



# NORWICH City Council

**Committee name:** Cabinet

**Committee date:** 11/03/2026

**Report title:** Procurement and contract award for Phase 1 repairs to St Andrews multi storey car park (MSCP).

**Portfolio:** Councillor Hampton, Deputy Leader and Cabinet Member for Climate and Environment

**Report from:** Head of environment services

**Wards:** Mancroft

**OPEN PUBLIC ITEM**

**KEY DECISION**

## **Purpose**

To delegate authority to the Executive Director of climate and environment, in consultation with the Deputy Leader and Cabinet Member for Climate and Environment, for Phase 1 repairs to St Andrews MSCP repairs following an approved and agreed procurement exercise.

## **Recommendation:**

It is recommended that Cabinet:

1. Approve the commencement of a procurement exercise for the Phase 1 repairs required at St Andrews Multi-Storey Car Park (MSCP).
2. Delegate authority to the Executive Director of climate and environment, in consultation with the Portfolio Holder for Climate and Environment, to award the contract to the successful supplier.

## **Policy framework**

The Council has five corporate priorities, which are:

- An open and modern Council.
- A prosperous Norwich.
- A fairer Norwich.
- A climate responsive Norwich.
- A future-proof Norwich.

This report meets the future proof Norwich corporate priority

This report addresses Aims 3 and 4 within the [corporate plan](#).

## Report Details

### Background

1. St Andrews Multi-Storey Car Park opened in 2005 and is the largest of Norwich City Council's car parks, providing 1,084 spaces. In the financial year 2024/25, the car park generated £3.229m of income. A routine inspection of the car park highlighted several issues that need attention.
2. The survey identified problems with the steelworks, drainage systems, and the deck surfaces, all of which could affect the long-term safety and use of the facility if left unresolved. The car park is an important local asset. It supports transport links, brings in a significant revenue stream and serves the community. If the issues aren't addressed in a timely way, there would be a risk of closure, which would impact both users and parking account income.
3. Acting now means:
  - Protecting the structure before things get worse
  - Avoiding higher costs later
  - Reducing the risk of losing income from closures
  - Keeping the car park open and safe for the public
4. The condition survey recommends two main areas of work:
  - Steelworks and drainage repairs — estimated at £500,000. These are essential and should be done as soon as possible to prevent further damage. This work comprises phase one of the repairs.
  - The following work is not part of the phase one repairs and will be carried out at a later date: Deck resurfacing and subsurface repairs — estimated at £3m. These works will be carried out between the next five to ten years.

## **Proposal**

5. A business case has been developed working between Property Services, Parking Services, Procurement, Finance via the Capital Officers Working Group and submitted to the Capital Board looking at several options based on financial modelling, impact and mitigation. Doing nothing is not viable. Failure to act will lead to progressive deterioration and eventual closure, resulting in an annual income loss of approximately £3.229m and reduction of car parking space.
6. The most sensible approach is to complete the essential repairs as soon as possible to protect this asset.
7. This approach consists of: -
  - a) Commencing procurement for an experienced contractor which will need to be via a restricted tender process, as there are no suitable frameworks available for this specialist work
  - b) Shot-blasting the steelwork back to bare metal (where protective paint coatings have peeled or flaked), repairing any further damage discovered, and applying a complete protective coating system. The base primer will be specified to achieve a further 50-year design life.
  - c) Carrying out drainage repairs which are contributing towards the damage of the structure.

## **Next Steps**

8. The next steps are to commence a procurement exercise for a works contract via a restricted tender process, seeking Cabinet approval for delegated authority to the Executive Director of climate and environment (in consultation with the Portfolio Holder for Climate and Environment) to award the contract.

## **Consultation and engagement**

9. These proposals were presented to and endorsed by the cabinet member for climate and environment and the executive leadership team.

## **Implications**

### **Financial and Resources**

10. The contract specification will require the car park to remain operational throughout Phase 1 works, using a floor-by-floor closure approach combined with traffic management measures. As a result, there is expected to be little to no impact on income during the works.
11. The total estimated cost for Phase 1, including contingency, was set out in the Project Business Case – St Andrews MSCP Structural Works and in summary is:

<b>Item</b>	<b>Cost</b>
Initial Works Estimate	£500,000*
Professional Fees (15%)	£75,000
Contingency (30%)	£150,000
Subtotal	£725,000
Inflation (2.5%)	£18,000
Total	£743,000

12. Funding is being allocated for these works as part of the council's budget setting process for 2026/27.

### **Legal**

13. Legal implications include:

- Compliance with the Procurement Act 2023, though this is expected to be below threshold.
- Procurement will follow the council's Contract Procedure Rules.
- No change in land status or ownership.
- No human rights issues identified.
- Procurement advice has been sought from the council's procurement team to ensure the process is compliant and risk managed.

## Statutory considerations

<b>Consideration</b>	<b>Details of any implications and proposed measures to address:</b>
Equality and diversity	<p>Consideration will be given in terms of equality and diversity particularly around:</p> <ul style="list-style-type: none"><li>• Maintaining all accessible bays and lift access wherever possible during works.</li><li>• Providing clear signage, both visual and tactile, and consider audio announcements.</li><li>• Publishing advance notices online and on-site, in plain language and multiple languages if needed.</li><li>• Ensuring alternative accessible parking options (if required) are available and communicated.</li></ul>
Reducing Inequality Target Areas (RITAs)	n/a
Health, social and economic impact	n/a
Crime and disorder	n/a
Children and adults safeguarding	n/a

<b>Consideration</b>	<b>Details of any implications and proposed measures to address:</b>
Environmental impact	<p><b>The successful contractor will have to demonstrate how they will mitigate against these potential environmental impacts arising from:</b></p> <p><b>Air Quality</b></p> <ul style="list-style-type: none"> <li>○ Shot blasting may generate dust and fine particles, including metal fragments and old paint residues, which can affect local air quality.</li> <li>○ Protective coatings may emit volatile organic compounds (VOCs), contributing to smog formation and respiratory health risks.</li> </ul> <p><b>Noise Pollution</b></p> <ul style="list-style-type: none"> <li>○ Shot blasting equipment produces high noise levels, which could disturb nearby residents and workers.</li> </ul> <p><b>Waste from works</b></p> <ul style="list-style-type: none"> <li>○ Spent abrasive media and removed coatings could contain hazardous substances requiring controlled disposal.</li> <li>○ Residual solvents and paint waste from coating operations are classified as hazardous.</li> </ul> <p><b>Water contamination</b></p> <ul style="list-style-type: none"> <li>○ Risk of runoff carrying paint residues or cleaning solvents into drainage systems, potentially polluting surface water</li> </ul>

## Risk management

Risk	Consequence	Controls required
Disruption to car park users during works	Customers using St Andrews MSCP may decide to park elsewhere. There is a risk once works are completed, that they don't return.	Reduce impact on car park users as much as possible, work closely with chosen contractor and communications team to ensure disruption is kept to the absolute minimum.
Safety of car park users	Risk of injury to customers or staff due to construction activity, restricted access, or temporary diversions within the car park.	Ensure robust site safety management, including clear segregation of work areas, appropriate barriers, contractor compliance with health and safety legislation, regular inspections, and clear communication of temporary routes or hazards.
Works over-running	Further disruption to car park users	Gain a clear specification of the works required and the length of time expected to complete them. Contractor to provide regular updates
Financial implications due to extent of works and timescales	Costs are higher than expected	A 30% contingency has been added to the estimated costs to provide a financial buffer for potential variations in the final contract price.
Weather conditions	Works are delayed beyond original projected start date	The works required for Phase 1 need to take place during milder conditions. Its proposed works will commence from April 2026 at the earliest. This should avoid colder conditions and inclement weather.
No contractors tender for the work	Essential repairs are delayed further	Early market testing and engagement has suggested there are contractors available who would be willing to tender for the works required.

## **Other options considered**

14. As part of the business planning process, a number of options were considered. These were:
  - a. Do Nothing: the car park steel frame would eventually deteriorate beyond repair, and the car park would need to close permanently. The result of this would be a reduction of 12% of off-street parking spaces and a significant reduction in income to the council.
  - b. Carry out Phase 1 and Phase 2 works together: a cash flow exercise has been completed which has demonstrated that carrying out the Phase 2 works before year 5 (pre 2031/32) based on current projections will have an increased negative impact on finances than carrying them out between years 5 & 10.
  - c. Shut car park permanently: Phase 1 and 2 works are no longer required. Loss of 12% of off-street parking spaces would have a significant impact along with a loss of income of circa £3.229m per annum. Ongoing costs in terms of building insurance and security would still be required.

## **Reasons for the decision/recommendation**

15. Agreeing to commence with Phase 1 works addresses the essential works with the car park decks promptly and provides a full and lasting solution, tackling the root causes and reducing the risk of future disruption once both phases are completed.
16. The car park is a key asset investing now helps safeguard that income and avoids the need for reactive, potentially more expensive repairs down the line.

**Background papers:**

None

**Appendices:**

None

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