
Report To:	Environment & Regeneration Committee	Date:	25 October 2018
Report By:	Corporate Director Environment, Regeneration & Resources	Report No:	ENV040/18/SA
Contact Officer:	Scott Allan	Contact No:	01475 712764
Subject:	Loading and Servicing Arrangements for Town Hall		

1.0 PURPOSE

- 1.1 The purpose of this report is to provide advice and a recommendation to Committee on servicing access to Greenock Town Hall following a motion to the Council on Thursday 27 September 2018.

2.0 SUMMARY

- 2.1 As discussed at the Council on Thursday 27 September 2018, the caterer in the Town Hall, who is contracted by Inverclyde Leisure, is having difficulties with loading and servicing arrangements.
- 2.2 The present arrangements for servicing the Town Hall involve utilising Cathcart Square. Cathcart Square has a parking restriction but loading is permitted around the perimeter with the exception of the area adjacent to the 'tunnel'. This area is covered by a 'no loading' restriction to prevent obstruction to the tunnel.
- 2.3 A number of options have been considered to improve the situation specifically for the Town Hall caterers although these arrangements could also be options for wider contractors servicing the Town Hall and the Council building on a case by case basis.

The recommended solutions are as follows:

1. Drummers Close

With building works complete on the former police / District Court offices, this lane is available for loading. It provides direct access to the Town Hall at a location close to the kitchens. Access would involve reversing into the lane. Whilst access would necessarily be restricted to loading and not parking, there are no time pressures at this location because there are no competing demands.

2. Councillor's Car Park

The Councillor's Car Park will become available when the District Court works are complete. It provides a direct route to the Town Hall involving distance similar to the loading areas within Cathcart Square. Similar to Drummers Close, there is no time pressure on loading activities at this location and hence it offers more flexibility than Cathcart Square.

3. Revise the loading arrangement in Cathcart Square

Legislation does not make provision for supporting an individual on the public road with respect to loading / unloading. It would be possible however to create a bay marked by stainless steel studs on the north east side of the Square, outside Cathcart House, which is designated for 30 minute parking. This would provide flexibility to vehicles servicing the Town

Hall. A current challenge in this respect is the length of time servicing vehicles require to be left closed and locked due to the distance involved in taking goods into and out of the building. A bay of this nature would require the promotion of a Traffic Regulation Order and would be available to any vehicle that chose to park up to 30 minutes.

3.0 RECOMMENDATIONS

- 3.1 It is recommended that the Town Hall caterers be given access to Drummers Close and the Councillor's Car Park to assist with loading and unloading. It is further recommended that the outcome be revisited following implementation to see if further action is required.

Scott Allan
Corporate Director
Environment, Regeneration & Resources

4.0 BACKGROUND

- 4.1 Following a motion to the Council on 27 September 2018, officers have investigated options to assist loading access to the Town Hall for the contracted caterers and other contractors. Discussions at Council focused on access to the 'tunnel' which runs under the Council offices / Town Hall, but there are other options. These are considered below.

Access to the 'tunnel'

At present access to the tunnel is restricted to the Provost, Leader, Chief Executive and Elected Members or officers of the Council who require to use the disabled space. Only these spaces can be used for parking or loading, all other locations in the tunnel create issues in respect of free access / egress in the event of an evacuation. Consideration has been given to the option of converting one of the existing spaces to a loading bay. Based on past experience this is not supported. In view of the limited access to the tunnel by allocated 'fobs', caretaker staff can readily manage the tunnel, all users are internal. There is serious concern that a fob gifted to a contractor would be used by multiple people and create management difficulties for caretaker staff. As stated previously, there is past experience of this, hence the current restricted arrangements. There are however alternative options.

Drummers Close

Drummers Close provides direct vehicle access to an entrance to the Town Hall close to the kitchens. It would involve reversing in and could be used exclusively by the catering contractor. There would be no pressure on length of time to load / unload as there are no competing demands. It is recommended that access is granted to this location immediately to assist the Town Hall caterer.

Councillor's Car Park

The Councillor's Car Park has been out of use for some months due to the District Court works. When it becomes available, it would be suitable as an access point for the Town Hall caterers. There would be no concerns around issuing a 'fob' to a contractor at this location as there is sufficient space and no conflicts in respect of building evacuation. It is recommended that access is provided to this location as soon as building work is complete.

Cathcart Square

Loading is allowed around the perimeter of Cathcart Square at present and is the location used by the Town Hall caterers just now. It would be possible through the promotion of a Traffic Regulation Order to create a 30 minute parking bay adjacent to Cathcart House (but clear of the tunnel). This would provide more flexibility for vehicles servicing the Town Hall and recognise that the distance to the Town Hall involves vehicles being left closed and locked for prolonged periods. It would however be available to all road users so may not routinely be available. Public road legislation does not readily support concessions for individual companies. It is not recommended that this option be progressed at this time however because it is considered that the alternatives described previously are more effective and can be delivered sooner.

5.0 IMPLICATIONS

Finance

5.1

Financial Implications:

One off Costs

Cost Centre	Budget Heading	Budget Years	Proposed Spend this Report £000	Virement From	Other Comments
N/A					

Annually Recurring Costs/ (Savings)

Cost Centre	Budget Heading	With Effect from	Annual Net Impact £000	Virement From (If Applicable)	Other Comments
N/A					

Legal

5.2 N/A.

Human Resources

5.3 N/A.

Equalities

5.4 Has an Equality Impact Assessment been carried out?

Yes See attached appendix

No This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy. Therefore, no Equality Impact Assessment is required.

Repopulation

5.5 N/A.

6.0 CONSULTATIONS

6.1 N/A.

7.0 CONCLUSIONS

7.1 N/A.

8.0 BACKGROUND PAPERS

8.1 N/A.