

	<p style="text-align: center;"><b>TW3 – Staff Parking at RAF Museum</b></p> <p style="text-align: center;"><b>25<sup>th</sup> March 2019</b></p>
<p style="text-align: right;"><b>Title</b></p>	<p><b>TW3 – Parking leases and licenses</b></p>
<p style="text-align: right;"><b>Report of</b></p>	<p>Councillor Daniel Thomas - Chairman of the Committee</p>
<p style="text-align: right;"><b>Wards</b></p>	<p>All</p>
<p style="text-align: right;"><b>Status</b></p>	<p>Public with accompanied Exempt Appendices and Report</p>
<p style="text-align: right;"><b>Urgent</b></p>	<p>No</p>
<p style="text-align: right;"><b>Key</b></p>	<p>Yes</p>
<p style="text-align: right;"><b>Enclosures</b></p>	<p>Enclosure 1: RAF Lease – North site (Exempt) draft not yet finalised  Enclosure 2: RAF Location Plan  Enclosure 3: Platt Hall Heads of Terms (Exempt)  Enclosure 4: Morrisons Agreement (Exempt)  Enclosure 5: RAF Heads of Terms – Customer Car Park (Exempt)  Enclosure 6 TW3 Employee EIA v2.0</p>
<p style="text-align: right;"><b>Officer Contact Details</b></p>	<p>Cath Shaw – Deputy Chief Executive  <a href="mailto:cath.shaw@barnet.gov.uk">cath.shaw@barnet.gov.uk</a>  Chris Smith, Assistant Director of Estates  <a href="mailto:chris.smith@barnet.gov.uk">chris.smith@barnet.gov.uk</a></p>

## Summary

The purpose of this paper is to recommend car parking options for the new development, currently under construction in Colindale for London Borough of Barnet's (LBB) HQ office building. This paper assesses the condition by planning committee in June 2015<sup>1</sup> and makes recommendations for spaces to be available to staff identified as essential users

and commuters at the RAF Museum North Site, Platt Hall, Middlesex University and Morrisons, Colindale.

## **Officers Recommendations**

- 1. That the Committee agrees to lease 100 spaces from the RAF Museum for a 10-year period at a cost as discussed in attached Appendix 1.**
- 2. That the Committee agrees to a 2-year licence for 90 spaces at Platt Hall, Middlesex University at a cost as discussed in attached Appendix 3.**
- 3. That the Committee agrees to 1-year licence for 50 spaces located at Morrisons, Colindale as discussed in attached Appendix 4.**
- 4. That the Committee agrees to 1-year licence for 100 spaces in the RAF Customer Car Park during term-time as discussed in attached Appendix 5.**
- 5. The Committee agrees for delegated authority to be given to the Assistant Director of Estates to settle and complete parking licences and leases outlined in this paper including any variations to the terms (other than rent and licence fees).**

### **1. WHY THIS REPORT IS NEEDED**

- 1.1. This report is required as part of the TW3 programme to provide parking spaces for staff in close proximity to the Colindale office. The report seeks Committee approval for 340 spaces, in 4 locations. 290 spaces will be provided for essential business users and 50 spaces will be available for commuter parking.

### **2. STRATEGIC CONTEXT**

- 2.1. Following the approval of the construction of new council offices in Colindale to be complete by 2019, staff have identified through surveys and other engagement activities that travel to and from Colindale is a major source of anxiety. The Council also aims to promote greener, clearer and healthier travel as part of the move to Colindale. This TW3 project therefore aims to:

- Identify suitable travel options for London Borough of Barnet staff to and from the Colindale Offices and all other localities (i.e. touch-down offices)
- Deliver convenient and cost-effective travel solutions e.g. parking facilities
- Encourage up take of sustainable travel solutions

### **3. REASONS FOR RECOMMENDATIONS**

- 3.1. Planning Condition 25 for Planning Application No: 15\_04039\_FUL for the Colindale office which requires 100 parking spaces at the RAF Museum.
- 3.2. There are currently 702 essential users, of which 293 staff visit clients or council sites several times a day; of these 22 make emergency visits several times a day.

#### **4. ALTERNATIVE OPTIONS CONSIDERED AND NOT RECOMMENDED**

- 4.1. The alternative option is not to approve the lease and licences for the 340 spaces. This, however, this will expose the council to the risk of not achieving the planning conditions for the new Colindale office. This will have a direct impact on essential users as staff will be unable to travel to the office to fulfil their roles due to lack of parking.

#### **5. POST DECISION IMPLEMENTATION**

- 5.1. As part of recommendation 1, following approval of the lease, construction will be completed to provide the 100 spaces at the RAF Museum North site.
- 5.2. As part of recommendation 2, following approval of the licence, spaces will be assigned and 180 fobs for access will be provided for the 90 spaces at the Platt Hall Campus.
- 5.3. As part of recommendation 3, following approval of the licence, permits will be provided for the 50 spaces at Morrisons, Colindale.
- 5.4. As part of recommendation 4, following approval of the lease, spaces will be allocated in the RAF Museum Customer Car Park.

#### **6. IMPLICATIONS OF DECISION**

**6.1. Resources (Finance & Value for Money, Procurement, Staffing, IT, Property, Sustainability)**

- 6.1.1 The rental for these spaces is detailed in the Exempt Report and will sit within the Estates revenue budget. A detailed breakdown is available in the Exempt Report.

**6.2. Legal and Constitutional References**

1) The council's Constitution, Article 7 Committees, Forums, Working Groups and Partnerships, sets out the functions of the Assets, Regeneration and Growth Committee: Responsibility for regeneration strategy and oversee major regeneration schemes, asset management, employment strategy, business support and engagement.

(2) To submit to the Policy and Resources Committee proposals relating to the Committee's budget for the following year in accordance with the budget timetable.

(3) To make recommendations to Policy and Resources Committee on issues relating to the budget for the Committee, including virements or underspends and overspends on the budget. No decisions which result in amendments to the agreed budget may be made by the Committee unless and until the amendment has been agreed by Policy and Resources Committee.

(4) To receive reports on relevant performance information and risk on the services under the remit of the Committee.

(5) To recommend for approval fees and charges for those areas under the remit of the Committee.

In using the Colindale offices, the Council is legally obliged to comply with any conditions attaching to the relevant planning consent.

### **6.3. Risk Management**

- 6.4. All risks and issues are being managed in accordance with the Council's Risk Management Framework and Project Management Methodology and Toolkits.
- 6.5. Elements of the Programme have been the subject of a review by the council's internal audit function, with a 'substantial assurance' rating received.

### **6.6. Equalities and Diversity**

- 6.6.1. An assessment was carried out on the impact of the proposed Colindale Office relocation on both staff and service users within the Equality Impact Assessments contained within appendices to the original Full Business Case approved by Assets, Regeneration and Growth Committee in July 2016. These demonstrated that the proposals set out in the FBC were designed to ensure fair and equitable treatment of all Barnet's communities and its staff in relation to their access to The Civic Estate.
- 6.6.2. The Employee Equality Impact Assessment as appended to the Full Business Case approved by Assets, Regeneration and Growth Committee in July 2016 was revised in 2018 to reflect updates to the programme as it has progressed. The updates included increased parking provision for staff within the Colindale area. (Enclosure 5 TW3 Employee EIA v2.0)

### **6.7 Consultation and Engagement**

- 6.7.1 The travel plan project has carried out a series of engagement activities over three months including two surveys and focus groups largely concentrating on car usage, public transport, cycling and walking, for both commuting and business purposes. For purpose of this paper, travelling for business purposes is classified as those who regularly visit clients/customers or council owned land. Soft market testing has also taken place to inform the costing and implementation of travel options. The Colindale Office travel plan will essentially act as a pilot for the LBB Longer Term Transport Strategy.
- 6.7.2 The detailed travel survey received 1,829 responses from staff in LBB and partner organisations over a 2-week period in December 2016. This makes up approximately 78% of staff. The main results showed that:
  - Over 68% of staff currently drive to work
  - Almost 11% take a bus, 3% use the train and 7.7% take the tube as their main mode of transport
  - Under 2% of staff use a bike to commute whilst 4% of staff walk.
  - For drivers, 17% of staff (212 people) said that they do the school run or drop children to childcare as part of their commute.
  - Nearly 76% of drivers (947 people) said they drive alone to work.

In the future:

- Of the 1,017 staff that identified that they would travel to Colindale using their car without any passengers, 456 said that they could complete their journey using public transport.
- 605 members of staff identified that it would cost more by public transport to the Colindale Office.
- Over 36% of people who said they drive a car to work currently, identified that it would cost more by public transport to Colindale.
- Whilst 14% of people who use public transport to get to work now said it would cost more by public transport to Colindale.
- There was an 18% reduction of people who said they would drive to Colindale.
- For commuting to the Colindale office, 52 people said they would car share; this equates to nearly 3% of staff.

A review of 'essential car users' was also undertaken which estimates that there are approximately 702 staff with a parking permit for work purposes. The main findings from the review with managers were that 293 staff visit clients or council sites several times a day; of these 22 make emergency visits several times a day. Approximately 64 staff regularly carry heavy equipment as part of their job. Managers said that 498 staff could use some form of pooled vehicle

## **6.8 Social Value**

**6.8.1** The new building contributes toward regeneration benefits for the Grahame Park area including improvements to the wider public space through redevelopment of the Southern Square. The inclusion of a publicly accessible café on the ground floor provides local recruitment opportunities.

## **6.9 Corporate Parenting**

6.9.1 In line with the Children and Social Work Act 2017, the council has a duty to consider Corporate Parenting Principles in decision-making across the council. There are no implications for Corporate Parenting in relation to this report.

## **7. Background Papers**

- A. Accommodations Options Review Final Business Case (FBC) submitted to ARG Committee in July 2016 - <https://barnet.moderngov.co.uk/documents/s33264/ARG%20committee%20report%20-%20Colindale%20FBC%20v0.3.pdf>
- B. Locality Strategy submitted to ARG Committee in July 2016 - <https://barnet.moderngov.co.uk/documents/s33204/ARG%20committee%20report%20-%20Locality%20Strategy.pdf>
- C. Colindale Area Action Plan – <https://www.barnet.gov.uk/citizen-home/planning-conservation-and-building-control/planning-policies-and-further-information/local-plan/colindale-aap/colindale-area-action-plan.html>