



COTSWOLD
District Council

Council name	COTSWOLD DISTRICT COUNCIL
Name and date of Committee	CABINET – 5 MARCH 2026
Subject	DELEGATED APPROVAL TO AWARD CONTRACT (PARKING)
Wards affected	All
Accountable member	Councillor Tony Dale-Cabinet Member for Health, Culture and Visitor Experience Email: tony.dale@cotswold.gov.uk
Accountable officer	Claire Locke – Director of Corporate Services (Publica) Email: Democratic@Cotswold.gov.uk
Report author	Maria Wheatley – Parking Manager Email: Democratic@Cotswold.gov.uk
Summary/Purpose	Delegate the approval to award the contract for pay and display machines for car parks.
Annexes	Annex A – Equalities Impact Assessment
Recommendation(s)	That Cabinet: <ol style="list-style-type: none">1. Delegates authority to the Section 151 Officer, in consultation with the Leader of the Council and the Cabinet Member for Health, Culture and Visitor Experience to award the contract for the supply, installation and on-going services to the most advantageous supplier.
Corporate priorities	<ul style="list-style-type: none">• Delivering Good Services• Responding to the Climate Emergency• Supporting Communities• Supporting the Economy
Key Decision	YES



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Exempt	NO
Consultees/ Consultation	N/A



1. EXECUTIVE SUMMARY

- 1.1** Cotswold District Council owns and operates 31 pay and display machines across 15 charged car parks. Customers may pay for parking at these machines with cards. The alternative method of paying for parking is via a mobile phone by phone call, text or app.
- 1.2** The existing machines are nearing end of life.
- 1.3** There is a need to tender for the purchase of new machines, the associated ground works and on-going services.
- 1.4** Tender evaluation will be carried out by officers from the car parking team, with assistance, where necessary from Finance, Procurement and Legal.
- 1.5** To expedite the tender acceptance process it is recommended that authority to accept the tender be delegated to the Section 151 officer in consultation with the Leader and relevant Cabinet Member on receipt of a tender report from officers and subject to it falling within approved financial parameters.

2. THE TENDER PROCESS

- 2.1** The tender is being carried out by an open tender method and the invitations to tender are currently being advertised via the e-procurement system in line with the procurement strategy.
- 2.2** The tender is open for 4 weeks from the go live date of 20 February 2026.
- 2.3** The evaluation will follow and take approximately 2 weeks depending on the number of submissions.
- 2.4** The evaluation is estimated to be complete by 3 April 2026 at which point letters will be sent out to both the successful and unsuccessful bidders. This is followed by an 8-day statutory standstill period.
- 2.5** Assuming no challenge to the tender award is made, the council's legal team will engage with the successful supplier to complete the contract week commencing 13 April 2026.
- 2.6** The contract start date is anticipated to be end of April.
- 2.7** The parking team will engage with the supplier to establish the schedule of works. This will largely be influenced by the lead time for the new machines.



3. THE EVALUATION

- 3.1** The evaluation will be carried out by the 3 members of the parking team including the parking manager supported, where necessary, by Finance, Legal and Procurement officers.
- 3.2** The evaluation will have a 60% quality score and 40% price score reflecting the need for the most advantageous tender, to provide good quality and reliability given the impact on service users.

4. FINANCIAL IMPLICATIONS

- 4.1** There are 3 elements to this procurement, purchase of machines, ground works and ongoing services.
- 4.2** Funding for the contract costs are a mixture of one-off capital costs (machines and groundworks) and revenue (annual maintenance and running costs).
- 4.3** The Capital Programme, approved by Council at their meeting on 23 February 2026, included budget provision of £0.165m for the replacement of the car park ticket machines and associated additional works outlined in the report.
- 4.4** The Financial Performance Report – Q2 2025/26 approved by Cabinet at their meeting on 08 January 2026, transferred the forecast £0.155m additional car park fee income to an earmarked reserve to provide funding for the revised capital scheme in 2026/27. The forecast for car park fee income will be updated in the Q3 2025/26 Financial Performance report to Cabinet in April 2026.
- 4.5** The on-going services will replace the existing maintenance and service charges, and the card processing fees, which are met from the revenue budget.

5. LEGAL IMPLICATIONS

- 5.1** Legal services will draw up a contract, the on-going contract will be in place for an initial period of 4 years with the option to extend by 1 year.

6. RISK ASSESSMENT

- 6.1** There is a risk that the tender sum falls outside the financial envelope within the capital and revenue budgets. Should this be the case a further report will be brought forward for members consideration.



6.2 There is a risk the procurement fails, or there are no bids which would result in a repeat process with revised documents.

7. EQUALITIES IMPACT

7.1 There are no unacceptable adverse effects on the protected characteristics covered by the Equality Act 2010. There are no changes proposed to the provision of free parking for the use of the blue badge parking bays in the car parks.

7.2 An Equalities Impact Assessment has been completed and is attached at Annex A.

8. CLIMATE AND ECOLOGICAL EMERGENCIES IMPLICATIONS

8.1 The current pay and display machines are mains powered with backup batteries, partially powered by the solar panels.

8.2 The tender includes a requirement for the tenderers to propose alternative power supplies where possible and feasible. If a machine has a very high turnover of payments and ticket issue in a certain time period, this may impact the power supply.

8.3 There may be an option to have hybrid machines that take advantage of an alternative power supply with the stability of mains electricity.

9. ALTERNATIVE OPTIONS

9.1 The council could opt to not procure new machines, remove current machines and rely solely on payment via mobile phones.

(END)