



SHREWSBURY TOWN COUNCIL

Livesey House, 7 St John's Hill, Shrewsbury, SY1 1JD

Please Ask For: Mr S Farmer

Tel: 01743 257648

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Shrewsbury Town Council – Operation of Harlescott Sunday Market and Car Boot Sale

Background Information

There has been a vibrant Sunday Market on the Harlescott Park and Ride site in the North of Shrewsbury since 1995. The site is adjacent to the Tesco Extra store and in the vicinity of a range of commercial, retail and leisure outlets.

Other than a height restriction barrier at the main entrance the site is open and benefits from being held on hard standing with a free parking provision.

The operator is responsible for the opening, inspection, preparation, management, waste collection and closure of the site before, during and after each Market and car boot sale is held. The operating times are currently 6am to 2pm (trading from 7am) with an hour either side for the operator to undertake their site duties.

The current operational model is not set in stone and the council is open to considering any improvement suggestions during the tender process.

The present arrangements for operating the market and car boot sale are currently available due to the retirement of the previous operator. They will be in place for an initial period of three years, with the option to extend beyond this term, subject to agreement between both parties.

Please register your interest in submitting a tender by sending an email to stuart.farmer@shrewsburytowncouncil.gov.uk this must include all contact details. This will enable us to inform you of any alterations that may occur during the tendering period.

General Scope of works

Location: Harlescott park and Ride site, Shrewsbury

The licensee will be expected to complete the following (not conclusive)

- Operate the market and car boot sale every Sunday.
- Ensure the market is managed in a lawful and orderly manner.
- Collect and retain all fees from traders.
- Ensure all traders goods for sale comply with all current legislation.
- As far as practicable prevent any trader from offering counterfeit goods for sale.



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Financial Information

By way of some financial background to the Sunday Market trading turnover for the previous two years and an estimate for this year are as follows:

- Year ending 31/3/23 - £46K.
- Year ending 31/3/24 – £43K.
- An estimate for the year ending 31/3/25 is £43K.

Income is impacted by weather; recent years has seen an increase in the car boot traders to the site from 22% in 2022 to 53% this current year.

Shrewsbury Town Council are responsible for the business rates liability for the site YE 25 £5,620, all other costs are to be considered those of the operator unless otherwise agreed.

Fees and Charges

The fees and charges for market traders are to be agreed by Shrewsbury Town Council and the Market Operator, this is to ensure fairness to all traders and allows for a transparent process to be completed. The current fees are as follows:

Harlescott Sunday Market

Scale of Charges 2024/25

Market

Catering Kiosks	£62
Regular traders	£27.50 - £35 depending on <u>size</u>
New <u>traders</u> starter price	£20

Carboot

Normal sized car/van	£8
Medium ie VW transporter/large Mercedes sprinter	£10
Large vehicle or medium/large van using more space	£12
Supplement for trailers attached to vehicles	£2
Registered charity (need proof incl number)	£6

Shrewsbury Town Council holds the Market Rights and will collect these as part of the agreed annual licence fee between both parties.



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Previous Experience.

Whilst previous experience is preferred, Shrewsbury Town Council are also open to new businesses who have previous experience of market trading or trading in similar environments.

Please provide a proposal for future growth of the Sunday Market that you feel will add to the visitor experience and encourage return visitors.

Rules and regulation

The Market operator would be expected to follow good practice in line with recommendations and guidelines from national bodies.

Food items or drinks/jars of coffee etc not allowed to be sold on the carboot unless, public liability insurance held and proof of legitimate purchase. Also, tobacco, alcohol, knives and dangerous/intimidating items are banned.

Waste and Site Cleanliness

The Market Operator will be responsible for the removal of all waste from the site, this is not to be put in any public litter bins on the site.

The site is to be returned to a clean debris and litter free environment following the day's trading, with all trading structures removed, evidence of this may be required in the form of photographs as proof.

Insurances

Public Liability insurance is required to minimum level of £5 Million this is to include claims made for food poisoning.

Interim Agreement

We are proposing that the successful tenderer operates the market for the rest of the financial year under an interim agreement. This will provide the operator with the opportunity to get to know the site and possibility to work closely with the council on potential ideas and improvements before the terms of the three-year contract come into force.

The legislative, regulatory, and operational requirements for operating the market during this period will remain the same, however the payment terms will be open to negotiation to reflect the economic challenge of operating an outdoor market during the autumn and winter months.

Payment

Payment terms are to be agreed.



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Evaluation of Tender

All tender submissions will be evaluated on the following criteria using the information provided:

Criteria	Maximum Score
Tendered Amount	40
Evidence of Previous Experience of markets or similar	30
Future Planning Proposals	30

Timetable for tendering.

- Invitation to Tender 13th September 2024
- Closing date for Submissions 1pm Friday 4th October 2024
- Award of Tender 11th October 2024

Submitting a Tender

Should you wish to submit a tender please use the submission sheet provided and ensure delivery is made prior to the closing date of 1pm Friday 4th October 2024. Late submissions will not be evaluated and will be removed from the process.

If you require any further information during the tender process, please contact me directly on stuart.farmer@shrewsburytowncouncil.gov.uk

Your sincerely

Stuart Farmer

Acting Operations Manager

Shrewsbury Town Council



Tender Return

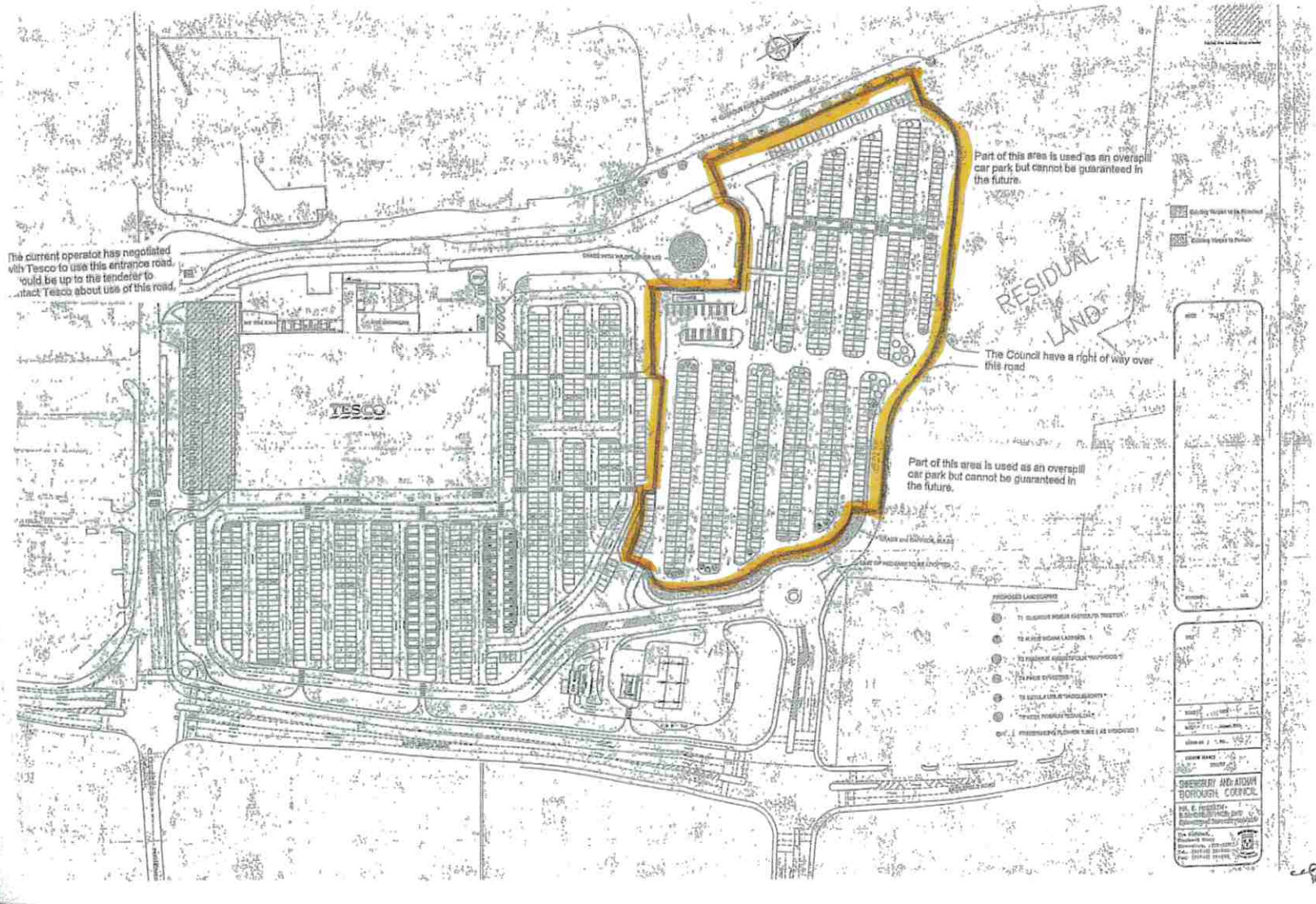
Company Name	
Name	
Company Position	
2025 Tender Amount	£
2026 Tender Amount	£
2027 Tender Amount	£
Total for 3-year period	£
Signed	
Date	

Please return the following with your submission:

- Tender Return
- Insurance Certificates
- Future plans proposals
- Evidence of previous experience

Sunday Market and parking area edged in pink

The current operator has negotiated with Tesco to use this entrance road. Could be up to the tenderer to contact Tesco about use of this road.



Part of this area is used as an overspill car park but cannot be guaranteed in the future.

RESIDUAL LAND

The Council have a right of way over this road

Part of this area is used as an overspill car park but cannot be guaranteed in the future.

- PROPOSED LANDSCAPE
- 1. TO PLANT MORE TREES IN THE STREET
 - 2. TO PLANT MORE TREES IN THE CARPARK
 - 3. TO PLANT MORE TREES IN THE WOODS
 - 4. TO PLANT MORE TREES IN THE WOODS
 - 5. TO PLANT MORE TREES IN THE WOODS
- DATE: 10/10/00 (AS SHOWN)

- 1. Existing Road to be Retained
- 2. Existing Road to be Deleted

DATE	10/10/00
SCALE	1:1000
PROJECT	SHEPHERY AND HIGH BOROUGH COUNCIL
DESIGNED BY	[Signature]
CHECKED BY	[Signature]
APPROVED BY	[Signature]

DATE	10/10/00
SCALE	1:1000
PROJECT	SHEPHERY AND HIGH BOROUGH COUNCIL
DESIGNED BY	[Signature]
CHECKED BY	[Signature]
APPROVED BY	[Signature]

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