Minutes of the Meeting of the **ENVIRONMENT COMMITTEE** held at the Town Hall, High Street, Swanage on **WEDNESDAY, 1st FEBRUARY 2023** at **2.15 p.m**.

Chair: -

Councillor C Moreton	Swanage Town Council

Present: -

Councillor T Foster (Town Mayor)	Swanage Town Council
Councillor A Harris	Swanage Town Council
Councillor B Trite	Swanage Town Council
Councillor C Tomes	Swanage Town Council
Councillor M Whitwam	Swanage Town Council

Outside Representatives: -

Mr D Pratten	Beach Buddies and Planet Purbeck
Mrs S Spurling	Sustainable Swanage

Also in attendance: -

Dr M Ayres	Town Clerk
Ms G Percival	Assets & Compliance Manager
Mr M Snowdon	Assets & Compliance Support Officer
Mr C Milmer	Visitor Services and Business Development Manager (VSBDM)

There was one member of the public at the meeting.

Public Participation Time

There were no matters raised.

1) Apologies

Apologies for their inability to attend the meeting were received from Councillor Rogers, Katie Black (Senior Ranger, Durlston Country Park) and Frank Roberts (Dorset Landers). Councillor Monkhouse attended the meeting remotely.

2) Declarations of Interest

Members were invited to declare their interests and consider any requests for Grants of Dispensations in accordance with section 9 and Appendix B of the Council's Code of Conduct.

There were no declarations to record on this occasion.

3) Matters arising from the Meeting of the Environment Committee held on 23rd November 2022

There were no matters raised on this occasion.

4) Environment Policy Action Plan – Update

It was reported that the Environment Policy Action Plan has been reviewed by the Environmental Action Plan Working Party. It was noted that the plan is iterative and any developments would be brought before this committee. It was noted that where possible, each Agenda item within the Environment Committee meetings would refer to the relevant part of the Action Plan.

It was questioned whether the document would be made available to the public and it was confirmed that it is a public document, although due to the regular review the version currently on the website requires updating.

It was proposed by Councillor Harris, seconded by Councillor Foster and RESOLVED UNANIMOUSLY:-

To agree the amended Environment Policy Action Plan as an iterative document.

5) Herbicide use by Swanage Town Council

Further to Section 3.1 of Environment Policy Action Plan, the Assets & Compliance Manager introduced a document prepared by Wessex Ground Services which set out an assessment of the current legislation, Swanage Town Council's use of herbicides, and any opportunities to reduce usage.

The report concluded that the Council had a balanced approach to the use of herbicides, however, the situation should be monitored to determine potential improvements in the future. A discussion ensued around alternatives to herbicide use, however, it was noted that a substitute was unlikely to be as effective, and the impact on labour intensity would need consideration. Members therefore noted that no changes to the Council's use of herbicides would be introduced at the present time.

The Committee recorded its thanks to Steve Harris of Wessex Ground Services for his work in producing this report.

6) Sustainable Swanage

a) Sustainable Swanage Progress Update

The Sustainable Swanage project officer presented a quarterly review of the 3-year Sustainable Swanage programme (2022-2024). It was noted that the officer had stepped back from the Community Pantry as there were now sufficient volunteers to lead the project. It was reported that:

- Community events continued to see a growth in support, which included the repair café and although governance would be needed, it was hoped that funding would be sought to assist with this.
- Energy leaflets had been prepared and distributed widely to residents.

Thanks were given to Sarah Spurling for all the vibrant activity she is helping to create and nurture within the town.

b) Northbrook Copse & St Mark's Playing Fields: Future Plans

Further to Section 3.4 of Environment Policy Action Plan, the VSBDM reported that Northbrook Copse and the former St Mark's School Playing Field had been identified as suitable sites to be enhanced by Sustainable Swanage, with the support of the Town Council. The work would focus on increasing awareness of the sites and putting in place a strategy to allow them to flourish.

It was proposed by Chairman, seconded by Councillor Harris and RESOLVED UNANIMOUSLY:-

To approve the selection of Northbrook Copse and the former St Mark's School Playing Field for future enhancement by Sustainable Swanage.

c) The Peveril Point and Downs Local Nature Reserve (LNR) Launch

It was reported that Peveril Point and the Downs had formally gained recognition as a Local Nature Reserve towards the end of 2022 and that an official launch event was being planned with Sustainable Swanage for 15th April 2023. It was currently envisaged that this would incorporate a range of walks and activities. It was noted that four panels would be erected at strategic unobtrusive locations on recycled plastic lecterns detailing the area's history, a map of the LNR, local wildlife and geology.

The proposals, as detailed in the briefing paper, were noted and the development of a Swanage Greenspace Logo was met with approval.

Thanks were recorded to all those involved in attaining the Local Nature Reserve designation and the development of the information panels.

7) Bedding Plant Proposal 2023

The Assets & Compliance Manager reported on the strategy for the summer bedding and perennial planting schedule for the 2023 season. The strategy was focused on moving towards a more environmentally beneficial approach with consideration given to the changing climate and an emphasis on increasing the amount of sustainable perennial plants, while reducing the amount of summer bedding.

It was proposed by Councillor Trite, seconded by Councillor Tomes and RESOLVED UNANIMOUSLY:-

To approve the proposals set out in the briefing paper in respect of summer bedding and perennial planting for the 2023 season and to review the new approach at the end of the season.

8) Carbon Crisis Awareness Training for staff and councillors

Further to section 1.5 of Environment Policy Action Plan, the VSBDM reported on the available options for Carbon Crisis Awareness Training for all Councillors and staff members, ranging from local resources providing face-to-face training to bespoke training packages with the potential to attend online. It was noted that the costs are comparable for the various options, in the region of £2,000, although further investigation would be required to ensure the most appropriate course is selected.

It was therefore AGREED:-

To delegate the decision to officers to identify a suitable course.

9) Carbon Footprint and STC monitoring systems

The VSBDM reported on the original Swanage Town Council carbon footprint assessment, which had been completed in 2019 and the requirement to start analysing this annually. The original assessment had been collated with the best information available at the time, although it was highlighted that the availability of data is now much improved.

It was noted that the ongoing task had now been assigned to the Assets & Compliance Support Officer who advised that the new report was unlikely to provide a fair assessment of how the Council's carbon footprint had changed since 2019 due to the quality of the data at that time, and some of the assumptions that were required. Attention was drawn to the fact that the monitoring system being put in place would provide straightforward analysis from this year forward.

The report for 2022 will be brought to the next Environment Committee meeting in June and will henceforward be monitored at regular intervals.

10) Waste Management

a) Update on waste management arrangements for 2023

Further to Minute No. 11 a) of the Environment Committee meeting held on 23rd November 2022, the Assets & Compliance Manager confirmed that there had been no update from Dorset Waste Services regarding seafront waste management arrangements for 2023, to date. It was anticipated that the arrangements would remain as in 2022.

b) Update on activities by Beach Buddies

Further to Minute No. 11 b) of the Environment Committee meeting held on 23rd November 2022, it was reported that the group continued to receive a high level of

support from volunteers on a weekly basis, with an average of 12-16 taking part out of season and up to 20-30 volunteers in the peak summer months. The average volume of litter removed per outing had remained stable at approximately 20kg of litter per weekend, although the nature of the waste had altered. The amount of single use PPE recovered had almost disappeared following the easing of the Covid-19 lockdown, although the packaging and cartridges from vape products had significantly increased, as had bagged dog waste.

Beach Buddies offered thanks to the Council for providing replacement litter pickers.

11) Items of information and matters for forthcoming agendas

a) Carbon Neutral 2030 Plan

Further to Minute No. 5) of the Environment Committee meeting held on 23rd November 2022, the VSBDM reported that in addition to the report commissioned from CO2 Target, the Council are seeking advice from Low Carbon Dorset who are providing two days of free advice. Further developments would be reported to a future meeting of the Environment Committee.

b) EV Charging Strategy

Further to Minute No. 6) of the Environment Committee meeting held on 23rd November 2022, the VSBDM reported that via Dorset Council, contact had been made with a company to prepare a feasibility study. The study would assess how many EV chargers would be required in Swanage in the future. It was noted that further developments would be reported to a future meeting of the Environment Committee.

c) Green Flag Application - Beach Gardens

The Assets & Compliance Manager reported that an application for a Green Flag award in respect of Beach Gardens had been prepared and submitted, with the assistance of the VSBDM and his team, the Tennis Club and the Bowls Club. The closing date was noted as 31st January 2023. It was noted that the Council would be contacted shortly to determine if Swanage had been selected for the next stage of the judging, which would result in a site inspection in May 2023.

12) Date of next meeting

It was noted that the next meeting would be held at 2.15 p.m. on Wednesday 7th June 2023.

The Meeting closed at 3.00 p.m.

Swanage Town Council

DRAFT Environment Policy Action Plan

Version 9

The draft Environment Policy agreed by Council in March 2020 provided six distinct policy areas and, in the sections below, the actions have been categorised under each of these. Swanage Town Council have taken the approach of producing a short action plan with a small number of key actions that can be developed quickly. This is seen very much as an iterative action plan that can grow and develop as we better understand what is required to meet the challenges of the climate crisis. Completed actions are retained at the bottom of the document.

1. Managing the Town Council in an environmentally sustainable manner

We shall ensure that sustainability is at the heart of how we manage the Town Council and its functions.

No.	Action	How will we do this	Cost	Date required	How will we measure this?	Progress to date	Officer
1.	Review vehicle & equipment needs and where possible move to electric machines.	Equipment asset list to be reviewed and options for change considered.	Not known	March 2023	Review undertaken.	DONE - Officers to produce asset list of machines, including power source, during 2022/23 and take report to Committee at the end of 2023.	OPS1
2.	Develop an environmental monitoring system for the Town Council's business which includes tracking carbon use.	System to be set up and managed by officers.	None	March 2023	System set up.	Ongoing - This task has been allocated to a member of staff to develop a monitoring system including gas and electricity use, waste tonnages, petrol and diesel use, and water use. Once established, the carbon footprint will be provided to the Committee and then at least annually.	OPS1
3.	Develop a system to monitor the Council's waste streams and undertake review.	Identify waste streams and review	Not known	June 2023	Waste tonnages monitored through Management System.	Ongoing and will be reported to Committee when established. (links with action 2 above).	OPS1

		options for reduction.					
4.	Reduce the amount of paper documents printed by the Town Council	Review printing volumes and work towards reducing, beginning with introduction of councillor laptops.	Total not known. Budget for Councillors' laptops agreed.	June 2023	Monitor through Environment Management System	DONE – Laptops have now been procured and training provided to Councillors. Printed copies of Council reports are no longer issued to Councillors.	TH1
5.	Provide climate crisis training for all STC staff and councillors.	External providers.	Not known	2023	Course undertaken.	Various options are being considered and a report will be brought to the Environment Committee in late 2023.	TIC1
6.	Move to a fully renewable energy contract for the electric supply to the Town Council	Reviewing green options and undertaking a procurement exercise.	-	October 2023	New contract set up.	New energy contract with best available green option renewed until 30 September 2023 with a review scheduled for summer 2023.	TH3

2. Managing our built environment sustainably

We are directly responsible for both historic and modern buildings and infrastructure which will be managed sustainably

No.	Action	How will we do this	Cost	Date required	How will we measure this?	Progress to date	Officer
1.	Implement energy reduction measures.	Produce report which details various possible measures.	Not known	March 2024	Energy use reduction will be tracked by officers	Solar panels, Building Management Systems and LEDs are to be considered for implementation in during 23-24.	OPS1
2.	Consider options for renewable energy on the Town Council estate.	Undertake research and produce report.	Not known	March 2024	Report produced detailing relevant options.	Currently developing a proposal.	OPS1 / TIC1

3.	Consider options for reducing water use and harvesting rainwater.	Report detailing water use and proposals to reduce.	Not Known	Oct 24	Reduction in water use as measured by water bills		OPS1
4.	Ensure all new Town Council constructions have sustainability embedded in their design.	Included in each specification.	Not known	Ongoing	All construction specifications will include sustainability.	ONGOING	TH1

3. Protecting and enhancing the natural environment

We are directly responsible for a wide range of natural environments and shall work to enhance these and look to support initiatives that enhance other natural areas within the town

No.	Action	How will we do this	Cost	Date required	How will we measure this?	Progress to date	Officer
1.	Review options to reduce or eliminate pesticide/herbicide use.	Current use will be reviewed and alternatives considered.	Not known	March 2023	By monitoring amount used.	DONE - Report provided to February Committee detailing current use and explanation of some available alternatives. Committee agreed to continue current approach and review in the future	OPS1
2.	Reduce quantity of bedding plants and develop more drought resistant plantings.	Planting more drought resistant plants.	Not known	June 2023	Reduction in water use and more hardy plants	DONE - Trial of more drought-resistant plantings is ongoing.	OPS1
3.	Undertake a 'bio-diversity' audit of all sites owned by the Town Council to assess their importance within the natural environment.	Volunteers could be used from Sustainable Swanage depending on type of work required.	Not known	March 2024	A map demonstrating high, medium or low bio-diverse areas which might include ~~ideas~~ proposals for improvements	Officers are developing a plan and will engage with other partners such as Dorset Council and Sustainable Swanage and its sub-groups. Bio-blitz taken place in June	OPS1
4.	Identify two further sites to be enhanced by Sustainable Swanage	Work with Sustainable Swanage to develop plans	Not known	March 2024	Action Plan developed and work undertaken at sites	Northbrook Copse and the former St Mark's Playing Field identified for enhancement. An outline plan will be produced for the February	OPS1

						Environment Committee. (Public engagement event on May 1st) Sustainable Swanage Report to next environment committee)	
5.	Work with partners to implement actions identified within the Swanage Green Infrastructure Strategy.	Identify areas within Strategy that can be developed.	Not known	March 2024	Action Plan developed	ONGOING – Need to develop Action Plan for Committee. The Green Infrastructure Strategy is included in the Purbeck Local Plan and will be reviewed during the current preparation of the Swanage Neighbourhood Plan.	OPS1 / TIC 1
6.	Continue to plant trees according to the Swanage Tree Strategy and Policy (approved November 2022) generally with 30 planted each year.	Areas identified and trees planted.	Not known	On-going	Number of trees planted.	ONGOING – 29 trees were planted by STC in 2020 with a further 20 planted by Dorset Council in partnership with Sustainable Swanage. 26 trees were planted in 2021-22 alongside new grasses, shrubs, and bushes. During 2022, Tree Strategy and Policy were approved by Full Council.	OPS1

4. Encouraging, educating and embedding environmental best practice

We shall work with the community and other stakeholders to encourage environmental best practice

No.	Action	How will we do this	Cost	Date required	How will we measure this?	Progress to date	
1.	Support Dorset Waste Services to increase the household recycling rate across Swanage.	Support the education teams at DWS, including about composting and food waste.	None	Ongoing	Positive feedback from DWS.	ONGOING - Work with Sustainable Swanage to promote household recycling. (FareShare and Community Pantry)	TIC1
2.	Recommend that all new constructions in Swanage are built according to sustainable criteria.	Include recommendation in all responses.	None	Ongoing	Increase in new builds built according to sustainable criteria.	May be included in the Design Code in the draft Swanage Neighbourhood Plan	TH2

3.	Continue to support Sustainable Swanage and other partners to deliver community based environmental improvements.	Through funding Sustainable Swanage Officer for 2 days a week, oversight, and management of staff time.	£20,000 per annum	Ongoing	Successful projects being delivered through Sustainable Swanage and its sub-groups.	ONGOING - Costs included in 2023-24 budget with agreement to fund this role for 2 years.	TIC1

5. Protecting local infrastructure

By working with the community and stakeholders we shall strive to protect and enhance local infrastructure to retain a vibrant and sustainable town.

No.	Action	How will we do this	Cost	Date required	How will we measure this?	Progress to date	
1.	Develop Electric Vehicle Charging Strategy to increase the number of charging facilities in STC car parks.	Consider options and bring a report to Committee.	Not known	July 2023	Chargers installed.	ONGOING - STC is working with Dorset Council and other partners to better understand future delivery models. Report will be presented to June Environment committee detailing next steps.	TIC1
2.	Support businesses in their efforts to be more sustainable	Working with Sustainable Swanage to provide information and support to businesses	None	Ongoing	Positive feedback from businesses.	All new leases between Swanage Town Council and its business partners include a section on environmental considerations. Sustainable Swanage works with businesses to identify effective ways to provide support.	TIC1
3.	Support, where possible, the establishment of a community bus in Swanage.	Review options around a community bus for Swanage	Not yet known	Ongoing	Options exist around improving the route of the Durlston Bus but a community bus serving the whole community could take some time to develop.	ONGOING – Discussion currently being held with the Swanage & Purbeck Development Trust.	TIC1
4.	Campaign to ensure essential services are	By working with SPDT Dorset Council, P-TAG,	None	Ongoing	By recording and reviewing the actions	ONGOING – Working in partnership with SPDT on developing the Chapel Lane community services.	TH1

	retained in Swanage in accordance with the Swanage Local Plan, to minimise travel requirements.	and other relevant organisations, such as DCCG, and supporting community initiatives to maintain services.			undertaken and reporting to Full Council.	Working with other groups such as Wellbeing Swanage and will be included within the draft Neighbourhood Plan.	

6. Supporting Sustainable Tourism

We shall support the town's tourism economy through the promotion of sustainable tourism

No.	Action	How will we do this	Cost	Date required	How will we measure this?	**Progress to date**	
1.	Enhance the beach 'toy bank' to include a provision at the Ocean Bay end of the beach.	Identify a solution and implement it.	Not known	July 2023	Enhanced Toy Bank in place.	Beach Toy Bank currently successful at the Information Centre.	TIC1
2.	Develop a sustainable tourism vision.	Work with stakeholders to develop a vision of what a sustainable destination might mean for Swanage.	£0	November 2023	Report to Tourism Committee.	ONGOING - This has been built into the Marketing Strategy that the Marketing Working Group are developing and it is likely that a new strategy will be developed during 2023-24	TIC1
3.	Promote sustainable transport and walking in and around the town to reduce the need for visitors to use cars.	Look at alternative forms of transport and promote these on website and digital media.	-	Ongoing	Customer feedback and uptake.	ONGOING - Sustainable Swanage now has an 'Active Travel Group' which is looking at ways to optimise sustainable transport. So far this includes the installation of 3 bike racks to accommodate over 30 bikes and a car club survey, a free bike repair event in July 2022. (Footpaths)	TIC1
4.	Enhance electric facilities on event fields and the market site to eliminate the	Report produced detailing costs of upgrades to sites.	Not known	Ongoing	Upgrades undertaken	ONGOING - Two electric points installed and in use at the market site.	OPS1

	requirement for fossil fuelled generators.					Further work required for PAG and Sandpit Field – to be included in the Phase 2 Seafront Development.	

Completed Actions

No.	Action	How will we do this	Cost	Date required by	How will we measure this?	Responsible Committee	**Progress to date**	
1.5	Make climate impact a determinant in all grant giving.	Add section to grant application form.	None	31st March 2021	Revised application form	Full Council	COMPLETE – Criteria now included within application form.	NIKI
2.1	Undertake an energy audit of all Town Council buildings and identify ways to reduce energy consumption.	Review options to procure a consultancy to undertake this work.	£2,000	31st March 2021	A report will be produced once complete	Operations	COMPLETE - A report was procured which provided a range of options for the installation of LED bulbs and solar panels across the Council's estate. This will be incorporated in further work being undertaken by the Council in 2022-23.	CULVIN
3.5	Develop The Downs as a Local Nature Reserve.	Continue to work with Sustainable Swanage to deliver this.	Not yet known	31st March 2023	Nature Reserve established	Operations	COMPLETE - Customer survey released in January. Sustainable Swanage Open Meeting in early 2021. A Management Plan is complete.	OPS1
5.1	Support a Rights of Way survey to encourage walking in the area	Identify solution and work with partners or other stakeholders	£250	Summer 2021	Survey completed with areas for improvement identified. STC will present findings to Dorset Council for implementation, if necessary	Operations	COMPLETE – Survey complete, Rights of Way Open Meeting on 21st June 2022 – setting up volunteer hub to undertake grading of ROWs.	TIC1

6.3	All events held on Town Council land to be single use plastic free	No single use plastic will be permitted	£0	Nov 2021	No single use plastic in use	Tourism	COMPLETE - 1st November 2021 - Full Council confirmed that all events should now be single use plastic free	TIC1
6.5	Enhance the supply of free drinking water solutions across the town	Produce signage for current drinking water taps to make them more obvious and consider if any further are required	Budgeted in 2020-21	31st March 2021	Signage implemented	Tourism	COMPLETE - Signs have been added to all drinking water taps to make them more visible. A water refill station has been installed on the seafront; part funded by a grant from 'Sea Changers'.	TIC1 / OPS1
6.6	Work with event organisers to ensure that sustainability is embedded into their events	All event applications to detail what positive and negative impacts their events will have on the local environment	£0	Immediate	Event application form updated	Tourism	COMPLETE - All events during 2021 were required to complete an 'Environmental Impact Assessment'. These will be reviewed at year end and a report produced	TIC 1

Environment Committee – 12 July 2023 **Item 6)**

Swanage Town Council Energy Footprint Report 2022

1. Introduction

Over the last few months the Assets and Compliance Support Officer has been working with the Finance Manager to put together a set of processes to enable the accurate capture of energy use data using bills and invoices. This has now been completed and can be found in Appendix 1.

2. Summary of data

The data shows that 371,561 kWh were used by the Council in the calendar year of 2022. This includes all gas and electric, some of which is recharged to other stakeholders.

6230 litres of petrol and diesel was used for vehicles and equipment in the Depot.

9,586 m3 of water was used, primarily in the toilets.

40 tonnes of waste was disposed through contractors, of which 2 tonnes were recycled. Most of the waste generated is from litter bins.

The cost of the energy used was £101,933 (not including waste).

This is equivalent to 141.6 tonnes of CO2 for 2022.

3. Recommendation

It is proposed that the Energy Use Report is maintained and reported on annually to the Environment Committee in order to track energy use.

Culvin Milmer

Visitor Services and Business Development Manager

July 2022

Energy Use Summary Report - 2022

Type	Category	kWh	Litres M3	Tonnes	£	tCO2	Notes
Electric	Buildings	47,697			£9,360	9.21	1
	Toilets	83,618			£16,478	16.14	2
	Car Parks	72,284			£7,377	13.95	3
	Miscellaneous	18,628			£5,657	3.60	
	Total electric	**222,227**			**£38,872**	**42.89**	
Gas	Town Hall	102,602			£7,227	18.78	
	TIC	25,660			£1,663	4.70	
	Depot	21,072			£1,674	3.86	
	Total gas	**149,334**			**£10,564**	**27.33**	
	Total of gas and electric	*371,561*			*£49,436*	*70.22*	
Petrol			872.06		£1,602	2.48	
Diesel			5,360.87		£9,153	17.27	
	Total petrol and diesel		**6,232.93**		**£10,755**	**19.75**	
Water	Main Buildings		152		£5,666		
	Toilets		7,063		£28,313		
	Beach Gardens		1,111		£4,360		
	Misc		1,261		£3,464		
	Total water		**9,586**		**£41,803**	**13.24**	4
Waste	Dry Recycling			2	n/a		
	Black Bag			38	n/a		
	Total waste			**40**		**0.80**	5
Grand Total		**371,561**	**15,819**	**40**	**£101,993**	**104.01**	

Notes

1	Town Hall, TIC, New Depot, Beach Gardens Pavilion and Kiosk
2	43123 kWh relates to Mermond toilets - assume EV charger / also includes beach huts on Shore Road (2964 kWh)
3	63,644 kWh relates to Main Beach CP - assume EV chargers
4	High cost to m3 ratio as TIC, TH and old depot are unmetered supplies
5	Horticulture waste is re-used internally

Electric Vehicle Charging in Town Council Car Parks

1. Background

At the 23rd November 2022 Meeting of the Environment Committee, Councillors requested officers to investigate options around the installation of enhanced electric vehicle (EV) charging facilities in the Council's car parks.

A range of options have been considered and this briefing paper will provide a recommendation regarding a way forward, which, if successful, should see this work completed by spring 2024.

2. What facilities is the Council considering?

Ultimately, at some point in the next decade, it can be assumed that a good number of parking spaces will be required to be EV capable. This growth is likely to be incremental and the Council should consider a number of phases to the installation of machines. The first phase has taken place over the last 5 years with the installation of the 3 current Podpoint machines. We are now considering phase 2. Subsequent phases may take some years and there is of course a significant cost.

The Council has undertaken a feasibility study through a company called Joju which has provided a proposal along with a cost for the first phase of the installation of EV chargers. The work required will include the installation of three phase electric, appropriate underground cabling and procurement and installation of the machines. Joju are currently reviewing their proposal as additional information has resulted in them considering an enhanced level of facilities but to date this has not been received. It is understood that the proposal is reliant on receiving information from the DNO (Distribution Network Operator), which in the case for Swanage is SSEN.

However, the original proposal received from Joju is as follows:

- Main Beach Car Park – 6 EV sockets (22kw - 3 machines)
- North Beach Car Park – 4 EV sockets (22kw – 2 machines
- Mermond Place Car Park – 4 EV sockets (22kw – 2 machines)

This will provide a total of 14 EV sockets.

Currently the council operates 3 charging machines (a total of 6 EV sockets) all of 7kwh. This type of machine is now considered to be relatively obsolete. While not yet confirmed it is likely that these older machines will be replaced by the new machines.

Joju have advised that the cost of the work above will be £74,000.

Joju's new proposal is anticipated to include a super-fast charger of 50kwh in both the Main Beach and Mermond Place car parks, but clearly at an increased cost to that set out

above. They have also been asked to consider electric bike charging facilities, which along with safe bike storage would be a real asset to the town.

3. Options

A number of different procurement approaches are possible as follows:

	Option	Positives	Negatives
1.	Work directly with a procurement framework / private partner in which STC owns the machines and self funds	This option will provide an income to cover the cost and may provide a surplus Could move to a different supplier at any time (but would be a cost)	Significant procurement exercise which will take some time and staff resources. STC may end up with different machines compared to the rest of Dorset and BCP (both of which use Mer machines) Risks such as machine obsolescence and maintenance will be significant Capital funding would be required to procure the machines and undertake the infrastructure work Would need to find additional capital investment funding as we look to grow the network for subsequent phases
2.	Work through a procurement framework / private partner in which the machines are funded by that company	Funded by partner Obsolescence risk mitigated as machines will be replaced and any network growth funded by partner	Procurement exercise which will take some time and staff resources. Uncertain whether Town Council can access government grants as they tend to go to higher tier authorities STC may end up with different machines compared to Dorset Would be tied into a supplier for most likely 15 years
3.	Work in partnership with Dorset Council through their ‘Charging Ahead’ grant	As 2 above but funded by DC and STC will be able to access professional support as the machines will provide a key component of DC’s ‘residential charging’ objective	As 2 above but grant can be accessed through DC and Mer machines would be procured.

4. Taking the proposal forward

4.1 The Environment Action Plan Working Party has met a few times in recent months to work through the details of the proposal and their recommendation is that the third option is taken forward.

4.2 Attached at Appendix 1 is the 'Charging Ahead' Information Pack from Dorset Council which provides more detail about the scheme. This is a draft document, and some details may change. The Working Party have met with the officer in Dorset Council who is leading on this scheme, and they have confirmed that the Swanage proposal would be a very strong contender for this grant, partly as it would go quite some way to supporting their strategy to increase residential access to EV charging points.

4.3 It is confirmed that there would be no cost to the Town Council.

4.4 The Town Council can expect a revenue share in return for hosting a charge point. This is based on each kWh of electricity used at the charge point (currently £0.014 per kW). The usage rebate will average about £150 per year per charge point but is wholly dependent on usage.

4.5 The Charge point Operator (CPO) would set the charging price. The cost to use a Mer fast charger is 55p per kWh (Jan 2023) and 69p per kWh for rapid chargers. This is about average for public charging.

4.6 All charge points need to be accessible to all – parking bays will need to be extra wide for accessibility.

5. Timetable

5.1 If the recommended scheme was adopted for further consideration, it is anticipated that the following timetable might be achievable.

12th July 2023	Confirm approach at Environment Committee
24th July 2023	Approve at Full Council
August-October 2023	Liaise with partner to work up scheme
11th October 2023	Present final proposal to Environment Committee
30th October 2023	Approve final proposal at Full Council
January to March 2024	Partner installs machines
April 2024	Go live

6. Decision required

6.1 To determine whether to recommend that officers work with Dorset Council to develop a detailed proposal for EV charging points in the town's car parks as per the 'Charging Ahead' scheme and bring this back to the Committee for final approval as detailed in the timetable above.

Culvin Milmer
Visitor Services and Business Development Manager
July 2023

Appendix 1: Charging Ahead Information Pack

Charging Ahead

Dorset Council's Public Residential Electric Vehicle Chargepoint Scheme

Information Pack

March 2023

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Contents

Scheme overview

Electric vehicles (EVs) are most conveniently and in many cases, most economically charged at home, but off-street parking, and therefore a home chargepoint, is not available to everyone. Around a third of households have no access to off-street parking and the County's many visitors rely on the public charging infrastructure. To improve local charging infrastructure, Dorset Council is offering Town and Parish Councils, and other community groups financial support, project management, and impartial advice to select and install publicly available chargepoints in their community.

Dorset Council can only legally install chargepoints on the highway or land owned by the authority. However, in many communities the best (safest, lowest cost, convenient for users) is on land owned by someone else such as a village hall, community centre or even public house. If you are one of these communities, then this guide is for you.

Experts in the field of electric vehicle charging often refer to a chicken and egg scenario when it comes to electric vehicles. In other words people will not consider buying an electric vehicle unless there is adequate public charging but on the other hand private sector funders are unwilling to invest in the infrastructure without electric vehicle ownership being at certain level. This represents a challenge for smaller communities especially in rural locations. Dorset Council and central government recognises this and so are making funding available for the installation of chargepoints in local communities.

Dorset Council is making grant funding available for the installation of electric vehicle chargepoints. Funding is from a mix of Office for Zero Emission Vehicles (OZEV), Dorset Council capital investment and private sector money. It means communities can get a fully funded chargepoint.

Eventually public chargepoints will need to be everywhere to enable households without access to off-street parking to make the inevitable switch to electric vehicles. It could be a while before chargepoints get much use in some locations so subsidising the installation costs for a chargepoint removes a lot of the risk to our chosen private sector chargepoint operator. Dorset Council have chosen Joju and their partner Mer to install and operate the chargepoints. Using a single nominated supplier provides more consistency across the Dorset network and enables us to build up a reliable, quality network. Dorset Council have chosen to work with Joju/Mer because they already successfully operate over 70 chargepoints in the county, their chargepoints are reliable and they have agreed to part fund the programme.

The scheme is only open to town and parish councils or community representatives who in most cases will take the lead on the project on behalf of the wider community, although we expect Dorset Council members to be involved too. Chargepoints should be placed in the best location for community use. This can be on the highway or public car park, community land like a village hall or in some cases private land like a public house. If the ideal place for a chargepoint is on the highway or Dorset Council land, then Dorset Council will lead on it, but we'll still engage with town and parish Councils.

For legal reasons the landowner or tenant of the land where the chargepoint is to be located will need to agree to the grant conditions and enter into a contract with our preferred supplier even if the project is led by the town or parish council. Applications made independently by third parties without community backing will not be accepted.

This document provides an overview of the Dorset Council grant scheme, and advice and resources to support town and parish council officers and Dorset Council members in making an application. The grant funding offer is on a first come first served basis, that said, there is sufficient funding for up to about 200 chargepoints around the county.

If your town/parish already has a Dorset Council sponsored chargepoint you don't need to worry about applying. Mer, the chargepoint operator will continue to fund additional chargepoints as demand unfolds.

Application assistance

This scheme is administered by Dorset Council's Transport Planning Team. The team offers impartial advice and guidance to applicants on the preparation of a chargepoint application. Contact them at chargingahead@dorsetcouncil.gov.uk

The Energy Saving Trust (EST) who administer various chargepoint funding schemes on behalf of the Office for Zero Emission Vehicles (OZEV) have a set of best practice guides which include guidance and case studies for local authority officers who are developing and managing public charging infrastructure networks. These cover procurement, positioning chargepoints, adopting parking policies and minimising costs of grid connections.

For an introduction to electric vehicles, charging and charging infrastructure, see EST's Charging electric vehicles guide for consumers.

Summary of funding available

- As part of their Climate and Ecological Strategy**, Dorset Council is making £600k capital funding available, for improving the county's charging infrastructure.**
- The Office for Zero Emission Vehicles OZEV have set up a Local Electric Vehicle Infrastructure (LEVI) fund. Dorset Council have been made a pilot authority and awarded **£1m** to deliver charging infrastructure
- OZEV expect around 40% of electric vehicle chargepoint funding to come from the private sector i.e. the chargepoint operators. Dorset Council's nominated chargepoint operator (CPO) has agreed to fund up to 40% of the costs of chargepoints. The CPO also meet the energy supply, maintenance, and operating costs as well as any upgrades or costs incurred through damage for each chargepoint.
- Other funding – Dorset Council welcomes investment in chargepoints from other sources such as town and parish councils, local businesses, or even private individuals.

There is no theoretical limit to the amount of funding for a chargepoint. However, it would be unfair to other club members to fund a chargepoint at any cost, so we have set a general funding limit of £20k for a basic fast chargepoint. Chargepoints costing more will be considered on a case-by-case basis. Ease of connection to the distribution network has the biggest influence on cost. This includes distance from a connection point and the need to boost network capacity.

Costs covered by the grant include:

- Cost of unit/s
- Electrical components
- Civil engineering works
- Labour costs (for installation)
- Hardware costs
- VAT
- Site survey works
- Costs associated with planning applications

Costs NOT covered by the grant:

- Interest charges, bad debts, profits, entertaining
- Applicant's legal costs
- Applicant's project management costs
- Applicant's administration costs
- New/additional land required for the proposed infrastructure.
- Applicant's marketing costs

All back office, maintenance, and operational costs of the chargepoint will be met by the CPO. This includes any damage and wear and tear of the chargepoint. If the chargepoint requires upgrading during its lifetime this will be carried out by the CPO.

Profit Share

The profit margins for electric vehicle chargepoints are narrow, particularly at times when energy prices are very volatile. Investment costs for a single chargepoint are at least £8,000 and can be as high as £20,000+ depending on distribution network installation costs. Electricity dispensed by a public chargepoint is liable to 20% VAT.

Whilst individual chargepoints in good locations should eventually make money for the investor, the overall scheme is not expected to make a return on investment for many years – perhaps never. Local authorities and governments know that to combat climate change they need to encourage EV take up, and to do this they must invest in charging infrastructure.

The chargepoint applicant (the land or leaseholder) can expect a revenue share in return for hosting a chargepoint. This is based on each kWh of electricity used at the chargepoint (currently £0.014 per kW). The usage rebate will average about £150 per year per chargepoint but is wholly dependent on usage. In some places a chargepoint could sit idle for several years until EV take up

reaches a tipping point. Dorset Council receive the revenue share where the chargepoint is on the highway or Dorset Council land.

Chargepoints have fixed revenue costs of £350-600 per year depending on chargepoint type (fast or rapid). These costs will be met by the CPO.

- Each chargepoint project should not exceed more than **£20k**. Applications exceeding this will be reviewed on a case-by-case basis
- Requesting a chargepoint is not a guarantee of chargepoint installation – there can be all sorts of factors that affect its feasibility. If a site is unfeasible for any reason, we will work with the local community to find a location that is. When requesting a chargepoint it's a good idea to have 2-3 possible options in mind
- Chargepoint funding will be broadly applied on a first come first served basis
- Demonstrating **value for money** and enhancement of the Dorset charging infrastructure network is key to securing chargepoint approval from Dorset Council

Project criteria

Projects eligible for funding must meet the following criteria for the overall project (table 1) and chargepoint locations. The costs that are eligible to be covered by this funding are detailed in table 2.

Table 1: DC project criteria

Project criteria	Guidance
Demonstrate off-street parking is not an option for residents where chargepoints are to be located	The Transport Planning Team can create maps indicating properties in the vicinity of the proposed chargepoint which do not have off-street parking. Google Maps Satellite View and Street View can be useful for presenting locations in the application form. Your local knowledge will be a good indicator too. If all households in your location have off-street parking your request will probably be turned down
Location will meet current or future demand	Encourage residents to request a chargepoint via Dorset Council's web site. This will be used to demonstrate demand for chargepoints.
Project costs should not exceed more than £20k for a 22kW fast charger	If your project exceeds this, Dorset Council will review on a case-by-case basis.
Projects should consider value for money.	Generally, a double headed 22kW fast charger is sufficient for most communities at least to begin with. The installer may decide to set up a new supply. The installer/operator will contact the Distribution Network Operator for a connection quote. Connection costs can sometimes still be high; consider alternative

	sites if necessary. Dorset Council and the CPO will advise you on the best charger for your location and the number. Hosts are under no obligation to accept their advice, but this may affect the funding decision
Highways Authority support	If the best location for a chargepoint is on the highway, then Dorset Council will install the chargepoint. The same applies for localities with Dorset Council owned public car parks.
A sound plan for project delivery within reasonable timescales (3-6 months) should be in place.	Dorset Council will come up with a delivery plan with the installer and manage the project on your behalf, but you will need to tell us if there is any reason why the project might be delayed e.g. planned building works, ownership questions etc
Land Ownership	Dorset Council may require proof of landownership/tenure prior to going ahead. Installation maybe refused if landownership/tenure cannot be proven and/or if the site is deemed to be high risk e.g. a public house that has a history of frequently changing ownership or closure
On-costs	These costs will be met by the operator who will also advise you on whether a new supply to the chargepoint is required.
Chargepoint ownership and revenue	Chargepoints installed and funded via the LEVI programme are owned by the CPO for the 15-year duration of the Order Term. After that ownership will be transferred to the landowner/applicant who can decide what they want to do with the chargepoint beyond that. Options include continuing with the same CPO (this could be an opportunity to renegotiate terms), removing the chargepoint (this would be paid for by the CPO) or switching to another CPO.
Electricity supply	Electricity supplied to chargepoints must ideally come from 100% renewable sources. This includes renewable electricity that comes via the national grid. The CPO uses 100% renewable energy. The CPO may recommend putting in a separate supply for the chargepoint which will be funded via the scheme with energy costs/standing charges met by the CPO.

	If the CPO uses an existing supply the owner of the supply will be reimbursed by the CPO
Chargepoint lifetime	To qualify for the grant applicants need to guarantee as far as possible the chargepoint will operate for a minimum of 15 years as this is how long it can take to make a return on the investment. If the applicant can no longer host the chargepoint within the 15 years e.g. site sale, then there is a payback provision outlined in the Terms and Conditions of the contract with the CPO
Chargepoint Types and Quantity	One fast (22 kW) chargepoint (2 sockets) should be sufficient for most village locations until demand grows. The CPO will be monitoring chargepoint use – if adding more chargepoints makes commercial sense they will add these at their expense, subject to host/community agreement. Fast (7-22kW) chargers are generally seen as the best option for residential chargepoints where users can leave a vehicle for several hours to charge e.g. overnight. Rapid and ultra-rapid chargers maybe an option for some locations where on-route charging near a busy trunk road is an option. These chargers are up to 5x the cost of fast chargers to install, and this is reflected in higher charging tariffs. Higher use = higher revenue
Town charging	Dorset Council has already sponsored several chargepoints in the main towns around the County. These have been mostly funded by the CPO, Mer, who regard the locations as good commercial sites. Mer have said they will continue to increase chargepoints at these locations at their own expense in response to demand. An exclusivity agreement with Mer prevents Dorset Council installing chargepoints from other CPOs within 300m of existing locations. Town councils are not affected by this rule if they want to install their own chargepoints using a different CPO
Legal requirements	Dorset Council does not offer legal advice regarding chargepoints. Town and parish councils/applicants/hosts are advised to seek out their own legal advice if they have any concerns regarding the scheme and their commitments

Accessibility	It's important that chargepoints are accessible for all. Each chargepoint requires a parking bay per socket. Ideally these should be extra wide to allow access. Wherever possible chargepoints should aim to conform to BSI PAS1899 recommendations.
Parking	The landowner/host needs to take responsibility for ensuring non-EV drivers/vehicles not charging don't block the charger for people who need it. Mer can impose overstay charges if required to encourage drivers to move on once charged. Each chargepoint will have a clear set of signs. If a chargepoint is on the highway Dorset Council has the option to apply for a Traffic Regulation Order which enables them to enforce parking restrictions.
Maintenance	The CPO will carry out routine maintenance and safety checks. The CPO is the first point of contact for any operational issues. If the chargepoint breaks the CPO will repair it. The CPO will also carry out repairs if the chargepoint is damaged or vandalised
Grant Payment	Grant payment will be made directly to the supplier by Dorset Council
Removal or relocation	Once installed the chargepoint will probably stay where it is for the duration of the order. If the host decides to relocate the chargepoint then they will be expected to meet the cost in most cases. At the end of the order term (15 years) there is an option to remove the chargepoint. The CPO will meet these costs

Other things you need to know

1. The main purpose of the scheme is to provide EV chargepoints for households with no access to off-street parking. Providing charging for visitors/tourist is important and helps the commercial viability but is not a primary objective.
2. Our view is that every village, town and/or settlement will need at least one public chargepoint by 2030
3. Funding is currently available to meet 100% of install costs in most cases but is on a first come first served basis. Its not a bottomless pot of money. There is no guarantee of funding beyond the LEVI scheme
4. The chargepoint must be accessible to the public 24/7 – chargepoints are part of a Dorset wide network - it's not just for the community in which its located
5. The grant is only available for chargepoints installed and operated by Dorset Council's nominated supplier. This is because we want to build a consistent, reliable network

6. The Chargepoint Operator (CPO) sets the charging price. The cost to use a Mer fast charger is 55p per kWh (Jan 2023) and 69p per kWh for rapid chargers. This is about average for public charging.
7. A chargepoint must be accessible to all – parking bays need to be extra wide for accessibility and there are other considerations too
8. Whoever hosts a chargepoint will need to accept the grant conditions and enter into an agreement with the installer/CPO. Dorset Council may carry out checks relating to land use and tenancy agreements.
9. Grant applications must be backed by the town or parish council even if the chargepoint is on the highway or third-party land.
10. OZEV have stipulated that all public chargepoints over 7kW must accept contactless payment i.e. a bank debit/credit card. The CPO also has a smart phone app available. The app is simple to use and has a number of benefits over and above using a bank card

There are some cheaper options out there. A basic chargepoint can be installed for under £1000 and there are apps that can help manage their use for a small fee. Dorset Council can offer further impartial advice should you wish to explore this option, but this option would need to be self-funded by the owner. A quick and easy option for some communities might be to use Zap-Home Network - charging guide & cost (zap-map.com) or Co Charger - Co Charger: Neighbourhood EV charger sharing made easy (co-charger.com)

Roles

Dorset Council: the Government's EV Infrastructure Strategy says one of the roles of local authorities is to: *Develop and deliver ambitious tailored local EV charging infrastructure strategies that provide scaled, commercially sustainable public charging provision*. In this context Dorset Council is delivering the Charging Ahead programme. The council's role is to issue grant funding to third parties, provide project support and ensure chargepoints are installed in the best locations. Once installed, Dorset Council will continue to work with the supplier to resolve any issues that may emerge.

Chargepoint Operator: part funding, management and administration of the chargepoint. This includes setting prices. It's the CPO users contact if the chargepoint isn't working or they have a query about the account. The CPO covers all operating costs. The Applicant/host enters into a contract with the CPO. The CPO is seeking a return on their investment.

Installer: helps to identify the best site and carry out a feasibility study. They will work with the Applicant to install the chargepoint. Where there is to be a new electricity supply they will work with the Distribution Network Operator and Mer's energy supplier, Bryt Energy during the installation process. The installer will continue with maintenance checks during the lifetime of the chargepoint and will carryout any repairs or replacements. Joju, the installer is in partnership with Mer but not owned by them.

Town and Parish Councils, Dorset Council Members and/or Community Groups/Representatives: initiates the installation process by contacting Dorset Council in the first instance. They are the point of contact between Dorset Council and the Applicant/Host where the site is owned by a third party. The chargepoint should ideally have the support of the community it will serve.

Applicant/Host: the person or legal entity who hosts a chargepoint on their land or land they lease. The Applicant receives the grant and signs up to its terms and conditions and they also enter into a contract with the CPO making them liable for the site and meeting the terms and

conditions for the duration of the Order. The Applicant receives a revenue share and can decide what happens to the charge point at the end of the Order term. Private businesses

Application Process on Third Party (non-Dorset Council/highway) Sites

Dorset Council want to make the process as easy for Applicants as possible. We will manage the process from end to end and complete as much paperwork as possible. There are several legal documents that will need to be completed. These are necessary for the protection of all parties. All documents have been reviewed by Dorset Council's legal team but Applicants are advised to take independent advice before signing.

Communities should begin by identifying one or more possible chargepoint locations and nominate someone to manage the project /act as a single point of contact. The community's nominated person can contact Dorset Council by emailing chargingahead@dorsetcouncil.gov.uk This will start a dialogue that'll end up in the next stage which is a desktop feasibility study of one or more proposed sites. The feasibility study is carried out by the installer. It will contain information about chargepoint installation costs, whether a new meter connection is required, the type of charger recommended, and other information.

Based on the feasibility study the parties involved will decide whether to proceed. The main reason not to proceed is cost. If the installation costs are too high, we may need to look for another site. Assuming all parties wish to proceed the chargepoint host (the Applicant) will need to submit a grant application. DC will carry out any necessary checks, and assuming no problems, the Applicant will be asked to accept the grant conditions and sign something called a collateral warranty[1].

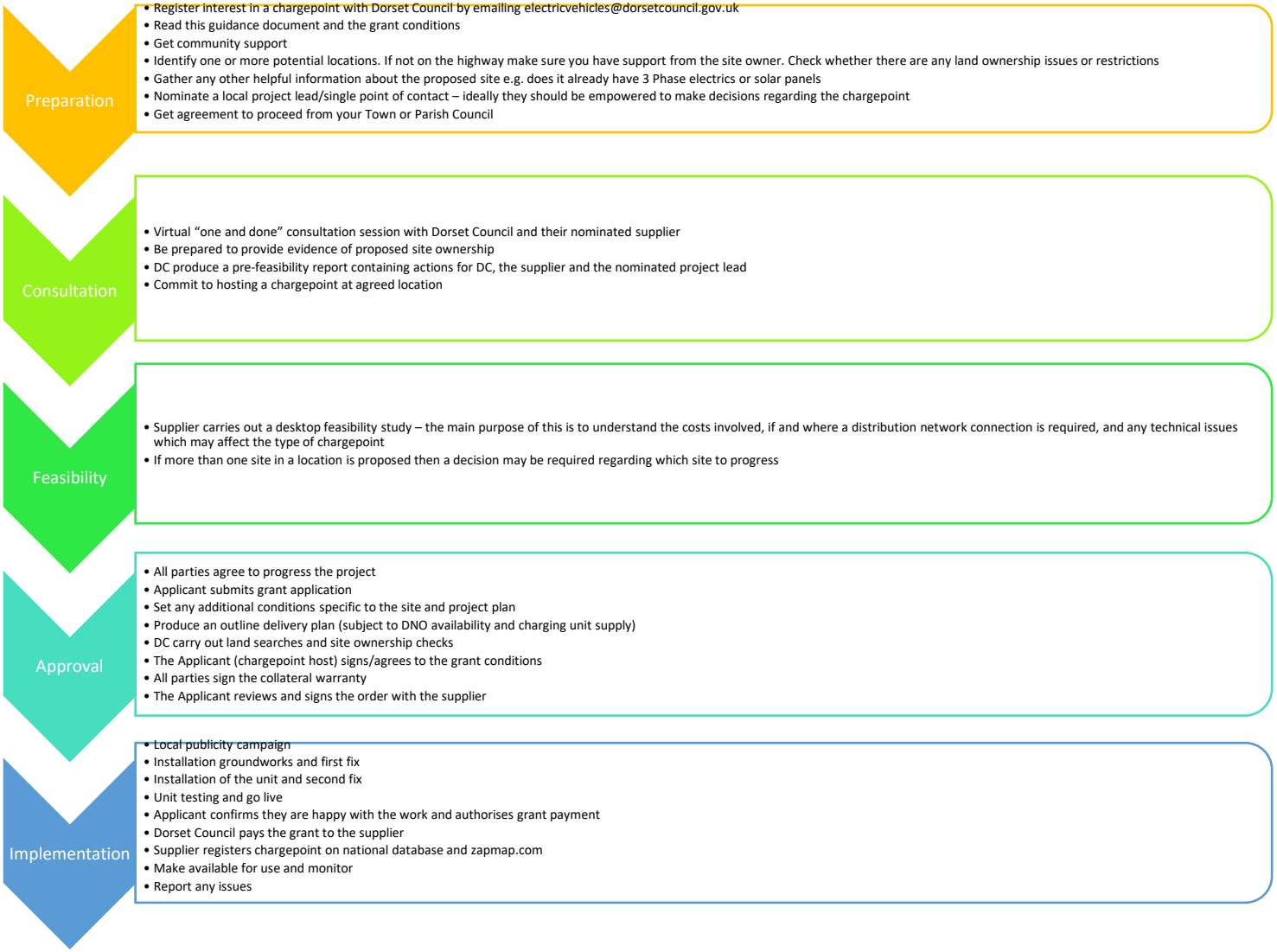
Once the grant application is accepted the Applicant can sign the Order with the CPO. The Order describes the arrangement you will have with the CPO over the lifetime of the project. It sets out certain guarantees regarding the chargepoint and the CPO. It is the Order that sets out a site plan for the chargepoint and describes what will be put in place. Only when the Order has been signed will installation commence. Once the chargepoint is installed and commissioned the Applicant needs to let Dorset Council know they are happy with the work. Only then will the grant be paid directly to the installer.

The installer will supply you with Risk Assessment Method Statement (RAMS) prior to the work commencing which will tell you how they will carry out the work safely. When the work is complete the installer will provide you with a *handover pack* detailing what works they have carried out and how they did it.

[1] Collateral warranty - is a document designed to give contract rights to another party with an interest in a building development, but who has no rights under the main client contract

Application Timeline

The timeline is dependent on several external bodies and can be affected by global supply chain issues.



Customer Types

- **Residential Charging:** The Charging Ahead scheme favours residential charging. Typically this is for EV owners without access to off-street parking who will charge their car at times when they aren't using it. Because a car can take several hours to charge, these users would want to leave their vehicle charging whilst they return home with a view to picking it up when its ready. Low charging costs are important to this user group, so a *fast* charger is more appropriate. Overnight visitors fall into this category too.

- **Destination Charging:** although the scheme isn't really pitched at this type of users its inevitable that this type of user will want to use local chargepoints. This user group want to charge their vehicle whilst carrying out some other type of activity such as visiting shops, pubs and restaurants, or going for a walk. Locations which get lots of tourist visitors would see this type of user. This user group can help the chargepoint be more viable.

- **On Route Charging:** The Charging Ahead scheme makes allowance for this user group. These EV drivers are generally on their way somewhere else or just need a quick top up so charging speed and convenience is more important than price. These chargepoints cost a lot more to install and need a lot more power so there needs to be a guarantee of high use and there needs to be sufficient grid capacity in the locality. They also cost more to use making them an expensive choice for residents who use them to charge regularly. However, their higher usage will generate more income for the host, and they may draw in people who will take advantage of local amenities whilst they're waiting for their vehicle to charge.

Chargepoint Location Guide

- **Identify current demand:** Dorset Council have created a tool for people to suggest a chargepoint location Electric vehicle charge points in Dorset - Dorset Council. Record and respond to requests for chargepoints from residents without off-street parking. This can be used as evidence for demand as well as identify suitable locations. Conduct resident surveys and/or discuss as early as possible to ensure the chargepoints will be accepted. Residents will typically want to charge near their home, overnight, so ensure the chargepoints you propose are fit for purpose.

- **Think about future demand:** The number and location of EV users may change over time. Demand may be low to start with but by 2030 it predicted a third of vehicles will be electric. Because of the planned ban on the sale of new internal combustion engine vehicles, it could mean that by 2040 there will be no internal combustion engine cars or vans on the road less than 10 years old. Even if the community resists the switch over there will be visitors with EVs who will want to charge their cars locally.

- **Consider resident priority:** If the location is not entirely residential, such as in a town centre or leisure centre car park, it will need to be demonstrated that residents will be the primary users and will be given priority access if needs be. This scheme is designed to fund residential chargepoints as opposed to destination chargepoints.

- **Consider accessibility:** Select locations with minimal street furniture to aid the grid connection process and accommodate both pedestrians and EV drivers. We are unable to install lamppost chargers in Dorset. Consider what the proposed location will be like on a dark, rainy, winter night – will people feel safe and be able to see what they are doing if using the chargepoint? Can they walk to it safely and easily? Responsibility for lighting and general site safety is the responsibility of the chargepoint host. Solar powered security lights offer an affordable, unobtrusive lighting solution.

- **Consider alternative locations:** Grid connection costs are highly variable so be prepared with alternative locations if these costs make some sites unfeasible. Even something simple like placing a cable under a road can add £1000s to the cost of installation.

- **Landlord agreement:** in some places the best site might not be owned by the town, parish, Dorset Council or be on the highway, so the landowner will need to apply and enter into a contract with the CPO. You will need to feel confident that a third-party site will continue to be available for the order term (15 years). Locations where land ownership is uncertain or high risk e.g. a pub with a history of frequent closure or change of hands, will need careful consideration.

- **Conservation Areas and Listed Buildings:** although chargepoints are generally considered permitted development under existing planning regulations, you may need to consider what visual impact the chargepoint will have on an area. You may need a special chargepoint more in keeping with a historic setting. These chargepoints are usually more expensive.

- **Ad hoc or random events:** the chargepoint needs to be available 24/7, 365 days of the year so if the site hosts frequent events that would make the chargepoint unusable it may not be eligible or ideal e.g. outside a church that hosts weddings and other ceremonies where a parked vehicle charging up would be in the way.

Receiving resident requests

Dorset Council often receives emails from residents requesting chargepoints or asking for advice on how to request one. People can log their request here. This will support your application.

Downsides to hosting a chargepoint/possible issues

Hosting a chargepoint is an important decision. In the name of openness and transparency hosts may want to be aware of the following:

1. Parking can be a contentious issue at some sites – adding a chargepoint that may not get a lot of use in the beginning may create issues. The host will have to take responsibility for sorting out its own parking issues. Traffic regulation orders can be applied to chargepoints on the highway but enforcing them is often not practical.
2. The CPO set the charging price – as a rough guide, the cost of public chargepoint electricity at a fast charger is about twice the price of charging at home if that option is available.
3. An exclusivity clause in the contract means a site cannot be host another company's chargepoint. However, the CPO may be happy to take over an existing chargepoint.
4. There are options for lower cost installs, that if done right could make the host more money than the proposed energy usage rebate, or even allow you to offer lower cost charging for residents – but you need to know what you are doing. It's a high-risk business. Dorset Council only offers grant funding for chargepoints installed and operated by their nominated chargepoint operator.
5. Lead times – supply chain issues can mean it takes 3-12 months to get a chargepoint installed.
6. Using solar panels to charge up – whilst it makes sense to use solar power if available it's not always very practical. Electric vehicles usually draw more power than can be generated by solar panels plus the sun doesn't shine all the time. Funding for solar panels is not offered through the Charging Ahead scheme.

Application documents

1. **Charging Ahead Grant Application**	**Completed by the chargepoint host once there has been a discussion about the site, a feasibility study carried out by Joju, any necessary checks undertaken, and all parties have agreed to go ahead.**
2. **Charging Ahead Grant Terms and Conditions:**	Completed by the chargepoint host confirming they will meet the terms and conditions if they accept the grant.
3. **Collateral Warranty**	An agreement between Dorset Council, Joju (the Installer) and the Applicant. A collateral warranty is a supporting document to the Order placed by the Applicant with the installer because an agreement needs to be put in place that includes Dorset Council as well as the installer. It provides Dorset Council, as a part funder, with a guarantee that the other parties have fulfilled their duties under the installation contract (the Order). Collateral warranty contains obligations that affect the installer ad the host, such as using materials of an appropriate quality, and carrying out work in a professional, workmanlike manner. It can also provide the third-party contractual rights enabling it to claim for losses which would not otherwise be recoverable.
4. **Form of Grant Payment Request**	Confirmation from Dorset Council to the applicant of the grant amount and payment terms
5. **Order Form**	A legally binding license agreement between the Applicant and Joju/Mer. The Applicant is agreeing to a chargepoint being installed on their site and operated by Mer.

Applicants are advised to read all the above carefully and if necessary seek independent legal advice before signing.

Dorset Council may need to see evidence of landownership and that the project has the necessary consents.

Scenarios – application examples

1. **Chargepoint on the highway or Dorset Council land** – DC will engage with the community but once agreed DC will take care of everything.
2. **Chargepoint on town or parish council owned/leased land** – the town or parish will lead on this. They will need to ensure they have the necessary permissions/agreements to install a chargepoint. The contract agreement will be between the Town/Parish and the installer CPO. The Town/Parish signs up to the grant agreement/conditions.
3. **Chargepoint on private community land** – the Town or Parish will still need to lead on this and secure agreement to host from the landowner. The landowner/host will be the main Applicant – they will sign up to the grant agreement and conditions with Dorset Council, and the contract will be between the host and the supplier.

Included in the Application

Most of this work will be carried out by a Dorset Council project officer and/or the Installer by working with the Applicant/host community.

- Project plans should include:
    - Detailed **budget breakdown**. This should include DNO, installation, survey and hardware costs per site, at a minimum.
    - A timeline – an estimate of when will your project start and end
    - **Risks –** identify any risks that might affect the project and chargepoint use
    - The specifics of any **parking restrictions.** Parking restrictions with a maximum stay time of 3-4 hours will be considered too short. Locked gates that restrict access to the site will mean your application will not be considered.
    - Reassurance that drivers from outside the community will be easily able to find, access and use the chargepoint.
    - Justification for choosing the specific chargepoint type – fast, rapid, ultra-rapid
- As well as getting a **grid connection** quote from the distribution network operator (DNO), we may also get quotes from independent DNOs (IDNOs) and independent connection providers (ICPs). This can sometimes speed up the process but comes at a cost (to the funders) and may require planning permission.
- Consider both public and resident access to chargepoints. In some locations a Traffic Regulation Order (**TRO)** may be required to ensure fair use. If so, this can be built into the project budget.
- **Once up and running** the applicant will need to take responsibility for contract management with the CPO and make sure the chargepoint is used correctly and, for example, avoids being

ICEd (when an internal combustion engine vehicle parks in the spot thus preventing EV users from charging).

Grant Claiming Process

If your project is approved by Dorset Council, you can assume you will receive funding for the project and that Dorset Council will transfer the grant funding directly to the supplier on the assumption that the project will be completed according to any conditions set.

Failure to comply with the grant conditions and/or the Order Terms could result in repayment to Dorset Council and the CPO of part, or all, of the funding.

And Finally…

The Charging Ahead programme maybe a one-off opportunity for communities to get a community asset at no cost that could be in use for many years. Dorset Council want to support communities to install these important assets and want to do their utmost to make it easy for them to install and host them.

Resources

Useful Resources

1. Electric vehicle charge points in Dorset - Dorset Council
2. Public Charging Stations | Local Authorities | Mer UK
3. Public Sector Electric Vehicle (EV) Charging Projects - Joju Solar
4. Taking charge: the electric vehicle infrastructure strategy (publishing.service.gov.uk)
5. PAS-1899 | BSI (bsigroup.com) – accessibility standards for public chargepoint infrastructure
6. 'Procuring electric vehicle charging infrastructure as a local authority' report, September 2019
7. Local Electric Vehicle Infrastructure scheme - Energy Saving Trust
8. 'Positioning chargepoints and adapting parking policies for electric vehicles' report, August 2019
9. 'Minimising the costs of street works and grid connections for electric vehicle charging infrastructure' report, August 2019
10. Charging electric vehicles guide for consumers, 2019: Includes public infrastructure and charging etiquette.
11. Blog post, June 2019: Outlines the scheme and presents two case studies (Portsmouth and Cranbrook & Sissinghurst Parish).
12. On-street charging: case studies and funding and On-street charging: strategies and solutions, webinars, May 2020: Presentations with Q&A, recordings available.
13. Webinar and Q&A, 2019: 1.5hr presentation including two case studies (West Suffolk and South Tyneside).

14. Councils in charge: Making the case for electric charging investment, August 2019: Created in partnership with the Local Government Association. See page 12-14 for case studies on Go Ultra Low Oxford and Greater Manchester.

Further reading

15. EVSE Procurement Guide, 2019: Comprehensive procurement guide covering locations, products, pricing, billing structures and more. See pages 49-54 for a comprehensive glossary.

16. Low CVP 'Good Practice Guide: Local Measures to Encourage the Uptake of Low Emission Vehicles', 2015: Policy and traffic measures examples for EVs.

17. Orkney Renewable Energy Forum and Electric Vehicle Association of Scotland 'Electric Vehicle Charging Infrastructure: A Design Guide', 2016: Information on charging bay layouts and publicising and enforcing the EV bays.

18. Western Power Network 'A guide on electric vehicle charging and DNO engagement for local authorities': Information on connecting chargepoints to the grid from a DNO, including timeframe and cost estimates. Similar guides are produced by other DNOs.

19. Renewable Energy Association 'Taking charge: How Local Authorities can champion electric vehicles', June 2018: A guide on tax, grants and good practice. See pages 6-7 for an overview of ORCS and a case study on the North East Combined Authority. See page 23 for a one-page summary of ideas to support EV development.