



JPC Extraordinary Meeting – 11th April 2022

SUPPORTING DOCUMENT 22/CCP/JPC-11.04.2022

The Coft Shoppers Car park

THE RESOLUTION – ITEM 5 ON THE AGENDA

5.

<p>The matter of the management and enforcement of the Croft Car Park. To RESOLVE the process for the installation of ticketing machinery, signage, surface markings and any such facilities meeting with current H&S regulations. To include the day-to-day enforcement of the usage by shopper's and an area of residents parking under permits issued by the JPC. If appropriate, the selection of ONE of THREE companies selected to run the facility on the terms and conditions set out on the supporting document Reference 22/CCP/JPC-11.04.2022 now published on the JPC website.</p>	
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CONSULTATION

This is a summary of expenditure and income provided by Mr. Peter Lowe, CEO, RTA Limited, after several consultations between 2017 and the present.

Current Total Annual Pand D income	£0.00	
Current annual off street PCN income	£0.00	
Current annual off street season ticket income	£0.00	
Total annual current income	£0.00	
estimated off street PCN income	£2,367.90	
P n D income	£28,800.30	
Permit / Season Ticket income	£0.00	
Estimated overall income	£31,168.20	
Pay and display income CHANGE as a result of tariffs only	£28,800.30	ANNUAL
Overall income CHANGE as a result of tariffs and PCNs	£31,168.20	ANNUAL
Predicted annual net income minus expenditure	£12,797.44	YEAR 2 ONWARDS
year 1 overall surplus including set up costs	£8,297.44	

It assumes that the JPC are managing the car park in terms of costs and that Permit Charges are not included. These finance streams are **indicative only** and the standing costs for the car park to include business rates and upkeep are approximately **£4,000.00 per annum**.

There are 10 ranks available on the south park and a convenient low wall which would indicate a boundary line. This would be enhanced by signage stating that it was a residents parking zone only.

The JPC suggests an annual fee for resident parking permits set at **£500.00 for 12 months**, subject to a review at the end of that period.

Proposed Pay & Display Tariff

Based on 28 parking ranks total on central and north parking zones.

Charging tariff Monday – Sunday 08:00 hours - 1800 hours

Up to 1 hour 50p

Up to 2 hours £1.00

Up to 3 hours £2.00

Up to 4 hours £3.00

All day (up until 07:59 the following day) £6.00

Charging Evening Tariff Monday – Sunday 1800 hours – 0759 hours

Evenings and overnight £1.50

[See resident parking permits in the following.](#)

TENDERS RECEIVED

The following costings have been received from THREE Contractors:

- 1. Napier [NOTE: Napier would collect the PCN revenue and 35% of the P&D income.**

Napier will supply and install the following equipment for the duration of the parking contract:

2 x solar powered cash and contactless pay and display machines fitted with modems, sim cards for full transaction and fault reporting

Pay by phone payment method.

Signage and sign poles throughout all 3 car park sites

Anti-ram bollards at each pay station to protect users of the car park whilst making payments

Regular enforcement patrols with fully uniformed and experienced members of staff

General litter picks

Cash collections, counting and processing

Regular income reports and remittance

A Client log in for the pay machine back office and also the pay by phone back office so you can monitor all transactions for total transparency.

Machine maintenance, repairs and replacement of all of the parking equipment

Contract terms and Fees

Napier will supply all parking equipment and fund the operational set up of the 3 car parks, we would look to retain 35% of all parking revenue generated (net of transaction processing costs) to indemnify our initial outlay and ongoing management of the site, you the client would receive 65% (net of transaction processing costs) both parties would be responsible for their own vat liability, the client would be responsible for any business rates and the physical

surface of the car park, Napier Parking would retain any income from the issuing of any parking charge notices (if any)

We would require a minimum contract term of 36 months thereafter rolling with 6 months' notice to cancel.

2. Brandsby Wilson [NOTE: BW would collect 25% of the P&D income and we presume any PCN revenue. ANPR may prove a problem from a Data Protection perspective]

ANPR installed and pointing at the main car park and then the entrance to the other two parts. This would then stop any rogue parking and ensure residents and business owners have spaces to park. Manual patrol would be an effective option but only if patrols were made daily, at varying times – without regular patrols the system would not have a huge impact on rogue parking, chances of misuse at time of visit. Plus, it's likely to be transient traffic. ANPR is 24/7, by making half car park permit only, anyone who abuses space would be punished.

It would be possible to put pay kiosk in or pay by phone, but without enforcement it wouldn't make a lot of difference, we would be able to manually enforce it a couple of times a month, but the chances of catching someone in the act reduces.

Proposed Management

1. We could take on the manual patrol of the car park twice per month, install pay by phone/app. Whitelist vehicles that you do not want charging, from the businesses and residents and staff from the co-op.
2. Install ANPR at the car park, no manual patrol and install pay by phone/app. Whitelist vehicles that you do not want charging, from the businesses and residents and staff from the co-op (this is the robust option)
3. Put a barrier up on the co-op side of the car park, issue a code for all the relevant people that park on that side of the car park so they can come and go as they please. Then pay by phone and ANPR the other side of the car park.

There would be no capital outlay on your behalf for the first two options, option 3 would need the barrier cost covering, we would just need 20% of the paid parking revenue to cover costs. All the correct BPA signage would be installed. Please note the pay by phone negates the need for a kiosk, reduces costs and it's the way all car parks are heading now.

4. Stratford upon Avon District Council [NOTE: SDC would collect all PCN revenue which will fund the enforcement and income streams software and collection]

Their proposal is that the JPC install machines, signage and markings.

So set-up costs are:

Machines	£9,920.00
Signage	£1,500.00
Contingency 5%	£575.00
Total	£11,995.00

Please refer to the attached documents on Metric Machines.

GUIDANCE

Though estimates vary for income derived from this proposed strategy, the system adopted will be reviewed after 12 months and the results presented at an extraordinary meeting. The ethos of this project by the JPC is that **any surplus will be re-invested in the town infrastructure or relevant projects for the welfare of the community.**

Prepared by the Clerk to the JPC

A handwritten signature in black ink, appearing to read 'Ray Evans', with a stylized flourish at the end.

Ray Evans

Date: 04.04.2022

Quote

Stratford on Avon District Council
Elizabeth House
Church Street
Stratford On Avon
CV37 6HX

FAO Mark Rogers

04 April 2022



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Quote No. QC23439

Dear Mark

Quotation: Metric Elite LS (Mains)

Site: Henley in Arden CP (Henley Parish Council)

Thank you for your recent enquiry, and further to our discussion, I now have the pleasure of providing you with our formal quotation under **Espo Framework Agreement** as follows:-



Metric ELITE LS Payment Terminal

METRIC Elite LS

- ✓ 4,000 Ticket Capacity (per roll)
- ✓ 15 Coin Acceptance
- ✓ 2.5mm steel casework with reinforced armour plated vault protection. 9mm reinforced vault door with no external lock.
- ✓ KABA locking mechanisms
- ✓ Electronic locking vault & keys
- ✓ Six litre cash box supplied with machine
- ✓ 5.7" display screen
- ✓ Full illumination of customer interface zones
- ✓ Colour: Blue
- ✓ Power: Mains
- ✓ Ground Mounting Cradle



METRIC Group Limited, Metric House, Westmead Drive, Westmead Industrial Estate, Westlea, Swindon, Wiltshire, SN5 7AD, UK
Registered in England No 2560839 VAT Registration Number GB 692344616

Financial details (All prices are subject to VAT)

Basic Machine

Metric Elite LS (Mains) Cashless (Card Only)	£4000
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Comms

4G Modem	Included
Wireless Logic Sim Card – 2year contract Per Machine. £6.50 Per month per Sim	£156
Booster Antenna with Pole	£550

In Payment Options (Modem required)

Verifone Credit Card Chip and Contactless (World pay and NMI)	Included
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Optional Upgrades

Alpha-numeric keypad	£195
Dual printer	£420

Peripheral Items

Receipt Starter Pack (5 Rolls 4000 per Roll)	£180
Machine Covers	£145
Spare Cash Box	£121
2 nd Battery	£100
External Vault Security Plate	£250

Casework

Complete Stainless Steel Casework (Coastal)	£450
Anti-Graffiti paintwork	included

Installation/Removal

Price per machine for Civils	£885
Removal and Disposal of Existing per Machine.	£190

Delivery

3 per Pallet	£150 per pallet
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Total project Cost £10,232

QUOTE IS SUBJECT TO A SIGNAL SURVEY

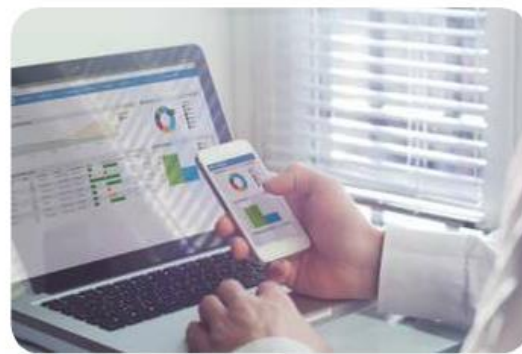
Optional MI office (back office system)

- Web-based System
- Live data feeds Via GSM/GPRS or LAN
- Real time monitoring
- Live Dashboard
- Dynamic reporting
- Machine alerts and Alarms
- Cash status
- Full suite of reports with comprehensive auditing and statistical analysis
- Completely modular



Mi office back office Silver software initial setup Fee: £1000

Further modules such as Pay by Plate, Tariff Editor, Mi media and Mi vouchers services can be added to the core software at any time.



📌 Machine Communications: (Card Payments and back office connection)

We recommend Wireless Logic smart Sims at a cost of £6.50 per month/sim, minimum of a 24 month contract billed in advance. Alternatively you can also use your own SIM card using your preferred network provider but you may not have the flexibility of switching between providers to obtain the strongest signal. Should you opt to use your own, please note SIM cards require to be normal size (not micro), data only and 4G compatible. Please remember it is the customer's responsibility to ensure you are satisfied that the intended location of each machine will accommodate a suitable signal. Metric cannot be held responsible for any matters related to poor machine communication issues.

Issues arising from weak/poor signals after installation, can be looked at but this will incur an additional cost. If you are unsure about signal strength, we can arrange a specialist signal test at a cost of £195.00 per location, this can be arranged pre or post installation.

📌 Installation

Where installation of terminals is not being managed by Metric, it is the customer's responsibility to ensure that all ground works are prepared, mounting plates/studs/points prepared and set, and the mounting and fixing of terminals is carried out in accordance with the Metric installation instruction manual.

📌 Commissioning

Commissioning of the machines will be completed by a fully qualified Metric Engineer and is included in the price of the equipment.

Maintenance Arrangements

All equipment, spares and maintenance service will be supplied on the basis of METRIC Group Limited's Terms and Conditions, a copy of which is enclosed with this quotation, which is valid for 30 days.

If you would like Metric to arrange for machine maintenance to commence after the new machine warranty period Metric can provide a quote for 12, 24 and 36 months maintenance which can include a fully comprehensive solution covering parts and labour. Metric service team can provide a response time and also pre-maintenance checks for your terminals, providing the right level of support for your machines.

The copyright in all operating and application software provided by METRIC Group Limited for use in their machines together with appropriate documentation, remains vested in METRIC Group Limited. All rights are reserved. Software, including appropriate documentation shall not, in whole or in part be modified, copied, reproduced or transferred to any electronic medium or machine-readable form without prior consent, in writing from METRIC Group Ltd.

If you have any questions or would like any further advice on our pay and display systems, please do not hesitate to contact me.

Yours sincerely

Khalid Khan

Khalid Khan
Sales Manager (Midlands & South West)



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Despatch and Terms of Sale See attached.
