

Record of Decision taken under the Scheme of Delegation



Executive Decision

Cabinet Member: Councillor Susan Jones
Portfolio: Environment

Leadership Team Member: Director of Neighbourhoods & Development
Service Area: Neighbourhoods

Subject: Adoption of the Public Car Park Inspection Policy

Executive Decision: To adopt the Council's Public Car Park Inspection Policy

Details and Reasoning:

The Council currently does not have an official adopted car park inspection policy, which outlines the position in relation to the management and inspection of Council owned and operated car parks.

A recent audit report highlighted the need for a Car Park Inspection Policy to be introduced to provide resilience for the Council's car park operations.

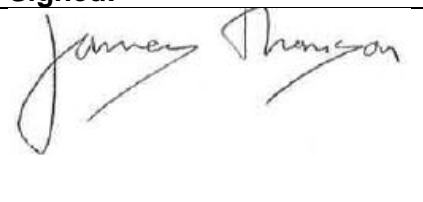
The policy identifies how the Council will address the inspection of public car parks going forward.

Wider Implications (including Financial, Legal, Equality and Risk):

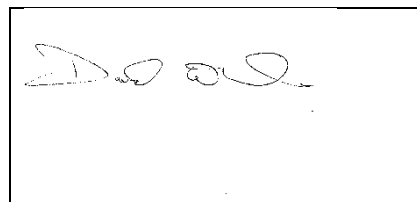
Legal Implications – there are no concerns with what is proposed here – indeed the policy will strengthen the council's position by providing a clear statement of what standards we work towards in this area.

Financial Implications – This policy will allocate the £20k annual budget to manage repairs and maintenance. Where required, revenue budgets may be carried forward or the council's capital budget for its portfolio of assets may be utilised on car park repairs.

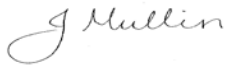
Report attached? Yes
Exempt from publication? No
If exempt, give reason(s):

Signed:

Date: 30/11/20

Finance


Date: 25 11 20

Legal



Leadership
Team
Member

Date:
30/11/20

Following careful consideration and assessment of the contents of this report, I approve the recommendation(s) contained in accordance with my delegated power to make executive decisions.

Signed: **Signed electronically – Councillor Susan Jones**

Councillor Susan Jones
Cabinet Member for Environment

Date: 1 December 2020

Publication Date (DST use):

CL

01/12/2020

Decision template revised Oct 2020

THIS DECISION WILL COME INTO FORCE AND MAY BE IMPLEMENTED FIVE WORKING DAYS AFTER ITS PUBLICATION DATE, SUBJECT TO BEING CALLED IN IN ACCORDANCE WITH THE COUNCIL'S CONSTITUTION

Public Car Park Inspection Policy

Code of Practice for Car Park Safety Inspections

Streetscene
Neighbourhood Services

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1. Introduction

South Ribble Borough Council has the management responsibility for Council owned public car parks, which are listed below.

LAND HELD FOR CAR PARKING PURPOSES

The car parks below are inspected by the Parking/Streetscene Officer and the responsibility for maintenance lies within Neighbourhood Services.

Pay and Display

- ◆ King Street, Leyland
- ◆ Sumner Street, Leyland
- ◆ Ecroyd Street, Leyland
- ◆ Churchill Way, Leyland
- ◆ Railway Station, Leyland
- ◆ Hope Terrace, Lostock Hall

Restrictions

- ◆ Victoria Road, Walton-le-Dale
- ◆ Cann Bridge Street, Higher Walton
- ◆ Worden Park (Main), Leyland
- ◆ Worden Hall, Worden Park, Leyland
- ◆ Leyland Leisure Centre (front and rear), Lancastergate, Leyland
- ◆ West Paddock, (front and rear of Civic Centre), West Paddock, Leyland

No Restrictions – Public Car Parks

- ◆ Bowling Terrace, Leyland
- ◆ East Street, Leyland
- ◆ Liverpool Road, Penwortham
- ◆ Ryefield Avenue, Penwortham
- ◆ Kingsway, Bamber Bridge
- ◆ Penwortham Holme, Penwortham
- ◆ Hill Road, Penwortham
- ◆ Bamber Bridge Leisure Centre, Brindle Road, Bamber Bridge
- ◆ Tennis Centre, Cuerden Way, Bamber Bridge

No Restrictions – Residential Car Parks

- ◆ Mill Street (adjacent No: 62), Farington
- ◆ Mill Street (adjacent No: 84), Farington
- ◆ Grove Street, Bamber Bridge
- ◆ James Street, Bamber Bridge
- ◆ School Street, Bamber Bridge
- ◆ Brandiforth Street, Bamber Bridge

- ◆ Greenbank Road, Penwortham

The car parks below are inspected by the Facilities Officer and the responsibility for maintenance lies within the Commercial Directorate.

No Restrictions – Industrial Car Parks

- ◆ Boxer Place, Moss Side, Leyland
- ◆ Newfield Road, Walton Summit
- ◆ Dawson Place, Walton Summit
- ◆ Brookfield Place, Walton Summit

The Council has a legal responsibility to ensure that its car parks are safe for all users.

“The common duty of care is a duty to take such care as in all the circumstances of the case is reasonable to see that the user will be reasonably safe in using the premises for the purposes which he is invited or permitted by the occupier to be there” *Section 2 (2) Occupiers Liability Act 1957*

This means that the Authority must ensure that the car parks are safe for those who use them.

The majority of claims relating to car parks are as a result of tripping claims caused by alleged failures of the fabrics of the car park.

There must be an inspection and repair procedure enabling the Council to prove it has undertaken all reasonable measure to ensure the safety of the car parks.

2. Resources and Budgets

The Authority receives an income from the Pay and Display car parks, an element of which is retained for essential maintenance. ~~There is no specific budget for each car park and the repairs will be charged to a single cost centre~~ A £20k annual budget is held centrally to manage repairs and maintenance to car parks. -This budget is only for reactive repairs and any larger works need to be considered for capital funding.

The Parking/Streetscene Officer will carry out the inspections and also respond to ad-hoc reactive requests.

3. Frequencies of Inspection

In order to standardise the procedures, all car parks will be inspected every 6 months.

4. Methodology of Inspections

The inspector will inspect the car parks on foot and record the defects on site, photographs will be taken of any defects. The results will then be transferred to the inspection record on the appropriate spreadsheet. To help the repair teams to locate the defects easily the location will be clearly marked with white spray.

The items for inspection include:

- ◆ Lighting Columns
- ◆ Linings/Markings
- ◆ Condition of Surface
- ◆ Kerb Edgings
- ◆ Drainage
- ◆ P&D Equipment
- ◆ General Cleanliness
- ◆ Graffiti/Fly Posting
- ◆ Railings / Waste bins
- ◆ Shrub Areas

5. Information Management

Details of the inspections and relevant photographs will be held in an Excel Folder:

Moss Side Drive (K)
Car Parks
Inspections

In the event of an insurance claim staff in Neighbourhood Services will have access to these reports.

The work identified during the inspections will have an individual job ticket created. This will then be passed to an operative/appointed contractor who will carry out the work, once completed the ticket will be updated to confirm the works have been carried out.