

Transport and Environment Committee

10am, Thursday, 4 October 2018

Proposed Increase in Scale of Rollout and Amendment to Contract for On-Street Secure Cycle Parking

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| Item number | 7.3 |
| Report number | |
| Executive/routine | Executive |
| Wards | All |
| Council Commitments | 16 , 17 , 18 , 19 , 27 , 39 |

Executive Summary

On [21 February 2012](#), the Transport, Infrastructure and Environment Committee approved a pilot project to trial the installation of covered, on-street, and secure cycle parking for use by residents. The trial scheme started in August 2014 on Lonsdale Terrace, Warrender Park Terrace, South Oxford Street and Douglas Crescent. The trial aimed to alleviate the problem of cycle storage within tenements and also make cycling an easier option for leisure or the daily commute. The trial units have been fully utilised since installation and there are significant waiting lists at each site.

A report on the outcomes of the trial was made to the Council's Transport and Environment Committee on [1 November 2016](#) and approval was given for a further roll-out of the scheme, to approximately 10-15 new streets per year over a three year period. The commencement of the roll-out has been delayed but, subject to the amendments to the roll-out method proposed within this report being approved, is now ready to proceed on an accelerated basis.

Earlier this year the South East Locality Committee requested that consideration be given to significantly increasing the roll out of secure on-street secure cycle parking in the Locality. As on-street secure cycle parking is a city-wide scheme the potential to increase provision across the city has been considered and submitted in this report.

Proposed Increase in Scale of Rollout and Amendment to Contract for On-Street Secure Cycle Parking

1. Recommendations

- 1.1 It is recommended that the Committee:
 - 1.1.1 Approves the proposed increase to the roll out of on-street secure cycle parking set out in the report.
 - 1.1.2 Approves the recommended changes in contract type and duration.
 - 1.1.3 Refers the report to the South East Locality Committee for information.

2. Background

- 2.1 The issue of residential bike parking is particularly significant problem for Edinburgh, where there is a high proportion of tenemental properties which have limited space available for bike parking. A previous attempt to trial solutions to this issue within stairwells/gardens (circa 2006) was not successful due to difficulties in securing joint agreement from residents.
- 2.2 In recognition of this, the Council decided to pilot secure residential cycle parking on-street and this was included as an action within the Active Travel Action Plan (2010 – 2020) and approved at Transport, Infrastructure and Environment Committee on 21 February 2012. The approval included a recommendation that a further report be presented to the Committee on the operation and effectiveness of the pilot project.
- 2.3 This report was submitted to the Council's Transport and Environment Committee on [1 November 2016](#) and approval was given to roll-out the scheme to approximately 10-15 new locations (20 to 30 units) per year over a three year period.
- 2.4 This scheme will have no revenue impact to Transport Services. There will be a lease agreement between the user and the management provider. Users will be required to pay a monthly fee to the management provider which will cover the cost of management and maintenance.

- 2.5 Public consultation work was carried out prior to the trial, residents were asked to comment on how much they would be prepared to pay for this service. The results, as outlined in a Business Bulletin submitted to the Transport and Environment Committee on Tuesday [17 January 2017](#), indicated there would be sufficient demand to fill the units if the monthly charge was up to £7.50.
- 2.6 Consultation with potential management and maintenance service providers indicates that in order to meet outgoing revenue costs the user fee will likely be between £5 to £7 per month. This includes an excess which will be held by the contractor to cover any major repairs not covered in the maintenance contract. This would include damage caused by accidental vehicle impact or vandalism.
- 2.7 The Council's Active Travel team has been working with colleagues in Corporate Procurement Services to develop the specification and the procurement package for this contract; a tender is now ready to be issued, pending adjustments requiring approval by the Committee.
- 2.8 Earlier this year the South East Locality Committee requested that consideration be given to significantly increasing the roll out of secure on-street secure cycle parking in the locality. As on-street secure cycle parking is a city-wide scheme the potential to increase provision across the city has been considered and recommendations are presented in this report.

3. Main report

- 3.1 The success of the trial scheme and the strong demand for more units across the city suggests that a larger roll-out is justified. With no real promotion apart from the trial units themselves, 292 individuals have since requested units on 158 streets (see Appendix 1).
- 3.2 After considering likely costs, funding availability and staff resource requirements, a doubling of the number of locations previously approved for the roll-out (to 180 units in total), accelerated to take place over an initial two year period is now proposed.
- 3.3 In the report to the Transport and Environment Committee on 1 November 2016, it was proposed to procure the supply and installation of the units separately from their management and maintenance. However, it is now proposed that supply, installation, management and maintenance of the units be procured under a single contract. Engagement with other Local Authorities throughout the UK has shown that main contractors currently delivering cycle storage management will only manage their own units. If the Council were to procure two separate contracts there is potential for it to have two different suppliers who are unable to work effectively together. This would also delay procurement of the management and maintenance contract until after the type of units to be installed had been confirmed, so that suppliers could understand what they would be managing.

- 3.4 It is proposed to issue a five year contract (with the potential for a year's extension) rather than a three year contract, on the grounds that this will be more beneficial to both CEC and the contractor, as it will provide a longer timeframe for the investments of both parties to provide returns. Furthermore, it is proposed to include the option for installation of further additional units after the initial two-year roll-out.
- 3.5 It is predicted that the contract will be advertised in October 2018, Desktop review, site location, TRO drawings and notifications sent out to applicants will be complete by early 2019 and units will be installed and functioning in the second half of 2019.

4. Measures of success

- 4.1 The following indicators of the impact of this project will be monitored:
- 4.1.1 changes in the number of cycle journeys by users; and
 - 4.1.2 the winning contractor will be required to report bi-annually on the KPIs as outlined in Appendix II.

5. Financial impact

- 5.1 In the original proposals the estimated capital budget requirement to CEC for the previously proposed roll-out of the scheme was £150,000 with Sustrans match funding this amount, taking the full cost of the original proposal to £300,000.
- 5.2 Doubling the scheme is likely to approximately double the cost to a total of £600,000, with £300,000 of this funded by Sustrans. However it is likely that there will be some economies of scale.
- 5.3 The £600k cost of works required to roll out set out in this report will be funded equally from the approved block capital allocation for Road Safety, Cycling and Public Transport and a capital grant from SUSTRANS. Sustrans has indicated support in principle for an expanded scheme.
- 5.4 The report outlines total capital expenditure plans of £600k requiring a loans fund advance of £300k. The overall loan charges associated with this over a 20 year period would be a principal amount of £300k and interest of £191k resulting in a total cost of £491k at a loans fund rate of 5.0%. The loans charges will be interest only in the first year, at a cost of £11k followed by an annual cost of £24k for 20 years.
- 5.5 The borrowing required is carried out in line with the Council's approved Treasury Management Strategy.
- 5.6 The loan charges outlined above are allowed for within the current long term financial plan.

- 5.7 The cost of the units will come from the capital budget as discussed in 5.1, 5.2 & 5.3. However, charges are proposed to enable the project to operate at no net revenue cost.
- 5.8 A small number of parking spaces are expected to be lost as part of this project but there is predicted to be no net impact on overall revenue from residents or public parking.

6. Risk, policy, compliance and governance impact

- 6.1 There may be objections to the loss of on-street car parking provision in a wider roll-out of the scheme. However, the trial indicated that the impact on residential permit bays can often be minimised or eliminated altogether.
- 6.2 There is a risk that if the user charge is set too high, it will result in a negative reaction and suppression of demand for the facilities. Research has been undertaken on the charges for other schemes in the UK and the contract will be weighted to reflect the outcomes of this research.

7. Equalities impact

- 7.1 An Equalities and Rights Impact Assessment (ERIA) was undertaken as part of the initial report submitted to the Transport and Environment Committee. This has now been updated into an Integrated Impact Assessment.

8. Sustainability impact

- 8.1 The impacts of the project in relation to the three elements of the Climate Change (Scotland) Act 2009 Public Bodies Duties have been considered, and the outcomes are summarised below.
- 8.2 Expanding the project will help further develop and contribute towards the outcomes of the Active Travel Action Plan and Sustainable Energy Action Plan. In so doing the proposals in this report will reduce carbon emissions, increase the city's resilience to climate change impacts, and help achieve a sustainable Edinburgh.

9. Consultation and engagement

- 9.1 During the trial, stakeholder consultation was undertaken for each of the potential sites. This was followed by consultation with all residents/businesses within 100m of the proposed locations. The feedback from these consultations informed the final design of the facilities. In addition, a statutory consultation was undertaken as part of the TRO process.

- 9.2 For the full roll-out and any subsequent increase that may arise from this Committee report we are proposing a streamlined process, only involving the Community Council and any residents/businesses likely to be directly affected, prior to the TRO process. Approval for this revised process will be sought from the Transport and Environment Committee.

10. Background reading/external references

- 10.1 Active Travel Action Plan.
- 10.2 On-Street Residential Bike Parking for Tenement Areas – report to February 2012 Transport, Infrastructure and Environment Committee.
- 10.3 Secure On-Street Cycle Parking – report to November 2016 Transport and Environment Committee.

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11. Appendices

- Appendix 1 Requested Locations
- Appendix 2 Planned Key Performance Indicators

Requested locations

| Name | No Requests | Objections |
|-----------------------------|-------------|------------|
| Allan Street | 1 | |
| Allanfield | 1 | |
| Angle Park Terrace | 2 | |
| Argyle Park Terrace | 1 | |
| Balfour Street | 1 | |
| Barclay Terrace | 1 | |
| Barony Street | 1 | |
| Bath Street | 12 | |
| Bellevue Road | 1 | |
| Bernard Street | 1 | |
| Blackford Avenue | 1 | |
| Blackwood Crescent | 5 | |
| Breadalbane Terrace | 2 | |
| Broughton Street | 1 | |
| Bruntsfield Avenue | 2 | |
| Bruntsfield Crescent | 2 | |
| Bruntsfield Terrace | 2 | |
| Bryson Road | 1 | |
| Buccleuch Street | 3 | |
| Buchanan Street | 1 | |
| Bughtlin Gardens | 1 | |
| Causewayside | 1 | |
| Cheyne Street | 1 | |
| Coltbridge Millside | 1 | |
| Comiston Place | 1 | |
| Comiston Road | 1 | |
| Conrnwallis Place | 1 | |
| Constitution Street | 1 | |
| Couper Street | 1 | |
| Craigend Park | 1 | |
| Craighall Crescent | 1 | |
| Dalkeith Road / Preistfield | 3 | |
| Dalmeny Road | 1 | |
| Dean Bank Lane | 6 | |
| Denham Green Avenue | 1 | |
| Drumdryan Street | 2 | |
| Dublin Place | 1 | |
| Dudley Avenue | 1 | |
| Dudley Gardens | 1 | |
| Dundas Street | 1 | |
| Dundee Terrace | 1 | |
| East Claremot Street | 1 | |
| East London Street | 1 | |
| East Parkside | 1 | |

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| Easter Road | 1 | |
| Eastfield | 3 | |
| Edina Place | 1 | |
| Eglinton Crescent | 8 | 6 |
| Ethel Terrace | 1 | |
| Eton Terrace | 1 | |
| Falcon Avenue | 1 | |
| Falcon Rd | 2 | |
| Ferry Road | 1 | |
| Fingal Place | 1 | |
| Gardeners Crescent | 1 | |
| George IV Bridge | 1 | |
| Gladstone Terrace | 1 | |
| Glencairn Crescent | 4 | |
| Glengyle Terrace | 2 | |
| Gorgie Road | 3 | |
| Grange Loan | 1 | |
| Grosvenor Crescent | 1 | |
| Harrison Gardens | 2 | |
| Harrison Road | 1 | |
| Henderson Row | 1 | |
| High School Yards | 3 | |
| Kenmure Avenue | 1 | |
| Kier Street | 1 | |
| Kings Road | 1 | |
| Kirkhill Road | 1 | |
| Lansdowne Crescent | 1 | |
| Lauderdale Street | 4 | |
| Lauriston Gardens | 6 | |
| Lauriston Park | 1 | |
| Lauriston Place | 1 | |
| Lauriston Street | 1 | |
| Learmonth Terrace | 1 | |
| Lee Crescent | 1 | |
| Leith Links | 1 | |
| Lennox Street | 1 | |
| Leven Terrace | 3 | |
| Livingstone Place | 1 | |
| Lochrin Buildings | 1 | |
| Lochrin Terrace | 3 | |
| Lonsdale Terrace | 2 | |
| Lord Russell Place | 1 | |
| Lorne Square | 2 | |
| Lower Granton Road | 1 | |
| Lutton Place | 2 | |
| Magdala Crescent | 3 | |
| Marchmont Crescent | 9 | |

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| Marchmont Road | 2 |
| Marchmont Street | 1 |
| Mardale Crescent | 5 |
| Marlborough Street | 1 |
| Maxwell Street | 3 |
| Melville Terrace | 1 |
| Merchiston Mews | 1 |
| Mertoun Place | 4 |
| Moncrieff Terrace | 2 |
| Montgomery Place | 1 |
| Montpelier Terrace | 1 |
| Morningside Road | 2 |
| Murdoch Terrace | 1 |
| Murrayfield Avenue | 1 |
| Ogilvie Terrace | 1 |
| Oxford Street | 4 |
| Panmure Place | 7 |
| Pitt Street | 1 |
| Pittville Street | 1 |
| Portobello - Kings Road | 2 |
| Portobello High Street | 2 |
| Prince Regent Street | 1 |
| Promenade Terrace | 1 |
| Queens Park Court | 1 |
| Rankeillor Street | 4 |
| Rintoul Place | 1 |
| Roseburn Place | 1 |
| Roseneath Place | 3 |
| Roseneath Street | 2 |
| Roseneath Terrace | 3 |
| Rossie Place | 1 |
| Rothesay Mews | 1 |
| Sandport Street | 1 |
| Saville Place | 1 |
| Sciennes | 1 |
| Sciennes Road | 1 |
| Scotland Street | 1 |
| Shaftsbury Park | 1 |
| Shandon Area | 2 |
| Sheriff Brae | 1 |
| Springfield Street | 1 |
| Spottiswoode Street | 2 |
| St Leonards Bank | 1 |
| St Leonards Street | 3 |
| St Margarets Place | 1 |
| St Stephens Street | 1 |
| Stanwell Street | 1 |

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| Straiton Place | 7 | |
| Strathfillan Road | 1 | |
| Summerhall Square | 2 | |
| Tay Street | 2 | |
| Temple Park Crescent | 2 | |
| Thirlestane Lane | 1 | |
| Thirlestane Road | 3 | |
| Travit Street | 3 | |
| Valleyfield Street | 4 | |
| Viewforth Terrace | 1 | |
| Warrander Park Crescent | 2 | |
| Warrender Park Road | 2 | |
| Warrender Park Terrace | 1 | |
| Watertoun Road | 2 | |
| Wellington Street | 1 | |
| West Bryson Road | 3 | |
| West Montgomery Place | 1 | |
| West Winnelstrae | 2 | |
| Westbank Street | 1 | |
| Woodburn Terrace | 4 | |

| Planned Key Performance Indicators | | | |
|---|---|--|--|
| Description | Comment | Measure | Reporting |
| Levels of occupancy | Data from online booking system | Minimum of 80% Occupancy | Contractor to report figures in a bi-annual report |
| Overall Customer Satisfaction | Customer satisfaction from bi annual survey | Minimum of 90% Satisfaction | Contractor to report figures in a bi-annual report |
| General condition of the units | Maintenance queries to be resolved within 3 days of being raised, units to be serviced at least twice per year. | 95% of maintenance queries to be resolved within 3 days of being raised 80% of maintenance queries to be resolved within 1 day. All units to serviced twice a year | Contractor to report figures in a bi-annual report |
| Functionality of the units | Customer satisfaction from bi annual survey | Minimum of 75% Satisfaction | Contractor to report figures in a bi-annual report |
| Key Management | Customer satisfaction from bi annual survey | Minimum of 90% Satisfaction | Contractor to report figures in a bi-annual report |
| Performance of online booking system | Customer satisfaction from bi annual survey | Minimum of 90% Satisfaction | Contractor to report figures in a bi-annual report |
| Key Management | Effective methodology to replace lost keys | Minimum of 75% Satisfaction | Contractor to report figures in a bi-annual report |
| On call maintenance to fix any material issue within 24 hours | Data gathered from log of work to be maintained by contractor | Minimum of 75% of material issues resolved within 24hrs. | Contractor to report figures in a bi-annual report |