



**EXTRAORDINARY COUNCIL MEETING**

**TUESDAY 13 AUGUST 2024**

**SUPPLEMENTARY AGENDA PACK**

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### SUPPLEMENTARY AGENDA PACK

#### WEBCASTING NOTICE

This meeting will be recorded for subsequent broadcast on the Council's website in accordance with the Council's capacity in performing a task in the public interest and in line with the Openness of Local Government Bodies Regulations 2014.

The whole of the meeting will be recorded, except where there are confidential or exempt items, and the footage will be on the website for six months.

If you have any queries regarding webcasting of meetings, please contact Democratic Services.

I would like to welcome everyone to this evening's meeting of the Council.

I should be grateful if you would ensure that your mobile phones and other hand-held devices are switched to silent during the meeting. If the fire alarm sounds during the course of the meeting - we are not expecting it to go off - please leave the Council Chamber immediately and proceed calmly to the assembly point in Millmead on the paved area adjacent to the river as you exit the site.

This Supplementary Agenda Pack sets out details of those members of the public who have given advance notice of their wish to ask a question or address the Council in respect of any business on tonight's agenda. It also sets out details of any motions and amendments to be proposed by councillors in respect of the business on the agenda.

Unless a member of the public has given notice of their wish to ask a question or address the Council under Item 3 (Public Participation), they will not be permitted to speak. Those who have given notice may address the Council for a maximum of three minutes. Speakers may not engage in any further debate once they have finished their speech.

*Councillor Sallie Barker MBE  
The Mayor of Guildford*

<b>Time limits on speeches at full Council meetings:</b>	
Public speaker:	3 minutes
Response to public speaker:	3 minutes
Questions from councillors:	3 minutes
Response to questions from councillors:	3 minutes
Proposer of a motion:	6 minutes
Secunder of a motion:	4 minutes
Other councillors speaking during the debate on a motion:	4 minutes
Proposer of a motion's right of reply at the end of the debate on the motion:	4 minutes
Proposer of an amendment:	4 minutes
Secunder of an amendment:	4 minutes
Other councillors speaking during the debate on an amendment:	4 minutes
Proposer of a motion's right of reply at the end of the debate on an amendment:	4 minutes
Proposer of an amendment's right of reply at the end of the debate on an amendment:	4 minutes

### **Procedure for dealing with motions:**

The Council's attention is drawn to the relevant provisions of the new Council Procedure Rules in respect of the Rules of Debate (Council Procedure Rule 15). In particular, before a motion is proposed, the Mayor will invite any questions from councillors in respect of the motion. Such questions must relate directly to the motion being proposed and are restricted to questions relating directly to clarity of what is proposed.

Once a motion has been proposed and seconded, no questions nor answers are permitted, other than in respect of an amendment to the motion prior to such an amendment being moved. Once proposed and seconded, only speeches of debate shall be permitted.

Councillors' attention is also drawn to the revised time limit on speeches during a debate: up to 6 minutes for the proposer of a motion, and up to four minutes for all other speeches (including right of reply on the motion).

#### **1. APOLOGIES FOR ABSENCE**

To receive any apologies for absence.

#### **2. DISCLOSURES OF INTEREST**

To receive and note any disclosable pecuniary interests from councillors. In accordance with the local Code of Conduct, a councillor is required to disclose at the meeting any disclosable pecuniary interest (DPI) that they may have in respect of any matter for consideration on this agenda. Any councillor with a DPI must not

participate in any discussion or vote regarding that matter and they must also withdraw from the meeting immediately before consideration of the matter.

If that DPI has not been registered, the councillor must notify the Monitoring Officer of the details of the DPI within 28 days of the date of the meeting.

Councillors are further invited to disclose any non-pecuniary interest which may be relevant to any matter on this agenda, in the interests of transparency, and to confirm that it will not affect their objectivity in relation to that matter.

### **3. PUBLIC PARTICIPATION**

There are no questions from the public.

### **4. QUESTIONS FROM COUNCILLORS**

There are no questions from councillors.

### **5. REPLACEMENT/UPGRADE OF VARIOUS CAR PARK PAYMENT EQUIPMENT** (Pages 7 - 56 of the Council agenda)

#### Update:

At its meeting held on 8 August 2024, the Executive considered this matter and endorsed the recommendation in the report.

#### The Motion:

The Lead Councillor for Commercial Services, Councillor Catherine Houston to propose, and the Lead Councillor for Finance and Assets, Councillor Richard Lucas to second, the adoption of the following motion:

- “(1) That funding of up to £650,000 from the capital car park maintenance reserve budget to fund a replacement barrier pay on foot (PoF) car park payment system, be approved.
- (2) That funding of up to £250,000 from the capital car park maintenance reserve budget to fund a replacement/upgrade to the pay and display (P&D) car park payment equipment, be approved.
- (3) That the Assistant Director, Commercial Services be authorised, in consultation with the Joint Strategic Director, Finance, to take any action in relation to the procurement and letting of contracts in respect to the P&D equipment, including undertaking a joint procurement by GBC and WBC to obtain best value for both councils.

- (4) That the Assistant Director, Commercial Services be authorised, in consultation with the Joint Strategic Director, Finance, to take any action in relation to the procurement and letting of contracts to replace the PoF equipment, which could be combined with the P&D procurement to enable suppliers that offer both systems to bid and maximise the procurement opportunity for the Council.

**Reasons:**

- The existing PoF car park payment equipment is 13 years old and maintenance, upkeep and the availability of spares is becoming increasingly problematic. Replacement equipment will allow for the introduction of a modern, ticketless, automatic number plate recognition (ANPR) system providing an improved service to customers, greater opportunities to future-proof payment provision and offer flexibility to maximise income generation, better business intelligence and reduced maintenance issues.
- Most of the existing P&D car park payment equipment is around 10 years old. Although maintenance, upkeep and the availability of spares are not currently problematic, over the course of the next few years, this is likely to become more of an issue. More importantly, the replacement / upgrade will expand the availability of contactless technology across all pay and display car parks, providing an improved range of payment options / service for customers, the ability to introduce ticketless parking and provide greater opportunities to future-proof payment provision and offer flexibility to maximise income generation and reduced maintenance issues.
- A joint procurement by GBC and WBC for the P&D equipment will help derive best value through economies of scale and further increase alignment of the equipment and systems that the two organisations use. Recently GBC and WBC have adopted the same handheld enforcement devices, back-office penalty, and permit processing software and both Councils have recently taken the decision for GBC to perform enforcement duties in WBC's off-street car parks. Combining the P&D and PoF procurements, allowing suppliers that offer both systems to bid, could help derive further savings even if their respective implementations follow slightly different timelines.

**Comments:**

None