

Shere Parish Council



Shere Car Park Charging Working Group

Minutes

13th March 2024 Tanyard Hall, 30 Station Road, Gomshall GU5 9LF

Present: Councillors R Davey, M Taylor-Cotter, P Tompkins and M Keeble

Clerk & RFO : S Hoyland

SCPCWG.10 To accept apologies and reasons for absence in accordance with the Local Government Act 1972, s 85(1) (LGA 1972) – Councillor B Andrews

SCPCWG.11 Declaration of Disclosable Pecuniary Interests (DPIs) Declarations by Councillors on any of the agenda items below in accordance with The Localism Act 2011, ss.27-34 and the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012. (SI 2012 No. 1464) – **None**

SCPCWG.12 Questions or requests from members of the public to the Council in relation to the business on the agenda or future items for discussion – None Present

SCPCWG.13 To consider the following and make recommendation to Full Council:

- a) The proposals from three car park charging providers, selected from the replies to the initial questions – Councillor M Keeble provided A spreadsheet of the operators. First Parking was not considered as they demanded an upfront cost, Creative had not provided a full proposal. Carflow and Anchor were compared. **Agreed Anchor was Recommended to Full Council as Car Park Operator subject to satisfactory answers to the following questions:**
 1. Are the break clauses reciprocal?
 2. How long will it take to pay off the CAPEX/how much is the installation before the council receives 50% of the PCNS?
 3. Who owns the machines at the end of the contract?
 4. To confirm the machines are contactless with no ticket.
 5. Can people pay on entry or exit? Confirmations it is not either or
 6. Explanation of how a person uses the pay later option.
- b) To agree and propose the charging regime and amount per hour – **Agreed and Recommended to Full Council to be reviewed after 6 month following analysis of data:**
 1. £1 per hour or part of
 2. First 30 Minutes free of charge on every separate visit to the car park with no limit on the number of visits in a day
 3. Operating hours 9am-6pm 7 days a week
 4. No charge on Christmas Day
 5. Blue Badge to pay parking fee over the 30mins free
 6. Pay after use the car park – up to 24 hours
 7. Stay can be extended
 8. Grace period 20 minutes initially, then reduced to 10 minutes
 9. PCNs will be issued by Car Park Operator

Shere Parish Council

- c) To agree and propose the criteria for the exemption list for main Car Park– **Agreed and Recommended to Full Council:**
1. A Resident (with a Shere Village Postcode) without off street parking – 2 fixed number plate exemptions by application (to use the road or residents parking area first where possible)
 2. A resident (with a Shere Village Postcode) with one off street parking place – 1 fixed number plate exemption by application (to use the road or residents parking area first where possible)
 3. Business employer/employee exemptions to be dealt with on individual circumstances by application (to use the road or residents parking area first where possible)
 4. School and Surgery staff to be dealt with on individual circumstances by application (to use the road or residents parking area first where possible)
 5. If car park not used for 6 months exemption removed
 6. Discretionary Exemptions for exceptional circumstances to be considered on an individual basis and Delegated to Chair/Vice Chair and Office
- d) To consider the management of the residents and sports club Car Park – management was discussed, to continue after review of charging and no change initially.
- e) To consider any advertising ahead of the implementation of charging – **Agreed and Recommended to Full Council** banners when an installation date has been agreed and letter with Annual Report to all households
- f) To consider the quotes for space markings – **Agreed and Recommended to Full Council** G Rapley quote £260 ex VAT from Shere Car Park Code using general reserves

SCPCWG.14 To consider timeline for project – Four weeks after contract signed. **Agreed and Recommended to Full Council** Signing of Contract to be Delegated to Members of this Working Group and Clerk

SCPCWG.15 Next meeting at Tanyard Hall, 30 Station Road, Gomshall GU5 9LF – to be considered when necessary