of the Council  
Councillor Paul Peacock – Opposition Spokesperson  
Councillor Keith Girling – Deputy Leader and Chairman of Economic Development Committee  
Councillor Neal Mitchell - Opposition Spokesperson



Signed:

Date: 25 August 2021

Sanjiv Kohli  
Deputy Chief Executive, Director Resources and S151 Officer