

# Bonsall Parish Council

## Vehicle Park Policy

**Author:** Tony Payne / Vehicle Park Working Group

**Version** 2.1

**Version Date** 25 October 2021

**Implementation Date:** (to be confirmed by Council when charging for use commences)

**Review Date** October 2023

**Review Body** Bonsall Parish Council.

Version	Author	Date	Reason for review
1.0	T. Payne	14 September 2021	1.0 Initial Draft
2.0	T. Payne	09 October 2021	2.0 Amendments by Council 21/09/21 and Working group 13/10/21
2.1	T. Payne	25 October 2021	2.1 Council 19/10/21

### 1. Introduction

This policy governs the management of the village vehicle park, which is part of the recreation ground. The whole area, including the wooded bank above, was secured for the benefit of the village and parish by lease from the Derby Diocese dated 19<sup>th</sup> March 2020. The overall lease is for a 20 year term, although the vehicle park land is subject to a five year break clause, which can be exercised by the Diocese giving two years advance notice of their intention to take the land back for their own use.

The Parish Council will manage the vehicle park for the benefit of the residents of the parish, and in particular to:

- 1.1. encourage parking which relieves pressure on on-street parking in the village, including on Yeoman Street and around the school and church;
- 1.2. encourage visitor parking for the benefit of local businesses;
- 1.3. ensure its availability and use for the annual carnival;
- 1.4. enable some limited camper van/ motor home parking to relieve on-street parking;
- 1.5. enable continued use of the land for the transfer of supplies/feed etc for outlying farms and similar purposes;
- 1.6. charge visitors and long-term users for use, to contribute to the costs of the rent and maintenance of the vehicle park, recreation ground and surrounding land.

### 2. Charges

Charges will be reviewed annually by the Parish Council. The following charges initially apply:

- 2.1. **Cars/ Motorbikes per day:** £1.00;
- 2.2. **Coaches / Minibuses per day:** £10.00;
- 2.3. **Camper vans / motor homes / per day:** £10.00 (maximum stay 24 hours no return within 7 days).
- 2.4. **Camper vans / motor homes annual permit** (two maximum): £300.00;
- 2.5. **Trailer / lorry parking annual permit:** £400.00 (if Operator's Licence conditions allow);

- 2.6. **Vehicle permit for daytime parking by local residents:** no charge;
- 2.7. **Vehicle permit for daytime parking by workers (e.g. teachers):** no charge;
- 2.8. **Resident's occasional overnight parking for vehicles:** no charge.

**Permits for camper vans / motor homes / HGVs etc:** permits will be issued for 12 months only and will be renewed at the discretion of the Parish Council. Conditions for use are set out in Appendix A. Applications will be considered annually by the Parish Council, and preference will be given to applications which if granted will result in reduced on-street parking problems.

**Vehicle permit for daytime parking by local residents/ workers:** the Parish Council will consider applications for free permits for daytime parking which will result in reduced on-street parking problems. Conditions for use are set out in Appendix B.

**Charge box:** the box should be emptied at least weekly to ensure minimal cash content. All cash should be banked / deposited with local businesses under arrangements to be supervised by the Clerk / RFO.

### 3. Enforcement of charges:

**Non-compliance with conditions** of permits or failure to pay permit charge will result in cancellation under the terms of the permit.

**Persistent non-payment** of the daily charge will be referred to the Parish Council for further action.

**Abandoned vehicles:** vehicles that appear to have been abandoned will be posted with a notice as at Appendix C, and referred to the District Council for removal under their powers in the Refuse Disposal (Amenity) Act 1978. The Clerk is authorised to post notices and make referrals to the District Council in respect of any vehicle parked in breach of the requirements of this Policy.

### 4. Prohibited uses

**Mobile food vans:** in the interests of village businesses and other car park users, and to avoid difficulties of multiple applications, mobile food vans will not be permitted to use the vehicle park.

**Barbeques and fires:** barbeques or fires are not permitted.

**Caravan parking:** in the interests of managing space and other car park users no daytime or overnight parking of caravans is permitted.

**Insurance /Taxation / MOT / SORN:** parking in the vehicle park by any vehicle which is not fully insured taxed and MOT'd, or which is SORN, is prohibited, and will result in the vehicle being required to be immediately removed.

### 5. Storage unit

A storage unit will be kept on the vehicle park for storage of maintenance and other equipment. In order to benefit from exemption from planning permission, the use of the unit should be broadly in accordance with the terms of the request for exemption as set out in Appendix D.

In order to minimise the impact on the conservation area, the Council will ensure compliance with the advice to *think carefully about the precise siting, external treatment and landscaping* of the unit.

**Keys to unit:** a set of keys will be held by the Lengthsman and the Clerk/RFO.

### 6. Health and Safety

The vehicle park will be inspected twice annually by Council members as part of the overall park inspection. In addition there will be at least weekly informal inspections when emptying the cash box and during use for park maintenance. All health and safety issues will be reported to the Clerk/RFO.

## Appendix A: Permit Conditions for Camper Vans / Motor homes / HGVs

The terms and conditions which apply to the permit are as follows:

1. **General:** the permit allows you subject to availability to park a designated vehicle within the Bonsall village vehicle park.
2. **Designated vehicle:** the designated vehicle is **[Make/Model]**; registration number **[xxxx xxx]**.
3. **Sole use:** the permit is for the use of the permit holder, and is not transferrable.
4. **Duration:** the permit is valid for a twelve month period only from **[date]** expiring midnight **[date]**.
5. **Renewal:** grant of any further permit is at the total discretion of the Parish Council. An application to renew the permit must be submitted to the Parish Council in writing at least two clear months before the expiry date. A renewal application will be considered alongside any other applications received, and no priority will be given to existing permit holders.
6. **Removal of vehicle on expiry:** unless the permit is renewed, the vehicle must be removed from the vehicle park by midnight on the day of expiry of the permit.
7. **Fee:** the fee for the annual permit is £300 which is payable in advance of commencement.
8. **Replacement permit:** there is a fee of £10 to replace a lost permit.
9. **Display of permit:** the Permit should be displayed on the vehicle so as to be visible at all times when parked on the vehicle park.
10. **Taxation/Insurance/MOT:** the vehicle should be kept fully taxed insured and MOT'd at all times; and no parking at all on the vehicle park is permitted in breach of this requirement.
11. **Roadworthiness:** the vehicle should be kept in a roadworthy condition, and in particular should not be in such a condition as to present any hazard or risk to other users and visitors to the vehicle park and in particular to children.
12. **HGV:** a permit for HGV parking on the vehicle park can only be issued if the Operator's Licence governing the vehicle permits parking in this location. The fee for the annual permit is £400.
13. **Maintenance work:** the carrying out of any maintenance or repair work is not permitted on the vehicle park, and nothing should be done so as to cause damage to the surface or any other part of the vehicle park or any other vehicle.
14. **Compliance with Council directions:** the permit holder will comply with all directions issued by the Parish Council or their staff relating to the use of the vehicle park by the permit holder.
15. **Right to use:** for the avoidance of doubt the issue of a Parking Permit does not allocate a particular parking place to you and does not guarantee access to the parking facility at all times, and does not guarantee that a car parking space will always be available to you. The right to park your vehicle is at all times subject to availability.
16. **Breach of conditions:** In the event of breach of these conditions, the Parish Council will give written notice of breach and, depending on the circumstances, state the steps needed to rectify the breach, or, at their discretion, terminate the permit on 7 days notice. In the event of termination the Parish Council will refund the balance of the fee paid on a pro rata basis to remaining time on the permit, after deduction of any reasonable expenses incurred in dealing with the breach.

17. **Exclusion of Liability:** the Parish Council does not undertake to supervise the parking place and will not accept any liability for loss or damage to motor vehicles or their contents howsoever caused, or injury to any person howsoever such injury is caused, unless or to the extent caused by proven negligence of the Parish Council its representatives or agents.

#### **Appendix B: Permit Conditions for Local Residents / Workers**

The terms and conditions which apply to the permit are as follows:

1. **General:** the permit allows you subject to availability to park a designated vehicle free of charge within the Bonsall village vehicle park during the daytime (7.00am to 7.00pm).
2. **Designated vehicle:** the designated vehicle is [**Make/Model**]; registration number [**xxxx xxx**].
3. **Sole use:** the permit is for the use of the permit holder, and is not transferrable.
4. **Duration:** the permit is valid for a twelve month period only from [**date**] expiring midnight [**date**].
5. **Renewal:** grant of any further permit is at the total discretion of the Parish Council. An application to renew the permit must be submitted to the Parish Council in writing at least two clear months before the expiry date. A renewal application will be considered alongside any other applications received, and no priority will be given to existing permit holders.
6. **Display of permit:** the Permit should be displayed on the vehicle so as to be visible at all times when parked on the vehicle park.
7. **Taxation/Insurance/MOT:** the vehicle should be kept fully taxed insured and MOT'd at all times; and no parking at all on the vehicle park is permitted in breach of this requirement.
8. **Roadworthiness:** the vehicle should be kept in a roadworthy condition, and in particular should not be in such a condition as to present any hazard or risk to other users and visitors to the vehicle park and in particular to children.
9. **Maintenance work:** the carrying out of any maintenance or repair work is not permitted on the vehicle park, and nothing should be done so as to cause damage to the surface or any other part of the vehicle park or any other vehicle.
10. **Compliance with Council directions:** the permit holder will comply with all directions issued by the Parish Council or their staff relating to the use of the vehicle park by the permit holder.
11. **Right to use:** for the avoidance of doubt the issue of a Parking Permit does not allocate a particular parking place to you and does not guarantee access to the parking facility at all times, and does not guarantee that a car parking space will always be available to you. The right to park your vehicle is at all times subject to availability.
12. **Breach of conditions:** In the event of breach of these conditions, the Parish Council will give written notice of breach and, depending on the circumstances, state the steps needed to rectify the breach, or, at their discretion, terminate the permit on 7 days notice.
13. **Exclusion of Liability:** the Parish Council does not undertake to supervise the parking place and will not accept any liability for loss or damage to motor vehicles or their contents howsoever caused, or injury to any person howsoever such injury is caused, unless or to the extent caused by proven negligence of the Parish Council its representatives or agents.

**Appendix C: Notice for abandoned vehicles**

**Abandoned vehicle**

**Registration number [xxxx]**

This vehicle has been reported as abandoned.

If it is not removed from this Parish Council car park by [time /day and date] the Parish Council will request the District Council to take it away under their powers in the Refuse Disposal (Amenity) Act 1978.

For any queries on this please contact the Parish Council.

Bonsall Parish Council

[Date]

(Contact [bonsallclerk@gmail.com](mailto:bonsallclerk@gmail.com)).

**Appendix D: email correspondence with Development Manager DDDC June/July 2021**

RE: Bonsall: container unit on vehicle park  
**Bradbury, Jonathan**

Mon, 26 Jul 2021,  
14:31

Dear Tony

Thank you for your clarification. I am satisfied on balance that the majority of the storage use is associated with the use of and maintenance of the park overseen by the Parish Council. As such it would qualify based on its size and function as permitted development under Part 12. Please think carefully about the precise siting, external treatment and landscaping to ensure that the impacts on the Conservation Area are minimised.

Regards Jon

Jon Bradbury

Development Manager

Derbyshire Dales District Council

**From:** Tony Payne [mailto:[bonsallclerk@gmail.com](mailto:bonsallclerk@gmail.com)]

**Sent:** 26 July 2021 08:59

**To:** Bradbury, Jonathan >; Ecclestone, Andrew <

**Subject:** Re: Bonsall: container unit on vehicle park

Dear Jon

Thank you for your email of 17th June which was referred to the Parish Council meeting on 20th July.

I am writing to provide further information as to the intended use of the unit so that compliance with the GDO legislation can be reassessed.

**1. Land ownership or management:** I confirm that the whole of the park is held by the Parish Council on a lease from the Derby Diocese. As you may be aware, it was previously leased by the District Council, but the Parish Council took on that lease from March 2020. The District Council have a 3 year sub-lease back from us for the small area comprising the play equipment, and manage and maintain the play equipment in that area.

**2. Parish Council use of unit:** the Parish Council would use the unit for storage of:

- grounds maintenance equipment for the park
- sports equipment for the park (for example goal nets)
- the large poppies and stakes used for the annual remembrance day display on the park bank (approximately 60)
- Flood sacks and equipment for use in the village
- Speedwatch signs for use in the village
- Miscellaneous other equipment for the park and general use as needed.

**3. Carnival Committee use of the unit:** the Carnival Committee (a separate organisation) would with the permission of the Parish Council use the unit for storage of:

- chairs for the annual carnival event on the park (approximately 60-80; 4 -6 stacks)
- Two gazebos for use in the park for carnival
- Safety fencing used in the park for carnival

- Well-dressing material used in the village.

We would be grateful if this could be re-considered and if you need any further information please let me know.

Yours sincerely

Tony

On Thu, 17 Jun 2021 at 17:57, Bradbury, Jonathan wrote:

Dear Andrew and Tony,

The planning legislation under PART 12 of the General Permitted Development Order allows development without having to apply for permission by Local Authorities and this includes Parish Councils. There are of course parameters that apply. The land has to be owned or managed by them and the building or equipment needs to be associated with a function exercised by them on that land. So for instance a storage shed to house lawn mowers in a park used to maintain the grass in a park managed by the authority would be permitted development. Your scenario is not so straightforward and the building / container would need to relate to a function carried out on that land where it is stored. It is not clear to me if any of the equipment that you have said will be stored in the building is used on that land. If it does relate to the use of the land please confirm this but if not you would in my view need to apply for planning permission. I hope this provides some clarity.

Regards Jon

Jon Bradbury

Development Manager

Derbyshire Dales District Council