

**NEWCASTLE-UNDER-LYME BOROUGH COUNCIL**

**CORPORATE LEADERSHIP TEAM'S  
REPORT TO CABINET**

**4<sup>th</sup> June 2024**

**Report Title:** Award of contract for the Castle Car Park Payment System

**Submitted by:** Interim Chief Executive

**Portfolios:** Finance, Town Centres and Growth

**Ward(s) affected:** Town

<b><u>Purpose of the Report</u></b>	<b><u>Key Decision</u></b>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
To delegate the award of the contract for the provision of the payment system at Castle Car Park.			
<b><u>Recommendation</u></b>			
That Cabinet:			
<p><b>1. Authorises the Interim Chief Executive in consultation with the Portfolio Finance, Town Centres and Growth to award a contract for the installation, management and maintenance of payment systems at Castle Car Park.</b></p>			
<b><u>Reasons</u></b>			
To enable delivery of this key piece of infrastructure for the new Castle Car Park at Ryecroft.			

**1. Background**

- 1.1 Cabinet has previously considered construction of the multi storey car park at Ryecroft and at its meeting of 6 June 2023 approved the award of the main construction contract through the Pagabo framework to Morgan Sindall. Now that construction of the car park structure has progressed it is necessary to consider infrastructure items that will enable the car park to operate. One such item is the provision of a payment system which is the subject of this report.
- 1.2 A payment system is a piece of necessary infrastructure to enable drivers to pay for parking for their duration of stay. Whilst there is a significant change to customers preference to pay digital or via card there remains

customers who prefer cash payments. The procurement process is taking into account the different methods of payment to ensure it meets a wide range of customer needs. In addition to visitors to the town the car park is also likely to serve new residential development and the hotel development that are also proposed to be delivered at the Ryecroft site.

## **2. Issues**

- 2.1 The procurement schedule is intended to ensure that installation and commissioning of equipment can be completed in line with the build completion of the car park.
- 2.2 In procuring a payment system provider the availability of appropriate frameworks was reviewed by officers. This identified the use of the ESPO 509\_23 Parking Management Solutions Framework (Lot 2) as the preferred solution.
- 2.3 An initial expression of interest was issued to all 13 suppliers on this Lot with 9 positive responses received. A formal Invitation to Tender was sent to all 9 organisations that had expressed an interest. The closing date for receipt of bids is 21 May 2024 at 17:00.
- 2.4 Evaluation is planned to take place between 22 May 2024 and 28 May 2024. Officers will be assessing the returned tenders against 40% cost and 60% quality with the intent to make an award to the supplier who submits the most economically advantageous tender following evaluation of the bids received.
- 2.5 Subject to Cabinet approval for officers to proceed with appointment of a contractor, a contract award is scheduled on 11 June 2024, following a voluntary standstill period taking place.

## **3. Recommendation**

- 3.1 That Cabinet authorises the Interim Chief Executive in consultation with the Portfolio Finance, Town Centres and Growth to award the contract for the installation, management and maintenance of payment system at Castle Car Park.

## **4. Reasons**

- 4.1 To deliver on the Council Plan Objectives as they relate to Newcastle Town Centre.
- 4.2 To pursue actions in line with the Council's Car Parking Strategy.
- 4.3 To ensure proper management of payment systems at the new Castle Car Park.
- 4.4 To deliver projects in line with the Council's Future High Street Fund bid.

## **5. Options Considered**

- 5.1 In line with public sector procurement requirements in public procurement the contract opportunity has been competitively tendered to provide engagement with the car parking payment system market.

## **6. Legal and Statutory Implications**

- 6.1 The Council will enter into a contract with the chosen provider to install and maintain the payment system.
- 6.2 The Council has an obligation to comply with relevant legislation on car park management and enforcement.

## **7. Equality Impact Assessment**

- 7.1 No differential impact has been identified. The payment options will be accessible to any driver using the car park and specific provision has been made for accessible parking bays.

## **8. Financial and Resource Implications**

- 8.1 Car users will pay for car parking fees as normal through the payment options offered.
- 8.2 The estimated cost of the payment system is £150,000 and this funding will need to be allocated to the project from the Council's capital programme for 2024/25.
- 8.3 As previously reported to Cabinet, the overall Castle Car Park is being funded from a combination of Future High Street Fund, Town Deal (which are funding separate elements) and a Council capital contribution.

## **9. Major Risks & Mitigation**

- 9.1 This proposal offers a low-risk option for the Council as the contractor will be responsible for the provision, management and maintenance for the machines and software.
- 9.2 The uptake of drivers choosing to pay by phone or using car transactions is increasing nationally and in the medium term the number of cash transactions are expected to fall. Should this happen the Council can in the future review the type of machines in use and the range of payment options available.

## **10. UN Sustainable Development Goals (UNSDG)**

- 10.1 The proposal contributes to the following UNSDG



## **11. Key Decision Information**

- 11.1 Castle Car Park is in Town Ward although users of the car park will be drawn from a wider area.

## **12. Earlier Cabinet/Committee Resolutions**

- 12.1 October 2019, Cabinet concerning development of the second stage Future High Street Fund bid and procurement of consultancy support.
- 12.2 December 2019, Economy Environment & Place Overview and Scrutiny Committee Town Centre Funding Update (information item)
- 12.3 July 2020, Cabinet concerning approval for submission of bid into MHCLG
- 12.4 April 2021 Cabinet accepting Future High Street Fund Grant monies and grant conditions.
- 12.5 December 2021 Cabinet Contract Award to Morgan Sindall
- 12.6 March 22 Cabinet Ryecroft Update
- 12.7 January 2023 Cabinet update report on progress made on the multi-storey car park project.
- 12.8 June 2023 Cabinet, Castle Car Park Multi-Storey Car Park Contract Award.
- 12.9 March 24 Cabinet, award of Contract to Zest for the Electric Vehicle Charging points.

## **13. List of Appendices**

- 13.1 None

## **14. Background Papers**

- 14.1 Tender documentation is available on request.