



Markets Committee

Date: WEDNESDAY, 7 MARCH 2018
Time: 11.30 am
Venue: COMMITTEE ROOMS, 2ND FLOOR, WEST WING, GUILDHALL

Members:

James Tumbridge (Chairman)	Deputy Edward Lord
John Scott (Deputy Chairman)	Alderman Nicholas Lyons
Rehana Ameer	Alderman Professor Michael Mainelli
Tom Anderson	Andrew Mayer
Adrian Bastow	Deputy Robert Merrett
Matthew Bell	Andrien Meyers
Peter Bennett	Deputy Brian Mooney
Nicholas Bensted-Smith	Deputy Joyce Nash
Chris Boden	Stephen Quilter
John Chapman	Ruby Sayed
Richard Crossan	Ian Seaton
Deputy Kevin Everett	Oliver Sells QC
Sophie Anne Fernandes	Deputy Dr Giles Shilson
John Fletcher	Deputy Tom Sleigh
Angus Knowles-Cutler	Deputy John Tomlinson
Gregory Lawrence	Vacancy
Tim Levene	

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Lunch will be served in the Guildhall Club at 1pm
N.B. Part of this meeting could be the subject of audio or visual recording

John Barradell
Town Clerk and Chief Executive

AGENDA

Part 1 - Public Agenda

1. **APOLOGIES**
2. **MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA**
3. **PUBLIC MINUTES**
To agree the public minutes of the meeting held on 24 January 2018.
For Decision
(Pages 1 - 8)
4. **MARKETS COMMITTEE RISK**
Report of the Director of Markets and Consumer Protection.
For Information
(Pages 9 - 14)
5. **SMITHFIELD MARKET - CAR PARK UTILISATION**
Report of the Superintendent, Smithfield Market.
For Information
(Pages 15 - 18)
6. **SUPERINTENDENTS' ORAL UPDATES**
The Superintendents to be heard.
For Information
7. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
8. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**
9. **EXCLUSION OF THE PUBLIC**
MOTION - That under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Local Government Act.

Part 2 - Non-Public Agenda

10. **NON-PUBLIC MINUTES**
To agree the non-public minutes of the meeting held on 24 January 2018.
For Decision
(Pages 19 - 24)
11. **PARKING AT SMITHFIELD MARKET - EASTER 2018**
Report of the Superintendent, Smithfield Market.
For Decision
(Pages 25 - 28)

12. **NEW SPITALFIELDS BARRIER**
Report of the Superintendent, New Spitalfields Market. TO FOLLOW
For Information
13. **NON PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
14. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

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MARKETS COMMITTEE

Wednesday, 24 January 2018

Minutes of the meeting of the Markets Committee held at Committee Rooms, 2nd Floor, West Wing, Guildhall on Wednesday, 24 January 2018 at 11.30 am

Present

Members:

James Tumbridge (Chairman)	Deputy Edward Lord
John Scott (Deputy Chairman)	Alderman Nicholas Lyons
Adrian Bastow	Alderman Professor Michael Mainelli
Matthew Bell	Deputy Robert Merrett
Peter Bennett	Deputy Brian Mooney
Nicholas Bensted-Smith	Deputy Joyce Nash
Richard Crossan	Stephen Quilter
Deputy Kevin Everett	Ruby Sayed
John Fletcher	Oliver Sells QC
Gregory Lawrence	Deputy John Tomlinson

Officers:

Jon Averbs	-	Markets and Consumer Protection Department
Steven Chandler	-	City Surveyor's Department
Andrew Crafter	-	City Surveyor's Department
Leyla Dervish	-	Chamberlain's Department
Julie Gibbs	-	Markets and Consumer Protection Department
Paul Hickson	-	Comptroller and City Surveyor's Department
Malcolm Macleod	-	Superintendent, Billingsgate Market
Ben Milligan	-	Superintendent, New Spitalfields Market
Martin Newton	-	Town Clerk's Department
Jennifer Ogunleye	-	Town Clerk's Department
Donald Perry	-	Markets and Consumer Protection Department
Mark Sherlock	-	Superintendent, Smithfield Market
David Smith	-	Director of Markets and Consumer Protection
Julie Smith	-	Chamberlain's Department
Peter Young	-	City Surveyor's Department

1. APOLOGIES

Apologies were received from Andy Mayer, Tim Levene, John Chapman, Ian Seaton and Angus Knowles-Cutler.

2. MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA

There were no declarations.

3. **PUBLIC MINUTES**

RESOLVED – That the public minutes of the meeting held on 29 November 2017 be approved as a correct record.

The following matters were raised:-

Revenue and Capital Budgets

In response to a question from a Member regarding further information to be provided indicating variances between the original and actual budget, the Chamberlain undertook to liaise with the Member following the meeting.

4. **TERMS OF REFERENCE OF THE MARKETS COMMITTEE AND FREQUENCY OF MEETINGS**

The Committee considered the report of the Town Clerk on the terms of reference of the Committee and frequency of meetings.

During discussion, it was noted that the terms of reference circulated did not set out the most recently agreed amendments and should therefore include reference in (a) to 'New Spitalfields Market' and in (b) to '(*acting jointly with ...*)'.

Members then put forward the view that (a) should further include reference to the Committee's 'oversight of the *provision and* management of all matters...'. It was then

RESOLVED –

- a) That the terms of reference of the Committee set out below be approved for submission to the Court of Common Council and that any further changes required in the lead up to the Court's appointment of Committees be delegated to the Town Clerk in consultation with the Chairman and Deputy Chairman; and

To be responsible for:-

- (a) **oversight of the provision and management of all matters relating to Smithfield Market, Billingsgate Market and New Spitalfields Market and the letting of all premises therein;**
 - (b) **the appointment of the Director of Markets and Consumer Protection (*acting jointly with the Port Health and Environmental Services and Licensing Committees*).**
- b) that the frequency of meetings per annum be arranged in consultation with the Chairman, Deputy Chairman and the Director of Markets & Consumer Protection, in order for them to align with the anticipated work programme for the year.

5. **MARKETS BUSINESS PLAN UPDATE PERIOD 2 2017/18 (AUGUST - NOVEMBER)**

The Committee considered the report of the Director of Markets and Consumer Protection on the Markets Business Plan update for period 2 (2017/18 – August to November).

The following matters were raised:-

- The Committee noted that pages 35 to 41 of the agenda pack should be disregarded, being information the Committee were not required to consider, and that Appendix C on page 31 should state '(expenditure and unfavourable variances)' rather than (income and favourable variances).
- A Member raised the question of the graph on page 12 (net local risk – projected outturn vs latest approved budget) and the Committee being made aware of the previous year's budget. The Chamberlain undertook to liaise with the Member following the meeting with regard to the information requested. The Chairman asked that all Members be informed of the outcome.
- The issue of sickness levels was raised and the Director of Markets and Consumer Protection confirmed that he saw this as a management issue and that he was confident long-term cases had now been dealt with according to policy and that the sickness levels, although too high, would be reduced.

RECEIVED.

6. **LONDON MARKETS BOARD**

The Committee considered the report of the Director of Markets and Consumer Protection on the London Markets Board.

The following matters were raised:-

- The Chairman confirmed that the Corporation had contributed to the consultation on the London Markets Board and had put forward a proposed representative. Although that representative had not been appointed, wholesale markets were represented on the Board by Covent Garden Market.
- It was noted that the London Markets Board members would be invited to attend the Markets Committee dinner in March.
- The Committee were in agreement that a further bid to be represented on the Board should be made, including the scope for co-opted membership. The Director of Markets and Consumer Protection undertook to respond to this point during the non-public session.

RECEIVED.

7. RISK REPORT

The Committee considered the report of the Director of Markets and Consumer Protection on Markets Committee risk.

The following matters were raised:-

- In response to a question from a Member about vehicles delivering meat products to Smithfield Market and whether there was a risk of them failing to comply with the London Low Emission Zone (ULEZ) and potentially more stringent restrictions on heavy vehicle movements, the Director of Markets and Consumer Protection confirmed that improving air quality is a high corporate priority and he would report back to the Committee once an analysis had been undertaken on the potential risk to the Market posed by the ULEZ.
- A Member asked about HGV unloading operations at Smithfield and confidence that new arrangements were working, along with whether these risks were the City's risks if banksmen were not employed by the City. The Market Superintendent confirmed that audits had been undertaken showing that there had been an improvement in unsupervised 'lock-ons' since tenant training. In association with Castell, it was planned to eradicate problems in this area. He said that, although low risk, investigations had confirmed this risk should remain at red. The Director of Markets and Consumer Protection confirmed that, under safety legislation, the City retained a degree of responsibility to ensure that the banksmen are properly trained and managed, since they operate on City property, and an obligation to take measures to prevent accidents. He stated that, if progress continued, the risk could be downgraded to amber shortly.

RECEIVED.

8. SUPERINTENDENTS UPDATES

The Committee considered oral reports of the Superintendents and the following matters were raised:-

Billingsgate

- **Grant Funding** - The Superintendent informed the meeting that further bids would be submitted for funding for appropriate items, subject to the cut-off date for applications for grant funding which would be discussed and confirmed.
- **HSBC Window** – Building Control at Tower Hamlets Council had been in contact with HSBC regarding the incident and had received reassurances.
- **Café Fire** – It was noted that the cause of a fire had now been confirmed as a faulty toaster.

- **Christmas Period Parking** – The Superintendent confirmed that the Market had experienced its busiest ever last Saturday before Christmas and that, although parking had been limited, the arrangements appeared to have worked well with no complaints from the public or TfL.

New Spitalfields

- **Entry Barrier** – Members noted that terms and conditions had now been drafted with the tender to be published either by the end of the week or the beginning of next week. Costings information would be reported at the next meeting.
- **Security** – The Superintendent informed the meeting that it was intended to bring security to the next level with the fully integrated GuardTek solution that operates through an App. Feasibility work was being carried out with the intention of including the upgrade within next year's business plan.
- **Debtors** – It was noted that historic debts payable continued to be pursued.

Smithfield

- **Christmas Period Parking** – The Superintendent said that the Christmas traffic plan included access changes and that overall the plan had worked well, with some lessons learnt for further improvements in 2018. It was noted that Common Councilman Morris had visited and reported his views back.
- It was noted that the Smithfield remembrance event had taken place on Tuesday 23 January 2018 to mark the 60th anniversary of the Poultry Market fire.

The Chairman reminded the Superintendent that a written report had been promised on traffic and parking at the market, and he was disappointed it was again not provided, and he requested it be submitted to the next meeting. Specifically information on traffic volume using our car park at the market and how it varies.

A Member raised the question of the oral updates given to the Committee and asked that future reports be generally in writing, with oral updates covering only minor matters and late information that could not otherwise have been included in a written paper. The Member also asked that the most important items, particularly those for decision, be placed higher on the agenda for meetings. The Chairman confirmed that further discussions would take place.

RECEIVED.

9. **SMITHFIELD MARKET - CONDENSER WATER COOLING SYSTEM - UPDATE**

The Committee considered the report of the City Surveyor on the Smithfield Market Condenser Water Cooling System.

The following matter was raised:-

- The Chairman put forward the view, and the Committee agreed, that this report no longer be a standing item on the Committee's, with future reports to be submitted only when strictly necessary.

RECEIVED.

10. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**

There were no questions.

11. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**

There were no urgent items.

12. **EXCLUSION OF THE PUBLIC**

RESOLVED – That under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 3 of Part I of Schedule 12A of the Local Government Act.

13. **LONDON MARKETS BOARD (CONTINUED)**

14. Responding to a Members' earlier point, the Director of Markets and Consumer Protection gave some background to the creation of the London Markets Board and undertook to raise again the question of the City's representation on the Board.

14. **NON-PUBLIC MINUTES**

The non-public minutes of the meeting held on 29 November 2017 were approved as a correct record, subject to one amendment.

15. **STRATEGIC MARKETS REVIEW**

The Committee considered the report of the Director of Markets and Consumer Protection on the Strategic Markets Review.

RESOLVED – That the recommendations set out in the report be approved.

16. **SMITHFIELD MARKET - LEASE OF SECTION OF BASEMENT CAR PARK AREA**

The Committee considered the report of the City Surveyor on the lease of a section of the basement car park at Smithfield Market.

RESOLVED – That the recommendations set out in the report be approved.

17. **MARKETS DEBT ARREARS - PERIOD ENDING 31 DECEMBER 2017**
The Committee considered the report of the Director of Markets and Consumer Protection on Market debt arrears for the period ending 31 December 2017.

RECEIVED.

18. **DEBT WRITE OFF**
The Committee considered the report of the Director of Markets and Consumer Protection on debt write off.

RESOLVED – That the recommendations set out in the report be approved.

19. **TENANCIES AT WILL AND ASSIGNMENTS**
The Committee considered the report of the Director of Markets and Consumer Protection on tenancies at will and assignments.

RECEIVED.

20. **NON PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
There were no questions.

21. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**
There was one item of urgent any other business raised by a Member and considered urgent by the Chairman relating to the Poultry Market.

The meeting ended at 1.15 pm

Chairman

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Agenda Item 4

Committee: Markets Committee	Date: 7 March 2018
Subject: Markets Committee Risk	Public
Report of: David Smith Director of Markets and Consumer Protection	For Information
Report author: Donald Perry Department of Markets and Consumer Protection	

Summary

This report has been produced to provide the Markets Committee with assurance that risk management procedures in place within the Department of Markets and Consumer Protection are satisfactory and that they meet the requirements of the corporate Risk Management Framework.

Risk is reviewed regularly by the departmental Senior Management Team as part of the on-going management of operations within the Department of Markets and Consumer Protection. In addition to the flexibility for emerging risks to be raised as they are identified, a process exists for in-depth periodic review of the risk register.

The Department of Markets and Consumer Protection have identified a number of departmental risks. Of these, the most significant risks for this Committee to consider are:

- MCP-NS 001 – Workplace Traffic Management, New Spitalfields (Current Risk: AMBER)
- MCP-SM 001 – HGV Unloading Operations, Smithfield (Current Risk: AMBER)

Members will note that the Smithfield risk has been reduced from Red to Amber.

Recommendation(s)

Members are asked to note the report and the actions taken in the Department of Markets and Consumer Protection to monitor, and manage effectively, risks arising from our operations.

Main Report

Background

1. The Risk Management Framework of the City of London Corporation requires each Chief Officer to report regularly to Committee the key risks faced in their department.

Current Position

2. This report provides an update of the key risks that exist in relation to the operations of the wholesale markets within the Department of Markets and Consumer Protection. The report also outlines the processes adopted for the on-going review of risk and mitigating actions.

Risk Management Process

3. The Department of Markets and Consumer Protection risk management is a standing agenda item at the regular Departmental Senior Management Group (SMG) meeting, over and above the suggested quarterly review. SMG receives the risk register for review, together with a briefing note highlighting any changes since the previous review. Consideration is also given as to whether any emerging risks exist for inclusion in the risk register as part of Divisional updates on key issues from each of the Superintendents and Assistant Directors, ensuring that adequate consideration is given to operational risk.
4. Between each SMG meeting, risk and control owners are consulted regarding the risks for which they are responsible, with updates captured accordingly.
5. Regular risk management update reports are provided to this Committee in accordance with the City's Risk Management Framework.

Identification of New Risks

6. New and emerging risks are identified through a number of channels, the main being:
 - Directly by SMG as part of the regular review process.
 - In response to regular review of delivery of the departmental Business Plan; slippage against key deliverables, for example.
 - Annual, fundamental, risk register review, undertaken by the tier of management below SMG.

The risk register may be refreshed over and above the stated process for review and oversight, in response to emerging issues or changing circumstances.

Summary of Key Risks

7. The Department of Markets and Consumer Protection's Risk Register for Markets, attached as Appendix 1 to this report, has two AMBER risks.

MCP-NS 001 – Workplace Traffic Management New Spitalfields (Current Risk: AMBER no change)

Over 200 forklift trucks are in operation on the New Spitalfields Market site.

As these activities are undertaken in an area under the direct control of the City, an accident involving a pedestrian and a vehicle which resulted in a serious or life changing injury could result in prosecution, a fine, reputational damage for the City and have an adverse impact on the operation and sustainability of the service.

MCP-SM 001 – HGV Unloading Operations Smithfield (Current Risk: AMBER reduced from RED)

A lack of suitable and sufficient training and adequate management controls in relation to Heavy Goods Vehicle banksman activities, undertaken by staff employed by Smithfield Market tenants, on an area under the overall control of the City, could result in a serious or life changing injury to pedestrians, caused by uncontrolled or unguided reversing vehicles.

An accident involving a pedestrian and a vehicle which resulted in a serious or life changing injury could result in prosecution, a fine, reputational damage for the City and have an adverse impact on the operation and sustainability of the service.

Since your last meeting several additional mitigating controls have been implemented. These further controls have resulted in this previously RED risk being re-rated as AMBER upon review.

Conclusion

8. Members are asked to note that risk management processes within the Department of Markets and Consumer Protection adhere to the requirements of the City Corporation's Risk Management Framework. Risks identified within the operational and strategic responsibilities of the Department of Markets and Consumer Protection are proactively managed.

Appendices

- Appendix A – Markets Risk Register Summary

Background Papers

Department Business Plan
Department Risk Review
Department Business Plan Progress Report
Risk Management Strategy

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MCP Markets Committee Risk Report Appendix A

Report Author: Donald Perry

Generated on: 21 February 2018



Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date	Current Risk score change indicator
MCP-SM 001 HGV Unloading Operations Smithfield Market 24-Feb-2015 Mark Sherlock	<p>Cause: A lack of suitable and sufficient training and adequate management controls in relation to Heavy Goods Vehicle banksman activities undertaken by staff employed by Smithfield Market tenants.</p> <p>Event: Serious or life changing injury to members of the public, market staff and other service users caused by uncontrolled or unguided reversing vehicles.</p> <p>Effect: Realisation of this risk could result in a prosecution, fine and reputational damage for the City.</p>	 Likelihood Impact	12	<p>A number of additional mitigating controls have been implemented since Jan 2017. Namely:</p> <ul style="list-style-type: none"> Audits Sharing of audit information with SMTA Banksmen training completed July 2017 Joint letters to Traders and Freight Transport Companies - July 17 Issue of site map and site rules to FTCs - July 17 Implementation of all FTA recommendations Programmed FTA report & actions meeting with SMTA - now encompassed in quarterly H&S forums Letter to FTCs for further improvements Dear Neighbour letter to all local CoL & Islington licenced premises before Xmas trade 2017 	 Likelihood Impact	12	30-Apr-2018	
				20 Feb 2018				Risk reduced

Action no, Title,	Description	Latest Note	Managed By	Latest Note	Due Date
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				Date	
MCP-SM 001f	Work with the Market Tenants' Association to review sender delivery practices.	4-night audit of HGV operation completed 14th Feb. Only 2% of movements unguided. Detail shared with SMTA.	Mark Sherlock	20-Feb-2018	30-Apr-2018
MCP-SM 001h	Monitor market traffic routes.	Traffic routes are routinely monitored. Letters to tenants copied to the SMTA have been sent to 4 traders on the east market with the threat of a Section 146 for lease contravention. Constabulary will actively manage and report to the Superintendent any contraventions within 48 hours, so the appropriate action can be taken.	Mark Sherlock	30-Jan-2018	31-Mar-2018
MCP-SM 001i	Work with the Market Tenants' Association to review unloading practices.	4-night HGV delivery audit completed 14th February. 136 deliveries witnessed with a 98% success rate for banksman supervised lock-ons. 3 transport companies identified for further joint letter correspondence. Results shared with SMTA on 16th February with further analysis on the use of PPE/High Vis to follow. FTA have provided detailed training guide to the SMTA for onward dissemination and implementation by their relevant members.	Mark Sherlock	16-Feb-2018	30-Apr-2018
MCP-SM 001j	Review and implement the local forklift truck management scheme.	A H&S forum meeting was held on 30th Jan with the SMTA, Unions and corporate H&S. The policy was discussed at some length but the SMTA require additional consultation before their agreement. This will be arranged.	Mark Sherlock	30-Jan-2018	30-Apr-2018

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date	Current Risk score change indicator
MCP-NS 001 Workplace Traffic Management New Spitalfields Market 24-Feb-2015 Ben Milligan	Cause: Over 200 forklift trucks operate on the New Spitalfields Market site. Event: There is a serious risk of life changing injury to a pedestrian if vehicle movements in this constrained space are not appropriately managed and controlled. Effect: An accident involving a pedestrian and a vehicle which resulted in a serious or life changing injury could result in prosecution, a fine, reputational damage for the City and have an adverse impact on the operation and sustainability of the service.	 Likelihood	12	With the increased levels of compliance by tenants' fork lift truck operators through the enforcement of the fork lift truck policy and the success of the single fork lift training provider the number of fork lift truck incidents has reduced significantly. 08 Feb 2018	 Likelihood	8	01-Oct-2018	 No change

Action no, Title, Owner	Description	Latest Note	Managed By	Latest Note Date	Due Date
MCP-NS 001i Train Managers In Forklift Safety	A member of staff from all tenants to be nominated and trained in FLT safety procedures.	This action is in progress.	Ben Milligan	08-Feb-2017	30-Mar-2018
MCP-NS 001j Create Time Segregation	Artic Time Segregation and No Tolerance in market hall.	A parking policy has now been implemented that encompasses HGV parking. Penalty charge notices have been implemented to ensure that vehicles park in their respective areas. Curtain side trucks now have special provision for their parking and unloading. An offence has been created for forklift drivers unloading HGVs outside loading times allowable around the market. HGVs onsite must not unload around the market beyond 3am up until 8am. Once the car park at the far end of the market has been reviewed and the parking changed, as required, these HGVs will not be allowed to unload around the market between 12 midnight and 8am. This is the next step in the process.	Ben Milligan	08-Feb-2017	30-Mar-2018
MCP-NS 001k Install Barrier System	Controlled barriers entry system for pedestrians and vehicles.	This action is in progress	Ben Milligan	08-Feb-2017	01-Oct-2018

Committee(s): Markets	Date: 7 March 2018
Subject: Smithfield Market – Car Park Utilisation	Public
Report of: Director of Markets & Consumer Protection	For Information
Report author: Mark Sherlock, Superintendent, Smithfield Market	

Summary

This update report informs Members about the current utilisation of Smithfield Market Car Park and particularly during the recent Christmas Traffic Plan period covering 6 nights between the 14 and 22 December 2017.

In September, the Markets Committee approved the Smithfield Market Tenants' Association request for concessionary parking for this period and the provision of traffic marshals. Committee approved expenditure of £15,977 to meet this request.

Recommendation(s)

Members are recommended to note the contents of this report.

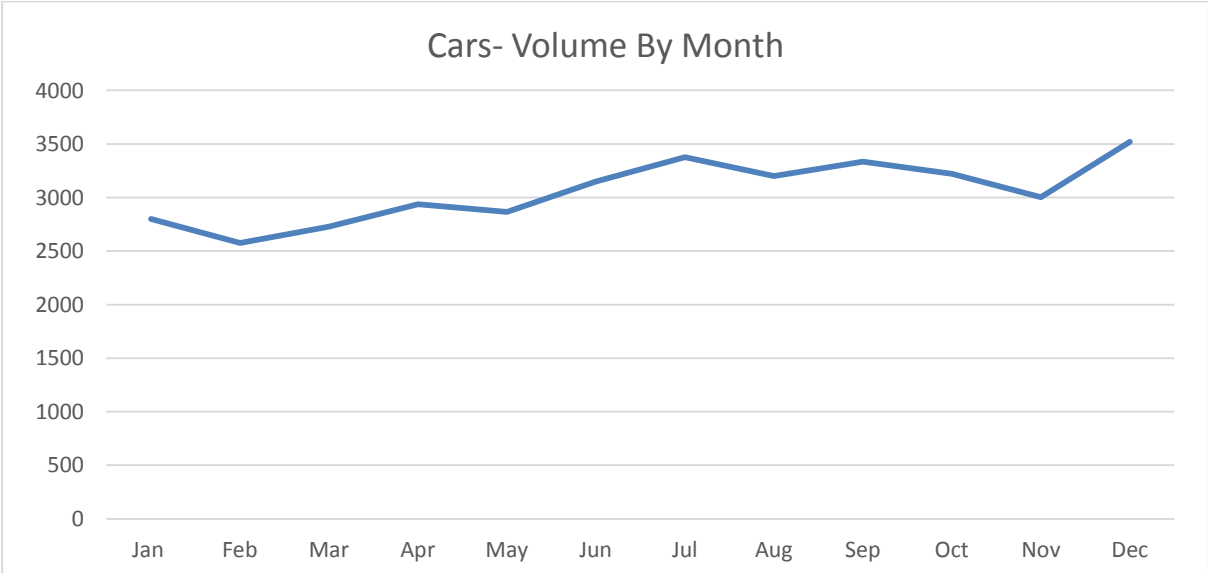
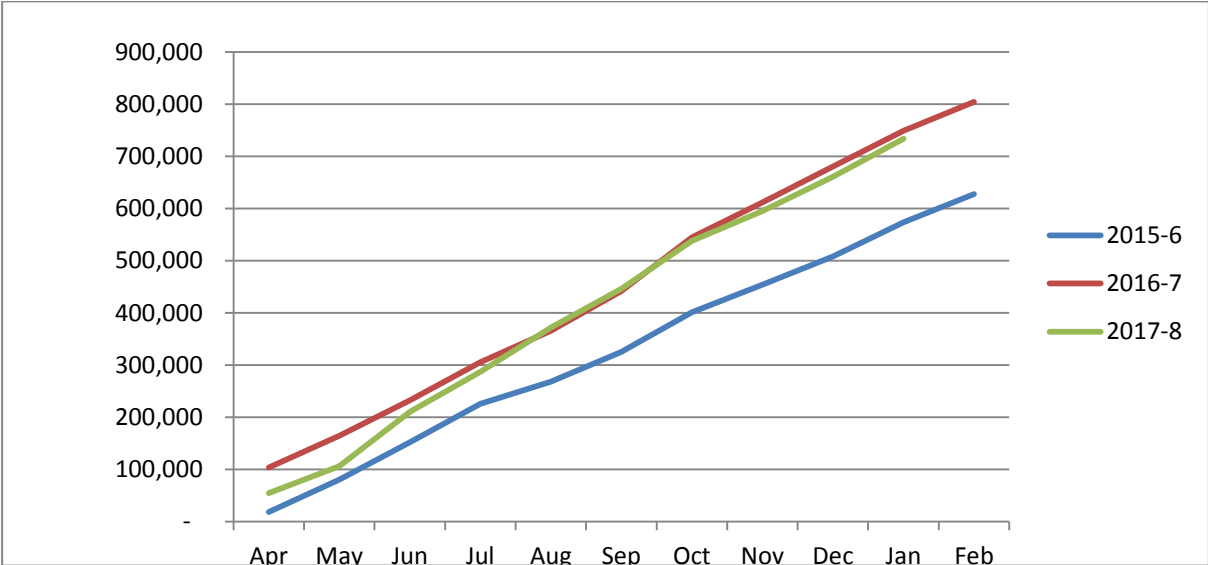
Main Report

Background

1. Concessionary rates for parking at the Smithfield Rotunda car park during the busy Christmas trading period has been a feature of traffic management plans at the market for a number of years. At the meeting of the Committee in September 2017, the Chairman requested that a written report on traffic and varying parking volumes at the market be presented to Committee; this report fulfils that remit.
2. Since the inception of the Traffic Plan in 2014 until the installation of the new INDIGO contract equipment in 2015, there has been limited data available on the usage of the Rotunda car park.
3. In 2017 the car park typically reached peak occupancy levels between 0800-0900hrs on a weekday morning when 53% of the 520 available spaces were used. This rises to 70% on a Friday and falls to 15% on a Sunday.
4. The make-up of usage by ticket holder across an average week is 65% hourly ticket and 35% pass card. This is subject to seasonal and trade variations during the day and weekly 24-hour period.

Current Position

5. The following graphs indicate the income stream for the car park with cumulative totals to date since April 2015 and monthly vehicle volumes for 2017.



- 6. Income to date for Smithfield in 2017 was in-line with forecast (after the tariff implementation in June 2017), recovering against 2016, and significantly up compared to 2015.
- 7. This year, as in previous years, the true cost of the Christmas concession is based on both assessed and reported revenue across the whole prior year. At Christmas, without operational barriers being lowered (they are often raised for long periods to aid traffic flow in the car park and the surrounding

roads) or ANPR, it is not possible to capture or accurately assess true occupancy levels for the concession period in question.

8. Car parking increased in line with the days approaching Christmas within the traffic plan.
9. Peak occupation, obtained by manual count, was reached at 5am on 22 December at 510 spaces, with highs for each of the 6 days as follows:

Thursday-Friday 14/15 December	381
Sunday-Monday (17-18)	342
Monday-Tuesday (18-19)	349
Tuesday-Wednesday (19/20)	427
Wednesday-Thursday (20/21)	494
Thursday-Friday (21/22)	510

10. Compared to a 6-day period in October across the same count period 2100-0700hrs (10 hours), there were an additional 1,911 cars manually counted this Christmas, an increase of approximately 24%.
11. The installation of Automatic Number Plate Recognition (ANPR) at Smithfield, in line with other City car parks, would improve the data quality and ease of interpretation. ANPR is also an industry standard being implemented across the UK.
12. This will enable efficient monitoring of occupancy levels, to make quicker and better-informed business decisions on occupancies, as well as opportunities for driving up use and income
13. ANPR would also enable pre-payment services through 3rd party hosting platforms (increasing the car park audience and revenue streams) and longer-term, potentially delivering cost savings in the management fee paid to Indigo for resource levels.
14. The Smithfield budget holds a proposed installation cost for ANPR for the 2018/19 financial year.

Conclusion

15. It is not possible to accurately quantify forgone revenue as a result of the concession. A major unknown is the number of vehicles that left or entered the car park across the 10-hour count period, or how many vehicles stayed for more than 3 hours. Any estimation would be subjective and not likely to be highly accurate. The Christmas 2017 Concession Parking paper reported estimated forgone income, across the 9-day concession period granted, of approximately £9,000.
16. The intended installation of ANPR from April 2018 will enable Market officers to fully understand uptake trends, thereby creating and delivering more effective strategies for maximising asset returns.

Mark Sherlock

Superintendent, Smithfield Market, Department of Markets and Consumer Protection

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
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