



CRANLEIGH PARISH COUNCIL

Snoxhall Fields Car Park Management Specification May 2017

Snoxhall Fields Car Park

Location: Knowle Lane, Cranleigh, Surrey GU6 8JW
Number of spaces: 43 plus one disabled space
Users: Users of the Snoxhall Fields Recreation Ground

Background

Cranleigh Parish Council owns and maintains Snoxhall Fields recreation ground which is home to Cranleigh Youth and Adult Football teams and includes 16 acres of sports pitches. There is a very popular play park, sports pavilion and youth centre. The recreation ground is in close proximity to Cranleigh Leisure Centre and the village shopping centre.

Daily usage of the car park has steadily increased and all spaces can be full by 9.00am. It is used by shoppers, Leisure Centre users and workers in the village. There is a Waverley Borough Council car park in Village Way just 200 metres away. Fees for this car park increased on 01 April 2017 and are set out below:

Charges
1 Hour - £0.80
2 Hours - £1.60
3 Hours - £2.40
4 Hours - £3.20
5 Hours - £4.00
6 Hours - £4.80
7 Hours - £5.60
8 Hours - £6.40
9 Hours - £7.20
10 Hours - £8.00
10 ½ Hours – £8.40

Objective

The Parish Council is inviting quotations for the provision of parking control service at the Snoxhall Fields recreation ground to make the car park available for use of the users of the Snoxhall Fields recreation ground. The income derived from the parking charges will be used to maintain Snoxhall Fields recreation ground, its community facilities and buildings.

Parking Charges

In setting the parking charges for the Snoxhall Fields car park, the Parish Council wishes to:

- Encourage regular usage of the play park and short stay after school visits
- Encourage walkers to use the recreation ground
- Provide parking for the Football Clubs for their own players and supporters and for away teams

Monday to Saturday

8.00am – 6.30pm

Maximum stay 3 hours

£1 for 3 hours

No return within one hour

Sunday and bank holidays

8.00 – 6.30pm

Maximum stay 3 hours

£1 for 3 hours

No return within one hour

Specification**Off Street Parking Places Order**

- Preparation of Off Street Parking Places Order for approval by the Parish Council.
- Publication of public notice in local press and consultation.
- Submission to Waverley Borough Council.

Parking Control Machine

- Supply and installation of one parking ticket machine to issue pay and display tickets.
- Tariff Board
- Temporary signage about introduction of parking control.
- Daily cash collection at variable times.
- Details of maintenance contract for parking control machine.

Mobile Phone Payment

- Provision of mobile phone payment application.

Audit Trail

- Electronic weekly submission of data from parking control machine and mobile phone application and electronic transfer of income.

Enforcement

- Daily enforcement of car park at variable times.
- Processing of penalty charge notices including court action for non-payment.

Conditions:

- Quotation to include model of anticipated income from daily tariffs and penalty charge notices.
- Please provide details of audit procedures for collection of cash.
- One year agreement.

Please confirm in writing that you agree to adhere to the 30 day payment of invoices for any sub-contractor that you might employ, under Regulation 113 of the Public Contracts Regulations 2015.

Please submit your quotation to Cranleigh Parish Council **by 9.00am on Monday 07 August 2017.**