



DRAFT MINUTES OF THE BUSINESS SERVICES MEETING
HELD ON THE 8TH JULY 2021
AT 7.30pm AT THE RUFUS CENTRE & VIA VIRTUAL ACCESS

Present:

Cllr A Snape
Cllr G Mackey
Cllr A Lutley
Cllr J Gleave
Cllr P Earles
Cllr I Blazeby (via virtual access)

Also present:

Stephanie Stanley – Corporate Services Manager (CSM)
Tracy Lester – Catering & Facilities Officer (CFO)
Helen Glover – Senior Finance Officer (SFO)
Sarah Dempsey – Functions & Events Co-ordinator (FEC)
Member of the public – 0

1285. APOLOGIES FOR ABSENCE

Apologies were received and accepted for Councillor Badham – unwell.

No apologies were received for Councillor Williams.

1286. DECLARATIONS OF INTEREST

To receive Statutory Declarations of Interests from Members in relation to:

(a) Disclosable Pecuniary interests in any agenda item – none.

(b) Non-Pecuniary interests in any agenda item – Councillor Mackey declared an interest under agenda item 10c as he was a Central Bedfordshire Council (CBC) Member for their Licensing Committee.

1287. CHAIRMAN'S ANNOUNCEMENTS

The Chairman advised that there were necessary changes required for some upcoming Business Services meetings. He had hoped that Councillor Williams would have been present that evening to ensure that she could attend. The finance team had been struggling to produce reports early in the month as there was not enough time for preparation, which had led to mistakes being made. Moving the Committee to the following week for September and December led to clashes with Planning, therefore it was proposed to move these two meetings to the Tuesday of the same week. It was suggested to have Planning and Business on the same night, but some Councillors could not do this because of work commitments. It was agreed for the CSM to initiate discussion on this with Members via email.

Action: CSM

1289. PUBLIC OPEN SESSION

No items.

1290. INVITED SPEAKER

No invited speaker.

1291. MEMBERS QUESTIONS

No questions.

1293. MINUTES

- a. For Members to receive and adopt the Minutes of the Business Services Committee held on 10th June 2021.

The Minutes of the Business Services Committee held on 10th June 2021 were adopted.

1294. MATTERS ARISING

- a. Minutes of the Business Services Committee 10th June 2021.

There were no matters arising. There was an Officer Update to be discussed under Exempt.

1295. ITEMS FOR CONSIDERATION

- a. **Friday Nights @ Rendezvous**

An extended discussion took place regarding the circulated report. Members were keen to know the profitability of the Friday Night events in relation to private bookings and whether market research had been undertaken. Questions were raised regarding staff/casual staff availability and whether enquiries would pick up after lockdown restrictions eased.

Members were informed that people who previously attended the events had been re-booking and a survey had been circulated at the most recent event to seek views on what the public wanted these events to include. No market research had been completed, but a social media survey was planned to try and answer some of the questions Members had raised. The FEC commented that she needed to recruit more casual staff to assist.

It was thought that interest would increase following the relaxation of lockdown. The Friday Night events could expand into the Lockyer Suite once more people could attend.

Members were advised that both Friday Nights and private bookings were profitable but that private hirers were more lucrative.

The Chairman advised that the Rufus Working Group was not on this agenda as the Council was waiting to replace the previous Business & Facilities Manager post. He felt a session covering an interim business strategy was needed to give offices focus.

It was **resolved** to progress with Friday Nights @ Rendezvous on the final Friday of the month (Option 3) for the next two months (July and August) and review the July event, along with costings, at the next meeting.

- b. **Strategy Feedback**

The Chairman commented that it was interesting to understand some feedback relating to Business Services' remit within the strategy consultation comments. The Committee were

asked to consider the comments circulated and if they wanted to do anything with these. It was clear there was a juxtaposition between commercial and community initiatives and that staff needed some clear direction from Members with this.

It was noted that for the comments relating to the Rufus Centre, a lot were related to how the Council develop Flitwick as a place people wanted to invest in. Members discussed their desire to assist businesses and how the Business Support Officer vacancy detailed in the new staff structure could do this. The Chairman advised this position had not been approved for recruitment yet but that this person would be key to achieving these matters. Councillor Blazeby advised that there was a rationale behind assisting physical and virtual shops as the town began its recovery after the Covid impact. He believed it was a missed opportunity that the restrictions were soon to be relaxed however, the Town Business Support Officer was not being advertised. The Chairman advised Members that the role was for Phase 2 and that the Job Description had not been signed off by Personnel; however it was clear now what the Council needed this person to do.

Members were keen for Flitwick Business Group to be re-launched. Councillor Mackey suggested contacting CBC/bus companies to see if there could be a permanent bus stop outside the Rufus Centre, he added that he would investigate any S106 funding that could be used for this purpose.

The CSM agreed to speak with the Town Clerk to ask for the recruitment of the Business Support Officer to be on the next Personnel Committee agenda with a revised Job Description circulated prior to the meeting.

Action: CSM

c. Delivery Plan

This item was deferred to a Clerks & Chairs meeting for initial discussions. It had not been intended for the Committee to look at the business services related actions in detail.

d. Quotation for works

Members discussed the circulated report at length, mentioning that it would be helpful if they could see a diagram to show proposed foyer changes. The report stated that the conversion of the former bar area would cost more, and Members asked for further information on this. The CFO explained that although the former bar area was bigger, there was an issue with the sewage works, the area would need to be dug up, gutted and the process would be costly, take a long time and cause disruption. There was a lot of structural changes required with that option as well.

Members believed the foyer works was not the right option either but that having an appropriate accessible toilet was essential. It was suggested to possibly have one located at the other end of the corridor or to look at replacing the current new toilets with one large disabled facility. The Lockyer Suite disabled facilities were compliant but were inaccessible at the present time due to the vaccinations booking.

The Chairman advised that the proposal was not compliant with procurement guidelines and that he had concerns already about the amount spent with the building company.

Members asked about the works being signed off and if the Council had any claim for re-course since this was an error by the building company. The CFO stated that the former Business & Facilities Manager had mentioned the building company had got the plans with all the dimensions but these had possibly been mis-read.

The CFO agreed to approach Building Control at CBC to give their opinion on what had gone wrong (Councillor Mackey would provide contact details of who to speak to) and this information could be communicated to the contractor.

1296. ITEMS FOR INFORMATION

a. Committee Responsibility to for Premises Licence

Members were advised that CBC had proposed the Committee to take responsibility for the alcohol license at the Rufus Centre. The Chairman and Vice Chairman had already signed the paperwork for this otherwise the licence would have been revoked. There were requirements to follow, and Officers would report on this at regular intervals to explain compliance.

After discussion, it was felt that 2 Officers should undertake training on how to comply with the license – via CBC – and Members of the Committee should receive some training. As they had personal licenses, Councillors Mackey and Lutley agreed to look at procedures.

Action: CSM/CFO

1297. PUBLIC OPEN SESSION

No items.

1298. EXEMPT ITEMS

The following resolution will be **moved** that is advisable in the public interest that the public and press are excluded whilst the following exempt item issue is discussed.

12 8b) Matters Arising – noted.

12a) Financial Reports – noted.

12b) Occupancy Stats – noted.

12c) Catering & Facilities Officer Report – noted.

12d) Offices Refurbishment

It was **resolved** for the Town Clerk to purchase the furniture but to seek to reduce the cost further if possible. Procurement rules would be followed for the refurbishment of the rooms.

12e) Rendezvous Café Hire – Members discussed the proposal.

12f) Rendezvous Capacity – This item was not discussed as it did not appear on the Chairman's or Vice Chairman's version of the agenda.

Pursuant to section 1(2) of the public bodies (Admission to Meetings) Act 1960 Council **resolve** to exclude the public and press by reason of the confidential nature of the business about to be transacted.



Flitwick Town Council

Report to Business Services 12 August 2021 Kitchen Equipment (Fridge)

Implications of recommendations

Corporate Strategy: In accordance with aim to develop the Councils Potential.

Finance: £794 Catering equipment budget

Equality: increases equality inclusivity

Background

The kitchen has six refrigerators which are commercial upright units. These are used for the Café and conference catering and also for storing the bar stock prior to an event to allow the drinks to be cold and replenish during service.

Introduction

The storage capacity of the bar fridge is not always large enough for an event and when it needs replenishing. This means the replenishment items are at an ambient temperature.

Options

Purchase a refrigerator for the old bar - this will be to store the drinks for the bar so that they are always ready chilled to be sold.

The recommended item is the Polar C Series CD614. A price analysis with 3 retailers are as follows:

Quote A £794.99

Quote B £711.99

Quote C £704.00

(All prices are not inclusive of VAT)

Additional Matters

This purchase will put the catering equipment budget overspent.

This is an important purchase as we will be limited on space when we have room bookings and events. This would save hire costs of £55 each time.

Recommendations

To purchase a Polar C Series CD614 in accordance with quote A at a cost of £794.99. This is because although not the cheapest option, the Council has an account with the company, they are reliable and offer a good aftercare service.

Tracy Lester
Catering and Facilities Officer



FLITWICK TOWN COUNCIL

Report to Business Services 12th August 2021: Signpost – Victim Support

Implications of recommendations

Corporate Strategy: Look to utilise the Council's assets and resources to benefit the most vulnerable in our society.

Finance: Business

Equality: Increases inclusivity.

Environment: Takes forward policy objectives directly.

Background

The Community Services Manager has been working towards registering The Rufus Centre as a Safe Place as part of the community agent scheme.

Once registered, The Rufus Centre would be listed with organisations such as Domestic Abuse Bedfordshire, Signpost, Central Bedfordshire's Children's Services, and the Police.

The Rufus Centre would become a safe place where people can come to make a phone call, have access to the internet, get support information leaflets, first aid or to just have a cup of tea and feel safe for a short period of time.

Introduction

The Community Services Manager has been in contact with Signpost, Victim Care.

Signpost are currently trialling face to face meetings at one venue within Central Bedfordshire. Once the trial is complete, the aim is to roll out face to face meetings at other venues across Central Bedfordshire.

The meetings would be between a Victim Support Co-ordinator and the victim only. The meeting time would be a convenient for the victim and would last approx.1-2hrs.

Signpost are looking to use a venue one day per week.

Additional Matters

There is no set date at this time for the face-to-face meetings to start, this is expected to be later this year.

It would not necessarily be the same room each month but one that was not required by paying customers.

Recommendations

1. To consider allowing Signpost – Victim Support to use a meeting room at The Rufus Centre, one day a month, free of charge to offer face to face meetings with victims.

Susan Eldred
Community Services Manager

Electric Vehicle Chargepoint Plan

June 2021

DRAFT

A great place to live and work.

Electric Vehicle Chargepoint Plan

Foreword

The increased uptake of Ultra Low Emission Vehicles (ULEVs), including electric vehicles (EV) is a key part of the government's roadmap to zero carbon by 2050. Transport is also a key area of focus for the council's own Sustainability Plan. This will need to be underpinned by an EV chargepoint network that supports and encourages uptake of electric cars, has good geographic coverage and, most importantly, supports charging at home, specifically where residents only have access to on-street parking.

The council, in its capacity as both Highways and Parking Authority, has a key role in enabling and supporting the delivery of the publicly accessible chargepoint infrastructure. I'm therefore pleased to present this document, the council's Electric Vehicle Chargepoint Plan which sets out the context and provides much needed clarity about the approach that the council will take.

This will primarily focus on working with private sector chargepoint providers to install and manage both the public chargepoint network, in the council's car parks and public buildings for example, alongside providing access to on-street chargepoints where there is demand.

The council recognises the growing demand from our residents and this document sets out clear set out the approach being taken and to manage expectations. It also reflects upon the different challenges that will be faced in rural areas, such as Central Bedfordshire. For example, greater concerns about range anxiety where chargepoints are further apart which places a greater emphasis on supporting home charging infrastructure.

When considering a range of factors, such as the possible level of investment, technical expertise, capacity to manage a chargepoint network and risk, the plan concludes that this can only be done through working with the private sector, which is best placed to install and manage an EV chargepoint network. This is based on the approach being taken across the country by other local authorities.

Cllr Steven Dixon
Executive Member for Sustainability & Transformation



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1. Background

The increased uptake of Electric Vehicles (EV) or Ultra Low Emission Vehicles (ULEVs) is a key part of the government's roadmap to zero carbon by 2050 and will see the phase-out date for the sale of new petrol and diesel cars and vans brought forward to 2030, with all new cars and vans being fully "zero tailpipe emissions" from 2035.

In Central Bedfordshire, greenhouse gas (GHG) emissions from transport represent the largest contributing source of emissions. In 2017, which was the year used in the Sustainability Plan baseline report¹ this was 646,699 t CO_{2e} and 39% of total scope 1 and 2 CO₂ emissions from the Central Bedfordshire area.

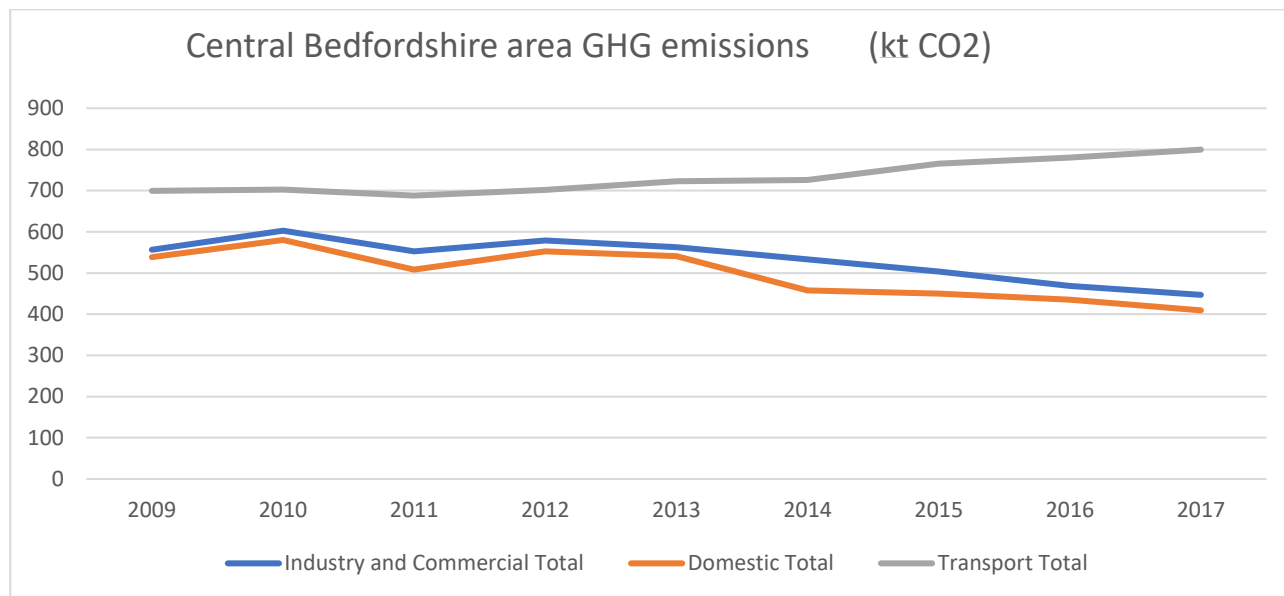


Figure 1: Central Bedfordshire GHG emissions 2009 to 2017

This in part reflects the major transport routes running through the area as well as the semi-rural nature of Central Bedfordshire, the latter often making travel by car the easiest and most convenient option for travelling across the area.

Tackling emissions from transport therefore forms a key area of focus for the council's adopted Sustainability Plan². This sets the objective for the council to "Enable a network of electric vehicle charging points working with partners and energy providers, as well as investing in charging points across its own assets and highways" and is covered though section 3.2 of the plan which has the following milestones:

- Milestone 3.2.1: Prepare the Council's EV Strategy.
- Milestone 3.2.2: Invest and facilitate delivery of EV charging network.
- Milestone 3.2.3: Support a wider switch to EVs.

This document, the EV Chargepoint Plan and brings forward milestone 3.2.1, sets out the council's approach to delivery of EV Chargepoint infrastructure for both public car parks and on-street residential charging. It also sets out the wider context and gives an overview of the current situation to allow future progress to be measured.

¹ [Baseline Review - Sustainability \(climate change\).pdf | Powered by Box](#)

² [20 09 28 Sustainability Plan Final Version.pdf | Powered by Box](#)

What are Ultra Low Emission Vehicles?

There are a range of different Ultra Low Emission Vehicles (ULEVs), including:

- battery electric vehicles (BEVs),
- plug-in hybrid electric vehicles (PHEVs) and;
- extended-range electric vehicles (E-REVs).

BEVs, PHEVs and E-REVs all have the ability to be plugged in and charged using an electric vehicle (EV) chargepoint. Where these vehicles are charged will influence the type of chargepoint used.

There are a range of different types of chargepoint, the most common ones fall into three broad categories, these being:

- Slow/standard (3.5kW and 7kW)
- Fast (between 7kW and 22kW)
- Rapid (between 43-50kW)

Ultra-Rapid is the latest evolution in chargepoint technology to be developed. These are over 50kW (typically 100kW) and can provide enough charge to travel 200 miles in 30 minutes, however there are very few ULEVs currently available that can charge from these. A more detailed overview is provided in Appendix 1.

As a proportion of the total number of cars licensed ULEVs currently represent a tiny share. In 2019 around 58.5% of licensed cars were petrol, 39.1% diesel and 0.8% were either a plug-in-hybrid, battery electric, range-extended electric, or fuel cell electric car.

However, by the end of June 2020 plug-in-hybrid, battery electric, range-extended electric and fuel cell electric cars accounted for 10.9% all newly registered cars³.

This is a trend that is fully expected to continue to grow with all major car manufacturers either increasing the range of EV's they produce or committing to go full electric.

³ [Cars \(VEH02\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/statistics/cars-vehicle-licence-statistics)

2. The current situation

To underpin the implementation of the plan it is useful to have a clear understanding the current levels of EV ownership and type of EV chargepoint infrastructure in Central Bedfordshire, particularly in a geographic context. This allows areas to be prioritised based on:

- Those areas with high levels of EV ownership but low levels of EV chargepoints within the functional transport area (area that covers the majority of residents daily journeys).
- Those areas where there are high levels of interest to owning an EV, but it is dependent on the infrastructure being put in place.

To provide this overview the council has commissioned WSP to prepare a baseline report. The headlines are detailed below.

EV take up in Central Bedfordshire

The uptake of EV in Central Bedfordshire broadly reflects the trend being seen nationally⁴.

- By the end of 2020 (Quarter 4), Central Bedfordshire had a total of 1,595 registered ultra-low emission vehicles (ULEVs).
- Of the registered ULEVs in Central Bedfordshire at the end of 2020 Q4, 59% (949) were Battery Electric Vehicles (BEVs) and 35% (556) were Plug-in Hybrid Electric Vehicles (PHEVs). The remaining 6% are unknown.
- EV ownership has increased significantly in Central Bedfordshire, from 199 in 2015 (Q3) to 1,595 in 2020 Q4. This equates to an eight-fold increase.
- Nationally, between 2015 Q3 and 2020 Q4, EV ownership has increased nine-fold.

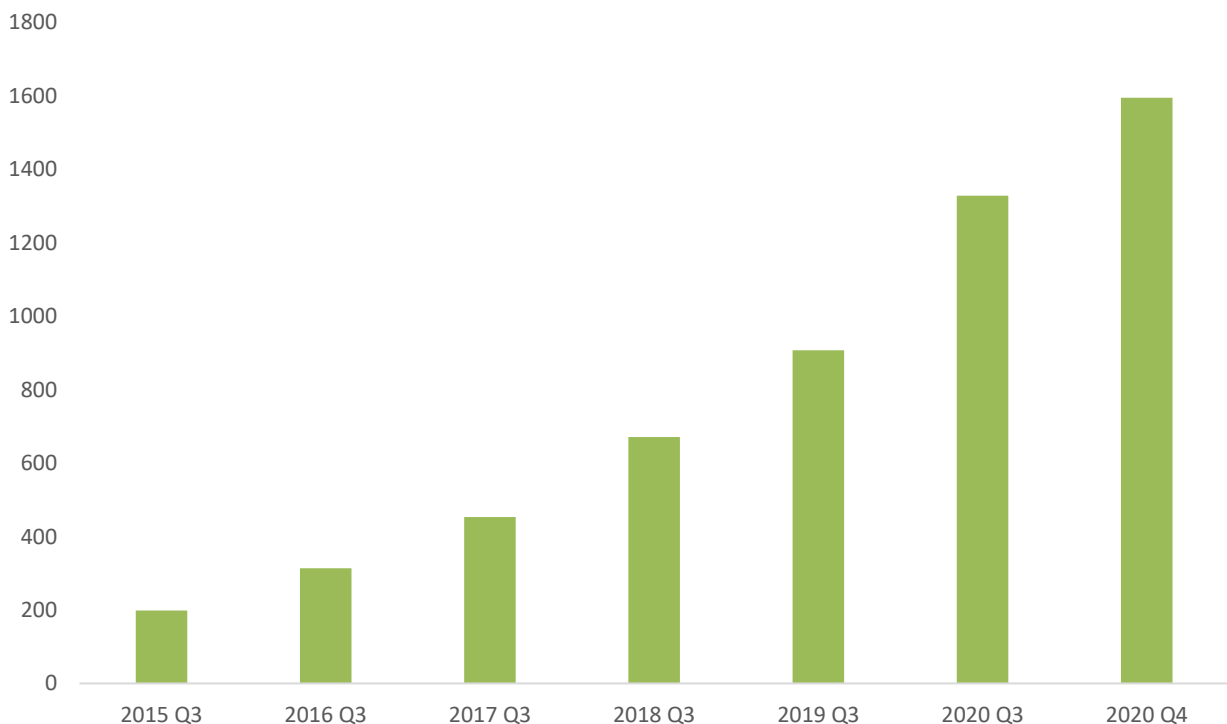


Fig 2: EV Ownership in Central Bedfordshire 215 (Q3) to 2020 (Q4)

⁴ DfT, Vehicle Licencing Statistics (Tables VEH0132) <https://www.gov.uk/government/statistical-data-sets/all-vehicles-veh01>

The geographic spread of EV ownership

EV registrations are logged by postcode area which does not enable a town-by-town comparison and, given postcodes do not reflect Local Authority boundaries, means that for some areas the total figure will include EV's registered to addresses outside Central Bedfordshire.

This data has been applied to the map shown in Figure 3 and it does highlight relatively high EV ownership in the Ampthill, Flitwick, and surrounding areas, and also the Marston Vale and Leighton Linlade areas.

Chargepoint infrastructure in Central Bedfordshire

The map in Figure 4 shows the current spread of EV chargepoint infrastructure in Central Bedfordshire, split by type of chargepoint. The bulk of these are either slow/standard chargers or fast chargers.

- Across Central Bedfordshire there are 39 publicly accessible EVCPs, including 10 rapid EVCPs.
- As of the 4th January 2021, there were 20,775 publicly available electric vehicle charging devices across the UK, with 3,880 of these being rapid devices. Comparatively there were only 39 publicly available EVCPs in Central Bedfordshire as of 4th January 2021.
- Rapid charging devices have increased by 37% in the last year in the UK. Of the 1,288 charging devices added between 2020 Q3 and 2020 Q4, 350 were rapid devices. There were 10 publicly available rapid EVCPs in Central Bedfordshire as of January 2021.

The majority of the current EV Chargepoints were installed pre-2015 when EV take up was low. Therefore, the current geographic spread and location reflects those areas, such as Council run car parks, where it was feasible to install Chargepoints at that time. The approach being taken now will focus on locating the best technology to the most appropriate location.

Appendix 1 provides an overview of the types of charging point and the key features of them.

Fig 3: EV registrations by postcode area (courtesy of WSP)

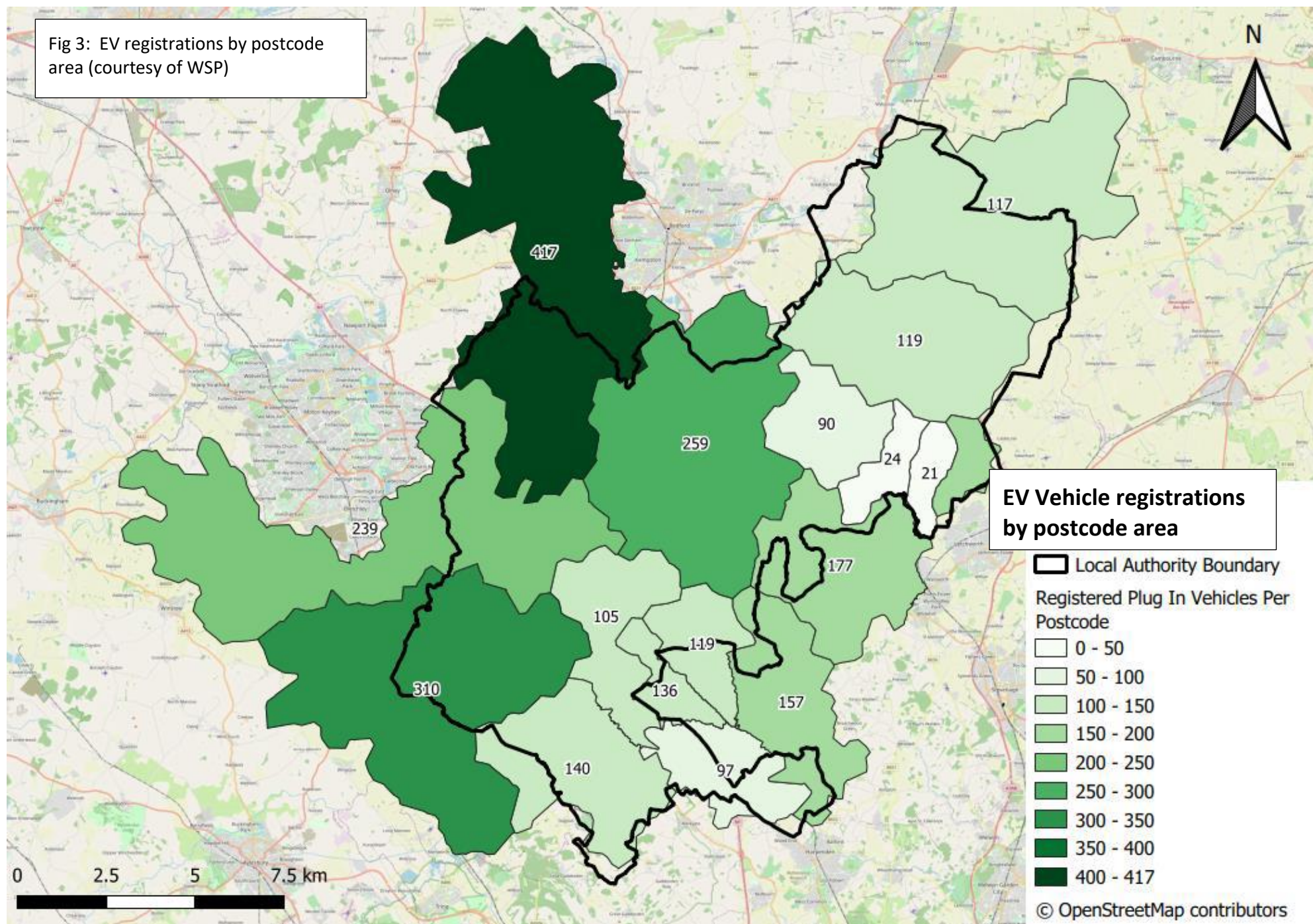
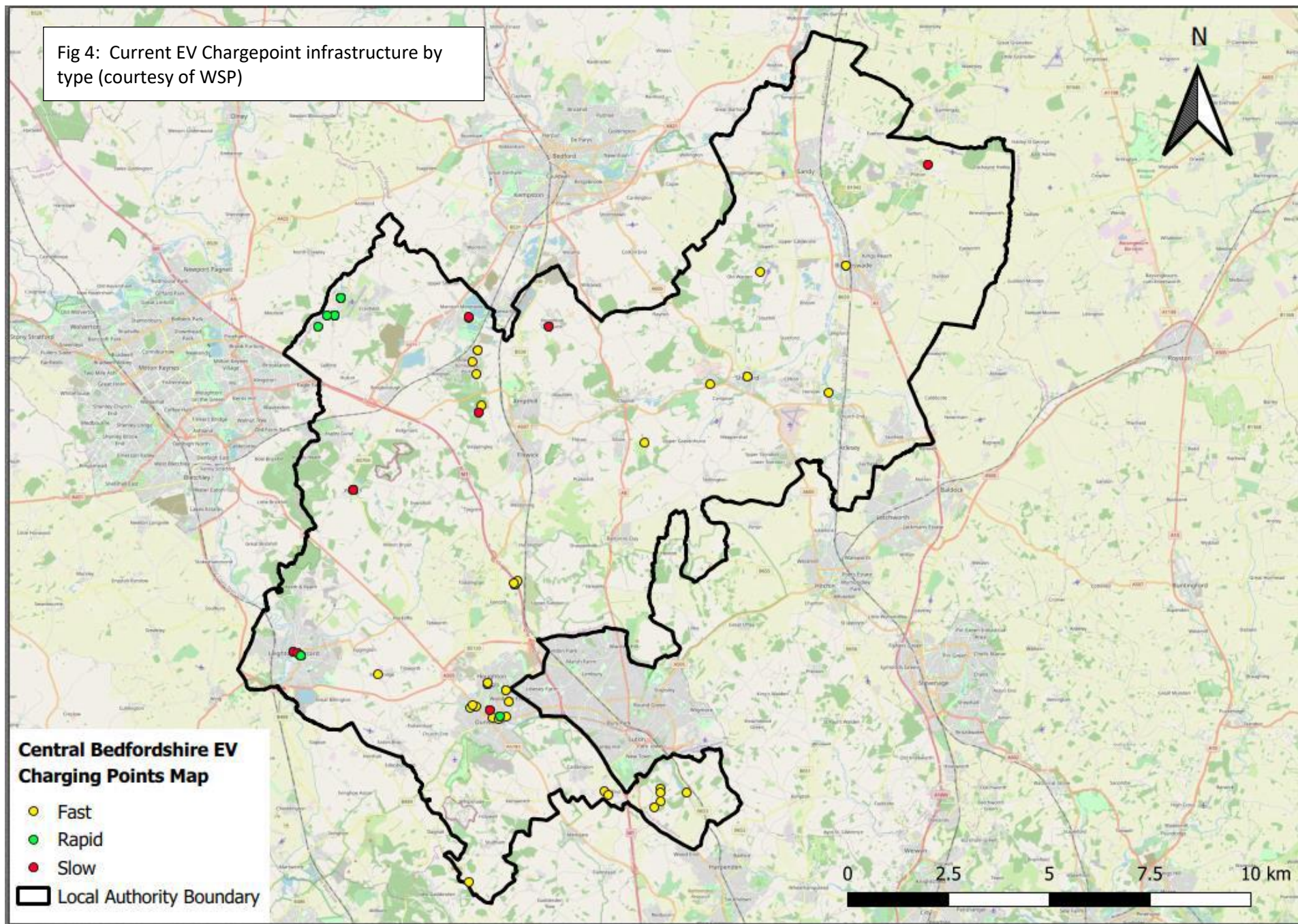


Fig 4: Current EV Chargepoint infrastructure by type (courtesy of WSP)



3. The role of the council in supporting the uptake of electric vehicles.

The government department responsible for Ultra Low Emission Vehicles (OZEV) state that there is a need for Local Authorities to focus their efforts on facilitating the provision of public chargepoints where they are likely to be most needed, such as the following circumstances:

- 1) Garaging of the council's own fleet and the fleet of outsourced service providers (Highways, Waste etc.)
- 2) The council's own buildings in the context of both staff commuting and residents/visitors to public buildings.
- 3) The council's wider estate, including car parks and other public buildings (like supported housing, care homes, leisure centres and schools) or public facilities (such as countryside sites).
- 4) Service facilities, and also laybys as appropriate, on the strategic, major and local road networks.
- 5) Through the council's roles as the Highways and Parking authority in the context of on-street residential parking for households without access to a private driveway or parking court and also in relation to other on-street parking (short stay parking bays, taxi ranks etc), servicing (loading bays) or layover (buses).

There are also other aspects where the council can either provide or facilitate the provision of wider chargepoint infrastructure. These do overlap with the scenarios detailed above and include:

- 1) For drivers who need to recharge during the day without returning to a depot or home (for example, businesses or taxi/private hire drivers).
- 2) Destinations, such as park & ride car parks or train stations, where people might wish to recharge after longer journeys.
- 3) Where drivers are in transit to another destination but need to stop to recharge their vehicle to continue their journey.

It should also be noted that some of the funding support (as set out in Appendix 2), is targeted specifically at supporting the EV chargepoints in some of these scenarios and can be accessed directly by the business or resident. The On-Street Residential Chargepoint scheme (ORCs) can only be applied to by the council.

4. What are the key issues when installing EV Chargepoints?

There is understandably growing interest and demand for an improved chargepoint network in Central Bedfordshire. However, there are a number of issues that the council will need to consider and plan for. Below details what these are and the action the council will take to address:

- i. **Pace of roll-out and ensuring a geographical spread.** Geographic rollout needs to be data led to ensure that the number and type of chargepoints installed are in, as far as possible, the most appropriate location. There will also be a balance to strike in ensuring that there are enough chargepoints, or a robust enough network of chargepoints, to meet current demand but to also allow for growth without making a potentially significant capital investment in chargepoints that may not be used for a prolonged period of time. Whilst this balance is largely for the private sector to resolve, and they are best placed to do so, the council will have a key role in unlocking available grants and subsidies and providing strategic and place focussed oversight.
- ii. **Ongoing management and maintenance of a chargepoint system.** The council knows from previous experience in managing the handful of chargepoints installed in 2010 that they are a significant maintenance liability and are potentially resource heavy with regards to managing customer queries and complaints. If this were done in house, then dedicated resource would be needed.
- iii. **Evolving technology, compatibility, and obsolescence.** Linked to point ii. above, there is considerable development in both ULEV and chargepoints as a technology. There are a range of different types of chargepoints which could be deployed to suit a range of needs and EV usage patterns, ULEV (and specifically the batteries) are able to have a far larger range and Internet of Things (IoT), 5G and other digital advancements make the monitoring and management of a chargepoint network more efficient. There is a risk that investment is made in a chargepoint technology that either doesn't meet a wide range of EV charging requirements or is quickly seen as dated and potentially unsupported.
- iv. **Residential on-street parking.** At some point in the next 20 years, the majority of residents will need access to chargepoint facilities in close proximity to their homes in order for the government ambition with regards to electrification of the transportation and uptake of ULEV's to be realised.

Where a resident has a private driveway, this is fairly straight forward as the resident can apply directly for a grant contribution towards the costs from OZEV. This is more problematic for residents with allocated private parking spaces remote from their abode, particularly on developments that have not been adopted. Where there is no on-plot or allocated parking then provision will need to be made either through a charging hub, whether on or off-street.

This in itself raises a number of issues including whether the spaces in question are restricted on for EV charging, who is responsible for management and maintaining the chargepoints and how electricity costs are covered (they would require some form of payment mechanism). If parking spaces on the highway are to be allocated exclusively for EV charging, then Traffic Regulation Orders (TROs) would need to be consulted on and adopted through the Traffic Management Meeting.

There will inevitably be instances of charging cables being run across pathways by residents to charge their vehicles. This obviously presents a trip hazard and whilst is outside of the council's control, there is scope to explore other solutions which could include lamppost charging or allowing residents to instal a covered channel to run the cable through.

- v. **Grid capacity and availability of a connection point (specifically in relation to on-road provision).** Even where there is a demand it is unlikely that a chargepoint will always be able to be located in the most suitable or convenient place due to the location of possible connection points to the grid, which is managed by UKPN. There is also a risk that significant uptake of ULEV and, consequently provision of chargepoints could be constrained by grid capacity issues.
- vi. **Not all carparks in Central Bedfordshire are CBC owned and maintained.** To ensure good coverage across all public carparks in Central Bedfordshire, the council will need to work proactively with those Town and Parish Council's that operate their own carparks.

DRAFT

5. Our approach.

Central Bedfordshire Council, particularly through its role as both the Highways and Parking Authority, has a clear enabling role in the delivery of publicly accessible chargepoint infrastructure, specifically through working with, and harnessing investment from the private sector.

The final approach taken will need to be data driven and adapted for the different areas being addressed, therefore this Plan considers the provision of EV Chargepoint infrastructure in relation to the following areas:

- 1) **Residential EV charging:** This focuses on where residents don't have off street parking so need to be enabled to charge close to home.
- 2) **Public EV charging network:** This focuses on where EV drivers may want to charge either at a destination or on route. This includes the council run car parks, public buildings such as offices and leisure centres and, where appropriate, on-street parking in town centres.
- 3) **New development and future growth:** Ensuring that new developments have adequate provision for EV charging including passive provision (cabling etc in situ) to allow easy and cut the cost of future chargepoint installation.

The underlying principle is that by working with EV chargepoint companies the council will benefit from their considerable expertise with regards to pace of roll-out, type of EV chargepoint provision, technological advances, and their customer focused approach to keeping EV chargepoints fully maintained and available for use.

Other than for our own operations the council will not own or operate a publicly available EV chargepoint network, with any existing EV chargepoints being replaced to be operated by the EV chargepoint provider.

6. Residential EV charging

STEP 1: Determine need.

This will be done in the following ways.

- i) An open-ended register of interest has been set up for residents to flag that they own an ULEV or are thinking of buying one and also that they will need access to chargepoints and whether these will need to be on the public highway. This will provide the council with an emerging understanding of ULEV take up alongside a clear indication of what areas need to be targeted first when exploring chargepoint deployment. The register of interest can be found online at: [Electric vehicles | Central Bedfordshire Council](#)



Fig 5. Heat map showing demand for On-Street Residential based on the register of interest (as of 14th May 2021)

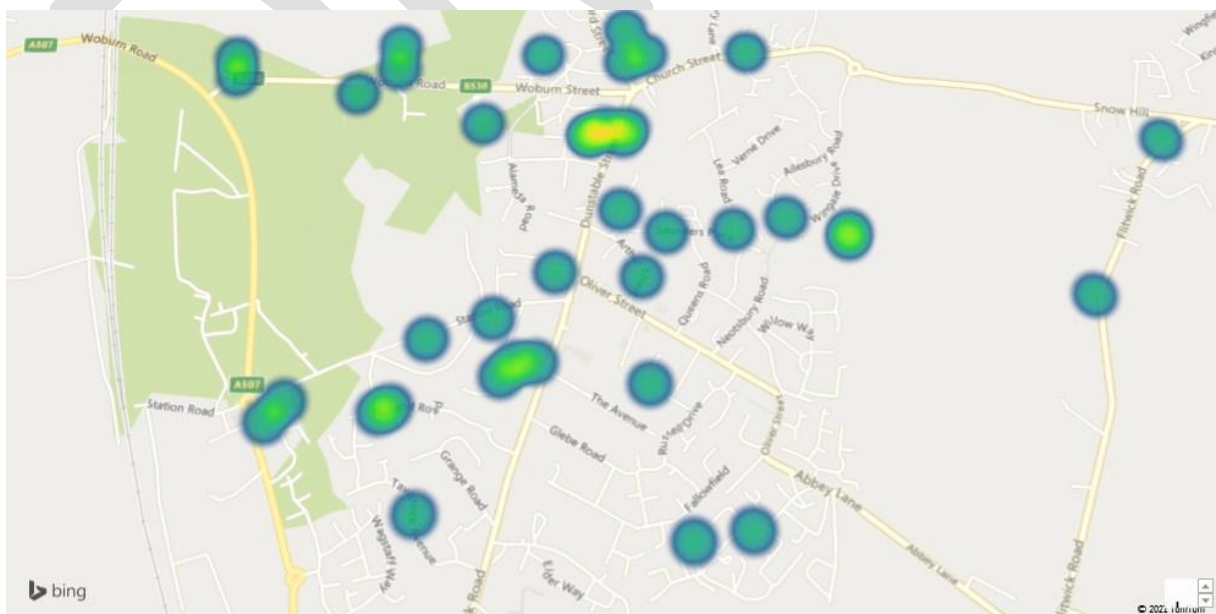


Figure 6: Heat map showing demand for On-Street residential charging at a street level view for Ampthill (as of 14th May 2021). This shows that demand can be viewed on a street-by-street basis.

- ii) Provide information and signpost to further advice and support as part of the council's engagement with residents on sustainability issues (as set out in the council's Sustainability Plan). This will also be included within the scope of Travel Planning work done with businesses, schools, and developers by the council's Sustainable Transport & Active Travel Team.
- iii) A number of scenarios will be explored to identify likely hotspots of ULEV take-up, based on demographics and growth. This will highlight areas that currently represent a gap in the emerging network.

STEP 2: Procure/recruit a commercial chargepoint provider.

If the council were to instal and manage an on-road residential chargepoint network itself then it would leave itself open to the risks and issues detailed in sections 3 and 4 of the plan. Whilst there could be scope to operate this commercially, the time needed to set up the structure and bringing in the resource would delay roll-out further. Regardless a chargepoint provider would be needed to be retained to help maintain and monitor usage.

Therefore, the council will go to tender for one or more chargepoint providers to install, manage and maintain a the on-street residential chargepoint network. This aim to see the deployment of fast chargers in areas identified through the Online register of interest, with priority given to those areas with highest demand.

The provider would generate a return on their investment through charging ULEV users to recharge using their post but in turn would be responsible for the capital outlay, maintenance and upgrading of chargepoints.

STEP 3: Apply for OLEV funding from the On-street Residential charging Scheme (ORCS).

In parallel to step 2, the council will develop and submit a bid to the On-street Residential charging Scheme (ORCS) which will cover 75% of the costs with the balance being covered by the EV Chargepoint provider, who will run the network.

STEP 4: Rollout.

Deployment of fast chargers in areas identified through the Online register of interest, with priority given to those areas with highest demand or where there is potential to make chargepoints available for multiple households.

This will run as a rolling programme that is shaped by the responses to the online register of interest.

This could also consider working with the provider on a range of chargepoint approaches including use of streetlight column adaptors where these are CBC owned and maintained. Where they are owned by Town & Parish councils there would be scope to work with them to explore this type of application on their streetlighting.

Other considerations.

- i) All on-highway EV charging points should be delineated with a dashed line parking bay. To dedicate bays for the exclusive use of EV's to park whilst charging requires a Traffic Regulation Order (TRO) to be in place. Drafting, advertising, approving and legally sealing TROs typically takes 6 months and requires significant officer time.

Therefore, the initial approach will be to defray implementing a TRO at the point a chargepoint is installed, instead monitoring its usage only. Should monitoring show that a TRO is necessary this will be considered alongside other restrictions such as Controlled or Residents Parking Zones (CPZ/RPZ).

This accords with the authority's move towards area-based assessment of parking stress and displacement and would essentially lead to blended approach where TRO's are only sought once there is a clear issue with EV's being unable to access a chargepoint. The exception would be where new areas of parking (EV charging hubs) have been created exclusively for EV charging or where spaces within a public carpark are made available for overnight residential EV-charge use outside of the hours that daytime charges apply.

- ii) The type of EV chargepoint likely to be installed could be suitable for deployment in other areas, such as for staff EV charging at Council offices and Schools. This will be explored further and taken forward on a case-by-case basis.

7. Public EV charging network

STEP 1: Identify the council's priority locations.

Commercial EV chargepoint providers will have a clear view on the areas that they see as being desirable and most suitable for rapid EV chargepoint deployment. This will be based on a number of factors including proximity to major transport routes, numbers of visitors/footfall, links to local attractions and population centres, grid capacity and availability of connections etc.

Whilst these will largely align with the areas where the council will want to see charging infrastructure, priority will be given to ensuring a good geographic spread and also ensuring that these facilities are available in council run carparks and at the public facilities, that the council operates.

As part of this process the council will approach the Town & Parish Council's who have their own public carparks, as well as other organisations that have parking facilities with high visitor footfall.

STEP 2: Procure/recruit a commercial chargepoint provider.

For the reasons detailed above, the council will seek to procure/partner with a commercial EV chargepoint provider. Given the way in which the public EV chargepoint network would be used (i.e. for shorter top-ups on route or destination charging) then the chargepoints would be rapid chargers as a minimum. From research the companies that specialise in these tend to be different to the fast chargers needed for residential on-street charging.

The contractual basis for the agreement will be confirmed through the procurement process. However, based on what has been done elsewhere this will see the provider effectively leasing parking spaces from the council.

The provider would generate a return on their investment through charging ULEV users to recharge using their post but in turn would own the chargepoint infrastructure, so be responsible for the capital outlay, maintenance and upgrading of chargepoints. This ensures that chargepoints are deployed at an appropriate rate, and that as technology moves forward, chargepoints are upgraded.

STEP 3: Agree programme and agree locations with Chargepoint provider.

Based on the outcomes of Step 1, the initial scope would include all CBC run carparks and main customer-focused buildings. Town Council and other carparks could be included at this stage. This would begin to ensure a better geographic spread across the Central Bedfordshire area. The number of chargepoints installed would be determined through negotiation with the commercial provider and based on the current information (gathered through Step 1 and by the provider). Other factors such as grid connection and capacity will also be a factor in deciding this.

STEP 4: Rollout.

Deployment of rapid chargers in areas identified and agreed with the EV Chargepoint provider will move forward through an agreed programme of work. This will effectively be treated as a rolling programme to allow the public charging network to grow in line with demand.

Other considerations.

- i) The existing network of public chargepoints, some of which were installed up to ten years ago will be replaced and brought within scope of the new contract.
- ii) The council has also been proactive in installing chargepoints at its main offices for use by staff and visitors. Replacement of these through this contract will be considered on a case-by-case basis, with consideration given to their primary use (e.g., for operational purposes, commuting or by visitors).

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8. New development and future growth:

How future growth is planned and delivered is set out in the council's emerging Local Plan. This sets out how Central Bedfordshire will develop over the next 20 years. It outlines the strategy for ensuring the growth that we need is delivered in the right place and is of the right character and quality. It also ensures that growth is delivered with the supporting roads, schools, and services such as health, as well as retail, leisure, and community facilities.

The provision of EV Chargepoints, both in new homes and as part of the wider infrastructure associated accommodating growth, also represents the type of new facilities and infrastructure that will need to be delivered through development to ensure it is sustainable.

This recognises that that uptake of ultra-low emission vehicles, including electric vehicles, will entail either the provision of EV chargepoints, passive provision (the cabling etc. being put in place ready for a chargepoint to be added at some point in the future) or make allowance for funding of EV chargepoints through developer contributions. This is summarized in Local Plan Policy T5 (below). This is the proposed wording to the policy and there is scope the Inspectors could make further changes following the Main Modifications consultation, and that the Inspectors Final Report is due in Summer 2021.

Policy T5: Ultra Low Emission Vehicles

The following new developments will be required to provide active charging posts, passive provision such as cabling and electricity supply for future demand, or contributions for future installation as demand increases for Ultra Low Emissions Vehicles:

- Residential developments.
- Supermarkets or retail areas.
- Employment sites.
- Education facilities, including Universities.
- Other large scale trip generating uses.

The provision of charging points will be negotiated on a case-by-case basis until standards are set out in the Local Transport Plan which will then be applied to all qualifying developments of efficiency and effectiveness can be enjoyed by others.

Further technical guidance will be produced to support and set out expectations from developers and steer development colleagues and members on Development Management Committee with respect to the technical and practical expectations for EV Chargepoint infrastructure in new development.

The Council's Design Guide is being updated and will provide guidance on how to accommodate electric vehicles within new developments. This is targeted for adoption by Spring 2022 for adoption of the Design Guide.

It is recognised that guidance is also required to clarify with residents the council's position specifically with regards to running cables for charging across pavements and design/location considerations for EV Chargepoints need to be produced.

Other considerations.

The council recognises that to facilitate the move to ULEV, then there will need to be a range of approaches taken to the provision of access to chargepoints. Chargepoint Stations or Electric

Forecourts, which provide opportunities for on-route charging with supporting infrastructure (toilet facilities and hospitality, such as cafés etc) will be welcomed where they satisfy planning requirements.

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9. Summary of actions and indicative timescales

The table below provides a summary of the key actions and an indication of the target timescales for completion. The intention is to move as quickly as possible to start seeing EV chargepoints being deployed across Central Bedfordshire. However, it should also be recognised that the procurement process may take longer than anticipated, especially in relation to the public chargepoint network where it is likely more bespoke approach will be taken.

Not included but running parallel to this, will be a focus on raising awareness with residents and businesses as to the possible benefit of switching to EV as well as exploring how CBC staff can be supported to switch to EV's, possibly through linking into existing public sector Electric Vehicle leasing schemes.

Focus area	Action	Target Timescales/status
1) On-Street Residential	a. Launch register of interest for on-street residential chargepoint provision	Complete
	b. Review outputs from register to identify target areas	By July 2021
	c. Develop and submit ORCs funding bid	August 2021
	d. Procure EV chargepoint provider for on-street residential chargepoint provision	By end of September 2021
	e. Roll out of phase 1 of on-street EV chargepoints	From October 2021
	f. Periodically review outputs from register, usage of phase 1 to determine rolling programme. Link to funding from OZEV.	On-going
2) Public charging network	a. Identify the council's priority locations, including clarifying which non-CBC carparks will be included.	By July 2021
	b. Procure EV chargepoint provider for Central Bedfordshire public charging network.	By October 2021
	c. Roll out of phase 1 of on-street EV chargepoints.	From November 2021 onwards
	d. Working with the EV chargepoint provider periodically review usage and demand of phase 1 to determine rolling programme. Link to funding from OZEV.	On-going
3) Planning for growth	Council adopts emerging Local Plan	Summer 2021
	Planning guidance drafted and consulted on.	Summer 2021
	Planning guidance adopted	Autumn 2021
	Clarity on the council's position other key issues, such as trailing cables over the highway confirmed and communicated.	By September 2021

Appendix 1: Types of EV Charging point

(adapted from [Electric vehicles: What are the different types of chargepoint? | Local Government Association](#))

Chargepoints are primarily categorised by their power, measured in kilowatts (kW), reflecting the speed at which they can charge an EV. They take a variety of forms and can be placed at on street or off-street locations.

Many public chargepoints are integrated into a free-standing column, similar in size to a bollard, whereas rapid chargers are more like a large parking payment machine. Chargepoints can also be integrated into some streetlights.

The most common categories are:

Slow/standard

- 7kW or lower
- typically, available in 3.5kW and 7kW power
- four to eight hours to fully recharge, depending on the vehicle and its battery size.
- add between 10-25 miles of range per hour.
- useful in locations where EVs are parked for a long time or overnight.

Fast

- between 7-22kW
- most fast chargepoints are 22kW.
- two to four hours to fully recharge, depending on the vehicle.
- provide up to around 75 miles of range per hour.
- useful at destinations where EVs are parked for a few hours (e.g. shopping centres).

Rapid

- between 43-50kW
- most rapid chargepoints are 50kW.
- 25-40 minutes for 80% recharge, depending on the vehicle.
- provide around 100 miles of range in half an hour.
- useful for EVs parked for a quick break (e.g. service stations, taxis, commercial vehicles).

Ultra-rapid

- over 50kW
- most ultra-rapid chargepoints are 100kW or 150kW, more powerful units available.
- provide around 200 miles of range in half an hour.
- at present, few EV models can accept an ultra-rapid charge.
- many EVs on sale from 2020 onwards are likely to accept 100kW charging.
- useful for EVs that need to refuel without a break, as if refuelling at a petrol station.

Appendix 2: Current grant funding

Electric Vehicle Homecharge Scheme (EVHS)⁵

- a) The householder is the applicant.
- b) Provides a 75% grant contribution to the cost of one chargepoint and its installation and is capped at £350 (including VAT) per installation.
- c) The applicant must own, lease, or has ordered a qualifying vehicle and has dedicated off-street parking at their property.
- d) Funding can be awarded for a maximum two chargepoints at the same property can be funded if the applicant has two qualifying vehicles.

On-Street Residential Grant Scheme (ORCS)⁶

- a) Local Authorities are the applicant.
- b) The purpose is to increase the availability of on-street charging points in residential streets where off-street parking is not available.
- c) Funds up to 75% of the capital costs of procuring and installing the chargepoint and an associated dedicated parking bay (where applicable). This is limited to:
 - i. the purchase cost of the charging unit
 - ii. the purchase cost of electrical components related to the chargepoint including distribution network operator connection costs.
 - iii. the cost of civil engineering works related to the installation.
 - iv. labour costs of the installation
 - v. hardware costs of the installation
 - vi. Where applicable the capital costs of a parking bay and traffic orders (paint and signage)
- d) Total funding pot of £20m with the maximum funding per charge point being £6,500.
- e) Applications may be made for single chargepoints, or multiple chargepoints across multiple locations.
- f) Projects must be delivered within the financial year that the application was made.
- g) The local Authority is responsible for ensuring that the chargepoint is maintained in a serviceable condition and accessible for 3 years from the date of installation. Usage data also has to be provided to OZEV for a 3-year period.

The Workplace Charging Scheme (WCS)

- a) Open for businesses, charities and public sector organisations to apply to.
- b) Operates as a voucher-based scheme that provides support towards the up-front costs of the purchase and installation of electric vehicle chargepoints.
- c) The grant cap will be set at £350 per socket for voucher applications.
- d) Can be used for up to 40 sockets per company.
- e) Sets minimum technical requirements and can be applied to chargepoints already purchased as long as they meet these.

⁵ <https://www.gov.uk/government/publications/customer-guidance-electric-vehicle-homecharge-scheme/electric-vehicle-homecharge-scheme-guidance-for-customers>

⁶ [On-street Residential Chargepoint Scheme guidance for local authorities - GOV.UK \(www.gov.uk\)](#)

Central Bedfordshire in contact

Find us online: www.centralbedfordshire.gov.uk

Call: 0300 300 8XXX

Email: customers@centralbedfordshire.gov.uk

Write to: Central Bedfordshire Council, Priory House,
Monks Walk, Chicksands, Shefford, Bedfordshire SG17 5TQ



Sent to: The Clerk and Chairman of all Town and Parish Councils in Central Bedfordshire

Date: 04/08/2021

Dear Clerk to the Council,

Electric Vehicle (EV) Chargepoints

On the 8th June 2021, Central Bedfordshire Council adopted its [EV Chargepoint Plan](#). This sets out the approach that the Council will take to support the delivery of the necessary infrastructure to encourage the increased uptake of Ultra Low Emission Vehicles (ULEVs).

This is a key part of the government's roadmap to zero carbon by 2050 which will see the phase-out date for the sale of new petrol and diesel cars and vans brought forward to 2030, with all new cars and vans being fully "zero tailpipe emissions" from 2035.

The approach set out in the Council's EV Chargepoint Plan will primarily focus on procuring one or more private sector chargepoint providers to install and manage both the public chargepoint network (in the council's car parks and public buildings for example) and to also provide access to on-street chargepoints where there is demand. Given the differing chargepoint technology that could be deployed it is likely that more than one commercial chargepoint provider will be needed.

The Council is keen to work with and support both Town and Parish Council's to ensure all residents benefit from the rollout of this infrastructure.

We are therefore looking to identify sites to be included within the scope of areas put forward through the procurement process. The aim being to formulate a rolling installation programme for EV chargepoints in line with demand.

There are two ways in which Town and Parish councils can be involved.

1) Public chargepoint network.

This will focus on car parks and public buildings that are accessible to the public, ideally for stays of an hour or more.

Central Bedfordshire Council

Priory House, Monks Walk
Chicksands, Shefford
Bedfordshire, SG17 5TQ

Telephone 0300 300 8000

Email customers@centralbedfordshire.gov.uk
www.centralbedfordshire.gov.uk

What we need from you?

If you have your own car parks or have parking at parks or other public buildings that you would like to be included in the programme of sites, then please add details to the accompanying Expression of Interest form.

We will need a location (address or grid reference) the total number of all spaces, as well as an indication as to whether you would be able to provide data on usage or visitor numbers.

2) On-street residential carparking.

We anticipate challenges in providing on-street residential charging in all areas where residents have expressed an interest. Therefore, we are keen to explore the scope to allow residents to access to chargepoints at other nearby locations, predominantly overnight and at the weekends.

This could include the types of areas detailed under point 1 above and could also include parking spaces at other buildings such as Community Centres or Parish Halls. This is one way of providing a network that includes more rural areas.

What we need from you?

If you have a Community Centre, Parish Hall, or other public facility (which could include your main offices if you have them) that has parking spaces we are keen to know whether you would be willing to make this available for an EV Chargepoint.

This would provide charging infrastructure for use throughout the day, but that would also be available for local residents to make use of overnight. Please also use the form accompanying this letter.

In addition, we would be keen to have flagged to us any other facility within your parish with car parking that you believe could reasonably accommodate a public EV chargepoint, should the owner be amenable. Local churches and church halls for example could fall within this category.

To enable this to feed into the procurement process it would be helpful to have the Expression of Interest form return to us by no later than the **14th of September 2021**.

A list of frequently asked questions has also been appended to this letter, however if you have any further questions then please do not hesitate to contact Steve Lakin, our Sustainable Transport & Active Travel Manager by email at steve.lakin@centralbedfordshire.gov.uk.

The council is also encouraging residents to express an interest in where they would like to see on-street residential charging points located. This is specifically for those residents that don't have access to private parking, such as driveways, so will need to make use of EV Chargepoints provided on the public highway or through locally placed charging Hubs.

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Priory House, Monks Walk
Chicksands, Shefford
Bedfordshire, SG17 5TQ

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www.centralbedfordshire.gov.uk

A link to the online form can be found at:

https://www.centralbedfordshire.gov.uk/info/55/transport_roads_and_parking/580/electric_vehicles

Yours sincerely



Stephen Mooring

Head of Sustainability

Direct telephone 0300 300 6241

Email stephen.mooring@centralbedfordshire.gov.uk

Enc.

Central Bedfordshire Council

Priory House, Monks Walk
Chicksands, Shefford
Bedfordshire, SG17 5TQ

Telephone 0300 300 8000

Email customers@centralbedfordshire.gov.uk
www.centralbedfordshire.gov.uk

Electric Vehicle (EV) Chargepoints – Town & Parish Councils

Frequently asked questions (July 2021)

1) Will we have to pay for the EV chargepoints?

The intention is that the cost of the EV Chargepoint will be covered through a combination of grant from the Office for Zero Emission Vehicle (OZEV) and by the provider themselves. Through this approach parking spaces will effectively be being leased to the Chargepoint provider who will cover their costs through charging users to charge their EVs.

2) What about the cost of the electricity used?

Whilst the commercial arrangement is yet to be procured and negotiated, we are expecting the electricity costs to be paid back in the form of a rebate.

3) Who will be responsible for dealing with customer queries and ensuring the chargepoints are maintained?

The chargepoint company will manage all customer queries and complaints as well as making sure that the EV Chargepoints are kept operational.

4) Is this the only chance we will have to add our carparks and other sites to the list for EV Chargepoints?

No, this will effectively become a rolling programme that we will look to develop and implement as demand increases. As we go into the procurement process it will be helpful to have a good understanding of the scope of areas that could be included. This will also help to ensure that there is a good geographic spread of chargepoints.

5) Can't we just arrange this for ourselves?

Absolutely, however we believe that this approach offers us all a potential way forward that will enable a good geographic spread of what will be a very important piece of infrastructure in the future in a way that limits risk, reduces the burden linked with maintaining such a network and will help ensure the deployment of the most appropriate charging solution in the best location. By including your carparks etc in with CBC's we are able to put together a larger package that is more commercially attractive to commercial chargepoint companies, meaning that we can include sites that if considered on their own, a commercial operator may not deem to be economically attractive enough to take forward without an upfront capital contribution to costs.

6) What if we change our mind and no longer want to include our sites?

We are seeking an expression of interest only at this time and a final decision won't be required until we have procured a chargepoint provider and are determining the final shortlist to be taken forward for the first phase.

7) Does this guarantee that chargepoints will be installed within the next 12 months?

The programme for the first tranche of installations will be determined by a number of factors. These include aspects such as demand and geographic spread as well as technical considerations, such as grid capacity and where the grid connection point is. The latter has a direct impact on the viability to instal the chargepoint.

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Chicksands, Shefford
Bedfordshire, SG17 5TQ

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Email customers@centralbedfordshire.gov.uk

www.centralbedfordshire.gov.uk

Guidance notes

Please complete this form electronically and return to steve.lakin@centralbedfordshire.gov.uk