

OVERVIEW ELLICE ROAD CAR PARK

For LPC Meeting 14 September 2026

Activity to date:

- Negotiated terms of transfer with TDC
- Drafted Joint Committee Terms of Reference (reviewed by Surrey Hills Solicitors and Mulberry)
- Selected parking operator and negotiated contract – Ocean Parking
 - Obtained high level review of contract by Surrey Hills Solicitors
- Selected toilets maintenance contractor – Anchor Group Services (linked to parking operator for consistency and ease of operations)
- Prepared budget outline (conservative) for Car Park and Toilets
- Investigated joint banking arrangement
- Liaised with TDC on specifics such as remedial works, responsibilities for aspects of maintenance.

Current position:

- Awaiting remedial works to be carried out by TDC (as agreed)
- Awaiting amended TR1 from lawyers
- Awaiting clarification on a couple of expenditure items

Meeting objectives:

1. Approve Joint Committee Terms of Reference
2. Approve Contracts from Ocean Parking (car park operations) & Anchor Group Services (maintenance of public toilets and litter picking).
3. Approve set up of joint bank account for sole purpose / isolation of car park income and expenditure

OVERVIEW

Ownership Structure

- The car park will be jointly owned (50/50) by each parish council as tenants in common
- Strategic oversight and operational arrangements will be managed by the Joint Committee
- Day to day management of the car park will be via Ocean Parking – including all revenue collection.
- Toilet cleaning will be via Anchor Group Services (part of the same groups as Ocean Parking)
- A joint bank account will be used to keep funds separate

Operating Principles

- Revenues should be used for car park expenditure relating to the car park, toilets and associated services
- Maintain free 2 hours and weekend parking
- Permit holders - no change for foreseeable future

OPERATORS

Car Park – Ocean Parking

- Principles
 - The operator manages the car park
 - We make policy and strategic decisions e.g. Pricing
- Choice
 - 4 operators evaluated (Ocean Parking, Euro Car Parks, Creative Car Park, NCP)
 - Ocean Parking chosen due to:
 - Operating model
 - Shere council reference
 - Working relationship

Toilets – Anchor Group Services

- Requirement
 - Cleaning & Maintenance
- Choice
 - Anchor Group Services
 - Part of the same group as Ocean Parking, providing a co-ordinated service and competitive cost

FINANCIAL OVERVIEW

Costs of Assets in CAT scheme - pre-transfer			
ASSET - set up costs	Ellice Road Car Park Set up - total	Ellice Road Toilets Set up	Combined (LPC Share)
Transfer Value	£1.00		£0.50
Legal FEES	£1,500.00		£750.00
SEARCHES	£2,500.00		£1,250.00
JV contract	£1,000.00		£500.00
OTHER set up costs for JV and car park contract overview.	£1,500.00		£750.00
			£0.00
Total Expenditure (ex VAT)	£6,501.00	£0.00	£3,250.50

YEAR 1	Ellice Road Car Park post set up NET	Ellice Road Toilets & Litter post set up NET	Annual Combined
Insurance (annual) - estimate allowance	£1,000.00	£1,000.00	£2,000.00
Business Rates	£36,995.00	£0.00	£36,995.00
Remedial works and removal of equipment	£0.00	£0.00	£0.00
Maintenance contract (annual) and incidental (NET)	£6,000.00	£12,500.00	£18,500.00
Clerk additional hours (annual) MAX (GROSS)	£1,800.00	£1,000.00	£2,800.00
Total Costs	£45,795.00	£14,500.00	£60,295.00
Income (annual) - Parking Revenue general	£117,000.00		
Income from PCN	<i>unknown</i>		
Less Capex repayment (total)	-£47,000.00		
NET Income	£70,000.00	£0.00	
Income Less Expenditure	£24,205.00	-£14,500.00	£9,705.00
Additional Income (annual) - HSBC	£10,000.00		

YEAR 2 ONWARDS	Ellice Road Car Park post set up	Ellice Road Toilets post set up	Combined
Insurance (annual) - estimate allowance	£1,000.00	£1,000.00	£2,000.00
Business Rates	£36,995.00	£0.00	£36,995.00
Remedial works and removal of equipment	£0.00	£0.00	£0.00
Maintenance (annual)	£6,000.00	£12,500.00	£18,500.00
Clerk additional hours (annual) MAX	£1,800.00	£1,000.00	£2,800.00
Total Costs	£45,795.00	£14,500.00	£60,295.00
Income (annual) - Parking Revenue general (NET estimate)	£117,000.00		
Income from PCN	<i>TBC</i>		
Income	£117,000.00	£0.00	
Income less Expenditure	£71,205.00	-£14,500.00	£56,705.00
Additional Income (annual) - HSBC	£10,000.00		

NOTES & ASSUMPTIONS

- Income estimate (not including PCN) as provided by TDC = £117K (net)
- Income (temporary) from HSBC £10K – will be additional extra, but not assumed
- Annual expenditure based on contract/quotes provided by Ocean, Anchor Group, Nick Dance (general car park maintenance) and Archway (surface repairs)
- Business rates – can be paid monthly [toilets are exempt]
- Year 1 revenue and costs will be pro-rata assuming 5 months of the financial year (Nov – Mar)
- Capex = Cost of new machines, ANPR etc - funded by Ocean who will recover cost from revenue & PCN (parking fines)
- Remedial works will be funded and carried out by TDC ahead of handover – includes fencing replacement and removal, tarmac, vegetation, relining.
- Toilet maintenance - includes cost of litter picking in car park (for review)
- Ocean Parking to keep all PCN revenue (parking fines)
- Parish Councils may need to loan £5k each to Joint Bank Account for any set up and transfer costs (e.g. business rates and utilities) until first revenues received
- A couple of unknowns to be clarified - regarding utilities and maintenance, e.g. culvert clearance and toilet block electricity/water.