

Charging for use of Winslow's Public Hall car park for Winslow Town Council – Invitation to express an interest

Winslow Town Council (WTC) is seeking to appoint a contractor with experience of setting up and operating an ANPR-based system of charging for parking (and administering PCNs) in its Public Hall car park at Winslow in Buckinghamshire. This car park has about 70 spaces, is open 24/7, and accommodates short, medium and long-stay parking. Until now, it has not been subject to parking charges or other restrictions.

The Council is looking for a contractor who will provide a turnkey solution for an initial period of three years. The successful candidate will need to demonstrate their capability of designing, procuring and operating a comprehensive service in partnership with a parking payment platform (preferably RingGo). The charging arrangements need to be operational from 1 April 2025 or as soon after that date as is possible.

This note provides an outline of the background and context of the Council's requirements as a basis for seeking bids. Final details of the arrangements would then be subject to agreement with the preferred contractor. In order for this procurement process to be manageable by the Town Council, and to avoid excessive commitment from bidders who may have little chance of success, the Council intends to

- seek expressions of interest in being considered for this work from a short list of potential contractors who will be asked some relevant pre-qualification questions (in response to this document, in December)
- Seek a more detailed submission in January from no more than four of those who have been judged to have pre-qualified from the first stage
- select a preferred bidder in February to go into final contractual negotiations.

The Council's aim is to have agreed a contract before the end of February 2025.

The Public Hall car park

This car park is owned by the Town Council, and the Council believes that any regulation and charging for its use has to be undertaken using the legal framework for managing the parking of vehicles on private land. The Town Council does not have powers under Highways legislation to make an Order controlling parking on its land.

The car park accommodates about 70 cars in marked bays, including four bays marked for disabled persons' use.

There is no information available about current utilisation, but it is well used at all times – with typically 50% to 100% occupancy day and night. Usage comprises a mix of short and medium stay parking by those visiting the town centre for shopping or business, or visiting one of the adjacent meeting spaces or sports facilities. Alongside these users there is all-day parking by local workers, and all-day and all-night parking by local residents who do not have access to alternative parking (on or off street).

In early 2025 four EV charging bays to be operated by EZ Charge will have been installed – two will be up to 22kW AC, two will be up to 120kW DC. Each of these EVCPs will have one standard charging bay and one bay set out to accessible standards.

The car park has a single bi-directional vehicular access from and to Elmfields Gate. There are four primary pedestrian access points in the four corners of the car park – as well as pedestrian entrances directly from the car park to the Bowls Club and the Public Hall.

The need for controls and their form

In the Town Centre there are two main off-street areas for parking – one is the Public Hall car park owned and operated by Winslow Town Council, whilst the other is Greyhound Lane car park which is owned and operated by Buckinghamshire Council. Both currently are free for all users.

Buckinghamshire Council has decided to introduce charges for the use of its car park – and it is expected that those charges will take effect on 1 April 2025. The Town Council expects to have to introduce charges for the use of the Public Hall car park at the same time, broadly aligning the charges proposed by Buckinghamshire Council for its Greyhound Lane car park, in order to protect the interests of those who rely on the Public Hall car park.

The following table shows the tariff that the Town Council may wish to introduce (alongside the tariff which Buckinghamshire Council has already set for Greyhound Lane car park). This and other details, however, are not yet finalised, and a public consultation is taking place in December and early January which will inform decisions. Feedback and suggestions from the successful bidder for this contract will also be important in finalising the details.

Duration (Mon-Sat)	Public Hall CP Between 8am and 6pm	<i>Greyhound Lane CP between 7am and 7pm</i>
up to 1hr	50p	<i>50p</i>
1-2 hrs	70p	<i>70p</i>
2-3 hrs	90p	<i>90p</i>
3-4 hrs	£1.20	<i>£1.20</i>
4-5 hrs	£1.70	<i>£1.70</i>
Up to 24hrs	£2.70	<i>£2.70</i>
Sundays	As above, to max £1.70	<i>£1.70</i>
Overnight all days	Free 6pm – 8am	<i>Free 7pm – 7am</i>

There would be no charge for parking a motorcycle in a designated area of the car park.

Parking sessions should continue over the uncharged overnight period – so, for example, a payment for 2hrs made at 5pm should cover parking until 9am the following day (5pm to 6pm plus 8am to 9am).

It is proposed that the Penalty Charge Notice fee would be £50, reduced to £25 for payment within 14 days of notice being issued.

The Town Council will need to understand how blue badge holders can avoid paying charges for up to 3hrs parking, and it will also want to consider the best way of dealing with regular overnight and daytime parking by nearby residents for whom a discounted season ticket scheme may be appropriate.

At present the Town Council expects that Electric Vehicles using the charging hub will also need to pay for parking (during the periods when charges apply), but consideration will be given to any practicable arrangements that might avoid having them having to pay for parking whilst charging their vehicles.

WTC is conscious that these charges will have a significant impact on those who currently enjoy free parking, particularly those who need to park on a near-daily basis. It will therefore want to see a sympathetic rather than draconian enforcement, but it also needs to be seen to be fair and equitable. A penalty-free margin for over-staying will need to be agreed, and there should be a free period of at least 10 minutes for those setting down or picking up passengers in the car park (which will also address issues when the car park may be full, when those attempting to park would have to leave the car park to find an alternative space).

The charging mechanism

Buckinghamshire Council is moving away from having ticket machines in its car parks, relying instead on phone and app-based payment mechanisms, and it has said that it does not intend to install a ticket machine in its Greyhound Lane car park. It will rely instead on users paying via the RingGo app or phoning its associated phone payment service to pay for parking.

The Town Council has carefully considered the alternatives and has concluded that it should also not have any on-site ticket machines for the Public Hall car park. Because this is a private car park (not regulated under Highways legislation), it is understood that ANPR would be an appropriate mechanism to monitor usage of the car park for the purposes of charging and enforcement, and there is a potentially suitable lighting column for mounting an ANPR camera in line of sight of the vehicular entrance/exit to the car park.

Because all Buckinghamshire Council car parks operate with RingGo, Winslow Town Council considers that its car park should also operate under the RingGo system. It would also wish to consider in due course whether it would be appropriate to adopt the Open Market platform once this is available for use more widely (giving users a choice of payment service).

With the combination of ANPR monitoring and the RingGo payment platform, enforcement will need to integrate data from both sources in order to detect overstay parking and unpaid parking sessions and to issue Parking Charge Notices where appropriate.

Arrangements for enforcing car park usage regulations (such as inappropriate use of a disabled or EV charging bay, or parking other than in a marked bay) should be offered if possible.

Contractual requirements

WTC is a small town council with minimal staff, so it is looking for a contractor who will

- Demonstrate its membership of the British Parking Association (BPA)
- Consider and advise on the arrangements that will deliver a system which meets, or is a better option than, the one outlined by the Council in this note, and which meets all relevant legal requirements and satisfies all relevant Codes of Practice or equivalent
- Design and implement at its own cost all of the requirements to operate the proposed system (signing, equipment and supporting contractual arrangements, etc)
- Operate the system and issue Parking Charge Notices where necessary, in accordance with parameters to be agreed with the Town Council
- Operate within the provisions of the BPA code, adhering to the Private Parking Sector single Code of Practice

Bidders for this contract may propose their own financial terms for the Council's consideration. WTC would prefer a contract which is based on a monthly management fee payable for an initial contract period of three years. Whilst all net revenue arising from the payment platform (ie: RingGo) and from Parking Charge Notices would be due directly to the Council, bidders may propose arrangements under which their monthly management fee would include a specified percentage of the council's net receipts from PCNs.

Bidders should indicate how they would expect VAT to be accounted for.

Additional considerations

In the next two or three years Winslow Town Council expects to provide additional parking capacity of about 40 spaces on the north side of Elmfields Gate, directly opposite the existing car park. This will be considered to be an extension of the Public Hall car park and is expected to be subject to the same style of regulations as the Public Hall (though tariffs possibly could be different). The contractor appointed to manage the Public Hall car park charging would be expected to extend the scope of its operations to include these additional parking spaces unless there is some good reason for them not doing so. This car park is expected to require separate entry and exit ANPR cameras.

Expressions of interest

There is no prescribed format for submitting Expressions of Interest. However they must be succinct and include:

- Name of organisation and contact details (address, phone number and e-mail address)
- Company registration details (if applicable)
- Details of current comparable work undertaken with approximate values
- A brief statement of relevant capabilities and experiences
- A clear description of what solutions would be offered in terms of hardware and services, and where the service will be based
- Details of any established partnerships with hardware or third-party suppliers that would be involved in the delivery of what is being offered for Winslow
- Names and contact details for three potential references (these will only be taken up for those who are short-listed)

Contact and submission information

Any questions related to this invitation to express an interest should be addressed to

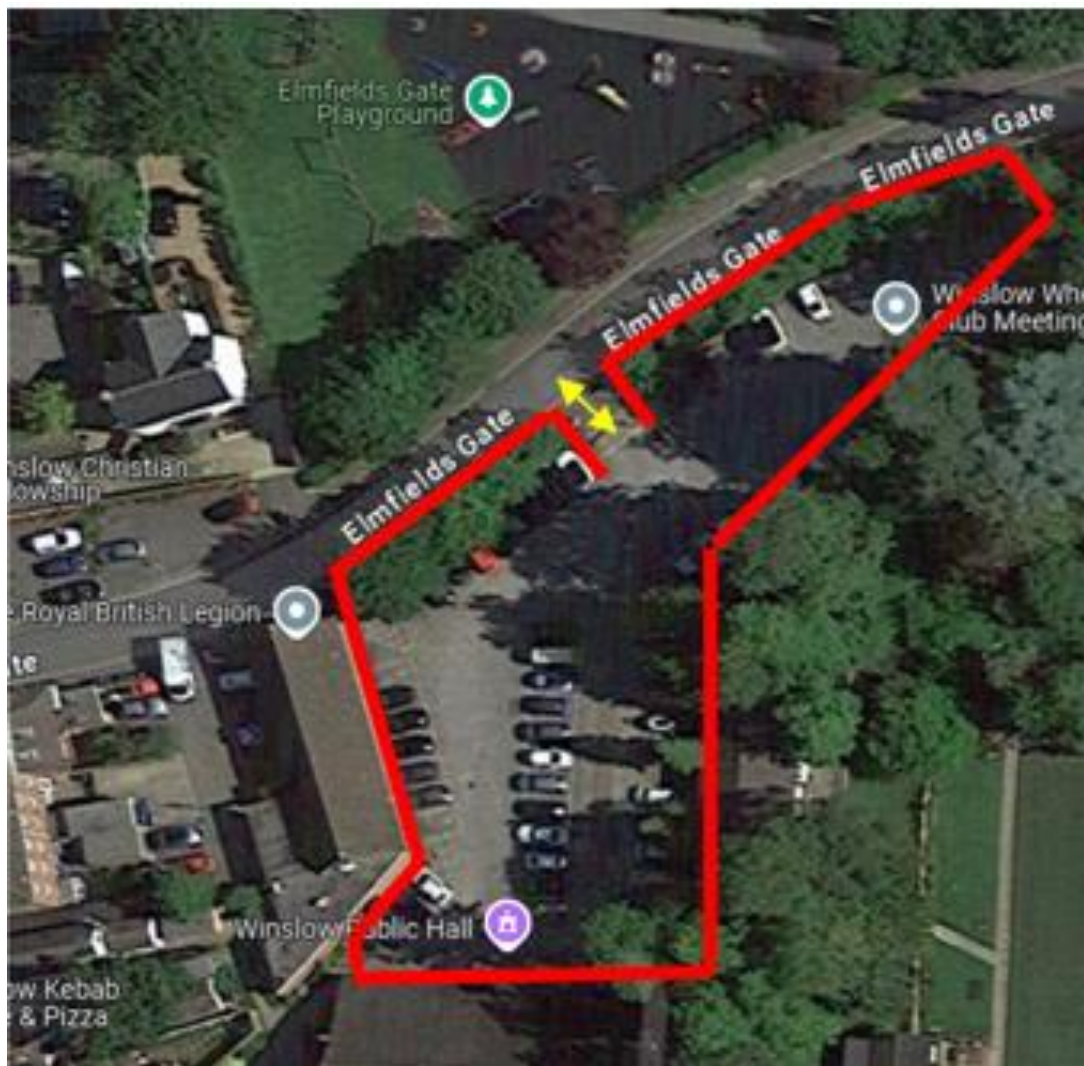
Roger.slevin@winslowtowncouncil.gov.uk Phone 07860 836019

Expressions of interest should be submitted to Townclerk@winslowtowncouncil.gov.uk

Or by post to The Clerk, Winslow Town Council, 28 High Street, Winslow, Buckingham MK18 3HF

Submissions **must be received by 12 noon on 6 January 2025.**

Location of Public Hall car park :



A lamp column which may be suitable for mounting an ANPR camera is located directly opposite the entry/exit at the corner of the woodland.



The two car parks : Public Hall is the northern one, Greyhound Lane is the southern one.

