

<b>Report title</b>	<b>Introduction of Electric Vehicle Charging Infrastructure at Civic Centre</b>
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<b>Department</b>	Planning, Economy & Built Environment
<b>Exempt?</b>	No
<b>Exemption type</b>	Not applicable
<b>Reasons for exemption</b>	<b>Not applicable. EXEMPT Appendix A required to be read with report.</b>

**Purpose of report:**

To resolve

**Synopsis of report:**

**This report outlines the background context and rationale for Runnymede Borough Council to install six Electric Vehicle (EV) charging points at the Addlestone Civic Centre Offices. The charging points will provide the necessary infrastructure to enable the replacement of two existing fossil fuel parking vehicles with EV alternatives (subject to committee approval), provide charging capability for the existing Meals at Home EVs for further business continuity arrangements for these vehicles, and future proof the electrification of other fleet vehicles over time.**

**This report seeks Committee approval to draw down up to £35,000 from the Climate Change Pump Prime Fund to enable this infrastructure installation to occur in the coming months.**

**Recommendation(s):**

**That the Corporate Management Committee:**

- 1. Approve the business case for the purchase and installation of six EV charging points at the Addlestone Civic Centre.**
- 2. Approve a capital estimate in the sum of £35,000 to be taken from the Climate Change Pump Prime Fund.**
- 3. Members delegate to the Chief Executive in consultation with Chairman and Vice-Chairman of Corporate Management Committee the ability to agree terms for the EV contract installation and delivery of 6 EV spaces at the Civic Centre**

## 1. Context and background of report

- 1.1 The Corporate Business Plan 2022-2026 sets out how the Council will play a key role in creating a greener environment and ensuring an effective response to climate change. The Climate Change Strategy 2022-2030, adopted in October 2022, describes how the Council intends to make all its operations carbon 'net zero' by 2030. Strategic objective two of the Climate Change Strategy states that the Council will "positively influence our environment by embedding climate change avoidance and mitigation, sustainability, and promotion of biodiversity and conservation in all Council decisions and actions".
- 1.2 At Full Council on 7 December 2023, Runnymede Borough Council resolved to declare a climate emergency. In declaring a climate emergency, the Council will use its reasonable endeavours to continue its work to meet the Council's target of net zero operational emissions by 2030 and use its sphere of influence to support the Borough and its communities to achieve the 2050 national net zero target for the UK. The Council recognises that the consequences of temperatures exceeding 1.5C are so severe that preventing this from happening must be humanity's priority and that it is important all organisations commit to becoming operationally net zero, as soon as reasonably possible.
- 1.3 The Council's vehicle fleet accounts for a significant proportion of the current greenhouse gas emissions produced by the Council's operations. According to the Runnymede Borough Council Estate and Area Greenhouse Gas emissions baseline report (formally endorsed October 2023), the Council's vehicle fleet (including Green Spaces, Council Fleet, and Waste Collection & Transport) accounted for 46% of the Council's scope 1 & 2 emissions in 2021/22. Reducing emissions from the Council's fleet is essential to meet the objective of achieving net zero operational emissions by 2030. Agreeing that Hydrogenated Vegetable Oil (HVO) will be the preferred fuel for the Council's fleet from the 2024/25 financial year (as approved at the Environment & Sustainability Committee on 7<sup>th</sup> March 2024) will reduce these emissions. However, this is viewed as a transitional measure to reduce emissions as opposed to a long-term solution.
- 1.4 The transition from internal combustion engine vehicles to electric vehicles (EVs) is a key method for reducing emissions from transport. According to Carbon Brief, over the full vehicle lifecycle, carbon dioxide emissions from an EV are around three times lower than an average petrol car when considering whole lifecycle emissions, and these benefits are improving over time with decarbonisation of the electricity grid.<sup>1</sup> Ensuring that the required infrastructure to facilitate a move towards EVs is in place is critical to enabling and encouraging this transition.
- 1.5 At Full Council on 7 December 2023, the Council adopted an EV Strategy which sets out the Council's approach to support the transition from petrol and diesel vehicles to EV. The Strategy includes the aim for the Council "to lead by example by ensuring its own Council fleet uses cleaner EV technology at the earliest possible opportunity, where it is practical and offers the taxpayers good value for money". In the EV Strategy Action Plan 2022-26, Action 2 states that the Council will "explore opportunities to implement electric vehicle technology within RBC for the fleet and employees" and a short-term action to "investigate establishing charging points at key working locations".

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<sup>1</sup> Carbon Brief (2023) <https://www.carbonbrief.org/factcheck-21-misleading-myths-about-electric-vehicles/>

- 1.6 The Council's Sustainable Fleet Management Strategy (being considered for adoption at Full Council on 25<sup>th</sup> April) sets out how the Council will manage and deliver its fleet over a 10-year period from 2024-2034. Among the three guiding objectives of the Strategy is 'Environmentally Friendly', with the Council working towards moving its fleet assets to net zero, considering their life cycle and component parts (including fuel). A short-term action captured in the Action Plan of the Strategy is to assess the suitability of shortlisted Council owned sites to deliver EV chargers for different types of vehicles. The Strategy recognises that working towards a net zero fleet by 2030 requires investment in enabling infrastructure as a pre-requisite which will necessitate funding.
- 1.7 At Full Council on 29 February 2024, the Council's Climate Change Action Plan was approved. The Plan describes how the Council will work towards reducing carbon emissions from Council operations to net zero by 2030. Action ID 3.3 of the Plan states that the Council will "deliver actions contained in the adopted EV Strategy to support the transition to electric vehicles. Among the noted actions include "enable the creation of new EV charging infrastructure" and "explore opportunities for joint working with partners to encourage wider take-up (by the Council for its own fleet and by Council employees, as well as private users)". A focus on delivering EV charging infrastructure is also reflected in the approved 2024/25 Service Area Plans for Customer, Digital, & Collection Services, and Planning Policy, Economy, & Built Environment.

## **2. Report and, where applicable, options considered and recommended**

- 2.1 Following the adoption of the Council's EV Strategy and given that the Sustainable Fleet Management Committee is due to be considered for adoption imminently, steps must be taken to move from the strategy development stage to the implementation stage if the short-term action plans contained within both strategies are to be delivered within their agreed timeframes. Installation of EV charging infrastructure at the Civic Centre is considered the first step in the wider implementation of chargers across the Council estate. Additional committee reports on other aspects of the rollout of EV charging infrastructure will be presented in due course.
- 2.2 Following internal engagement with relevant fleet-operating service areas, the need for chargers in the Civic Centre Undercroft is driven by an urgent requirement within the Parking Services team to replace two vehicles used by the Council's Civil Enforcement Officers which are parked overnight and driven from the Civic Centre undercroft. Both vehicles are due for replacement and have high mileage with higher than usual maintenance costs. The desire is to replace the existing fossil fuel powered vehicles with EV alternatives, which necessitates the existence of the required charging infrastructure. This immediate need provides the rationale for 2 chargers to be implemented at the Civic Centre. A report is being prepared for 6th June Environment and Sustainability Committee where officers will seek approval for the replacement of the existing end of life vehicles with EV alternatives.
- 2.3 The additional 4 chargers are proposed to further supplement the business continuity arrangements for the existing Meals at Home electric vehicles. The current business continuity arrangements rely on external charging capability from third party suppliers whilst a more reliable long-term solution would be to rely on Council owned infrastructure. These chargers would also provide the Council with greater flexibility to respond to future opportunities which could facilitate the wider transition of the Council's staff and fleet to EV. For example, should the Council wish to move towards pool cars as part of its Green Travel Plan for staff, which is currently being worked on, the charging infrastructure would already be in place to support these vehicles being electric. Furthermore, having additional chargers would also allow the Council to be more agile in its ability to apply for grant opportunities which may arise for EVs.

- 2.4 It remains to be decided which charger types are to be installed at the Civic Centre. Based on the expected need, this will be a mix of 7kwh and 22kwh chargers. The parking vehicles to be replaced are located at the Civic Centre overnight and could be fully charged with a 7kwh charger during this time. However, this is dependent upon each charger having its own dedicated power supply as if chargers have to share power, their output is reduced if more than one vehicle is charging at one time leading to increased charging times. This could come down if there is sufficient power available to independently power all six chargers. Initial indication is that this can be achieved as shown in Exempt Appendix A attached. A 22kwh charger would enable faster charging capability where needed and support the charging of larger fleet vehicles should this be required. While rapid chargers could be considered, impacts on the electrical supply to the site, potential additional costs and potential impacts on the EV batteries from use would need to be considered. Where financially feasible within the resource constraints of the project, officers will explore opportunities to implement further infrastructure, such as cabling, that could enable the swift installation of additional EV chargepoints, beyond the 6 proposed in this report, in the future (including rapid chargers where the site electrical capacity is sufficient).
- 2.5 On 19 March 2024, a company which is a full-service provider of EV charging technology and infrastructure across Europe, completed a survey of the Civic Centre Undercroft for the purposes of EV charger installation. The survey report is shown in Exempt Appendix A. Prior to commencing infrastructure works, a detailed independent design survey should be carried out to ensure that these findings are accurate and deliverable.
- 2.6 The findings of the survey indicate that there is spare capacity available for the installation of AC chargepoints at the site without the need for a new Distribution Network Operator (DNO) supply based on current site usage. At the time of the survey, officers were considering implementation of 4 chargers, which the survey indicates can be accommodated. The survey suggests that 7kwh chargers are installed due to the overnight charging requirement for the parking vehicles, and that, if required, these could be upgraded to 22 kwh chargers for faster charging but this would be subject a further independent detailed design survey which will ensure that 7kwh or 22kwh can be installed at the Civic Centre. Since the survey was carried out, the proposed quantity of chargers is recommended to be increased to 6 for the reasons set out in paragraph 2.3 of the officer report. Further high-level discussions with the company which carried out the survey indicates that 6 chargers of either 7kwh or 22kwh could be accommodated based on the current site electrical capacity.
- 2.7 The upfront capital cost of the 6 charging units and their installation at the Addlestone Civic Centre is not expected to exceed £35,000. However, it should be noted that this is an estimated figure and no formal evaluation of the site, accompanied by a financial quote for the works, has yet been carried out. The final cost of the installation will not be known until a procurement exercise has occurred due to cost uncertainties associated with the installation. The £35,000 is based on expert advice from the Energy Saving Trust which indicated an approximate cost per charger of £2,500 to £4,000 for 7kwh to 22kwh although this does not include any consideration of groundworks/cabling costs, essential external design advice and other professional fees which may also be required. As such an uplift has been included to allow for contingency in this regard. Furthermore, officers have considered the cost that was incurred by the Council for the installation of EV chargepoints at the depot to assist with estimating installation costs at the Civic Centre.

- 2.8 This report requests that Members approve the drawing down of up to £35,000 from the Council's Climate Change Pump Prime Fund for the installation of 6 EV charging points at the Addlestone Civic Centre. Please see Appendix B for the detailed business case. While there may be an opportunity to utilize the UK Government Workplace Charging Scheme grant, providing up to £350 per installed charger, this report is not assuming this source will be accessible due to grant-specific approved suppliers and approved charger type lists which the Council's preferred options following procurement may not be featured on.
- 2.9 In addition to the capital costs of the EV charger units and their installation, ongoing revenue costs related to the charger software and charger maintenance also need to be considered. From the review of expert advice from the Energy Saving Trust and the existing chargers installed at the Council's depot, this cost is estimated to be £3,000 per year for an estimated charger lifespan of 10 years, with a total cost of £30,000 over the lifespan. If possible, officers will seek to include some of the software and maintenance costs within the £35,000 budget being sought through this report as part of the procurement process which will follow. If this is not possible, the Climate Change Prime Pump Fund will be utilized for as long as this source is available in the budget. Beyond the availability of this Fund, there may be minor revenue pressure for ongoing costs, which will be taken from existing budgets and picked up in the MTFS.
- 2.10 It should further be noted that transitioning to EV fleet vehicles stored at the Civic Centre will increase electricity usage and consequent energy costs at the Civic. The energy usage per vehicle will be made available through the charging software, and service areas operating EV vehicles from the Civic Centre will be charged according to this usage. Consequently, it is not expected that there will be any growth required as existing budget used to fuel these vehicles will be re-allocated to cover any increased energy costs. An analysis of the Meals at Home vehicles which transitioned from diesel to electric vehicles in 2023 estimates a saving on running costs of £675 per year per vehicle. Therefore, service areas may see a reduction in running costs from the transition to EV, as well as emission reductions.

### **3. Policy framework implications**

- 3.1 Please refer to paragraphs 1.1-1.7 for a detailed summary of the relevant policy framework.

### **4 Resource implications/Value for Money**

- 4.1 This report proposes that the capital costs of the charging units and their installation, estimated at £35,000 (the rationale for this estimation can be found in section 2.7 of this report), be funded through the Council's Climate Change Pump Prime Fund. The Fund is available for 3 years with a budget per year of £100,000 available. Officers have completed a business case for these monies to be released which can be viewed in Appendix B.
- 4.2 The revenue costs associated with the installation of 6 EV chargers at the Addlestone Civic Centre and the method of their funding is set out in sections 2.9 and 2.10 of the report.
- 4.3 Installation of EV charging at the Civic Centre enables the transition of two fossil fuel powered parking vehicles to EV. This is expected to bring lower running costs due to the method of energy generation, and lower maintenance costs due to the age of existing vehicles. The current parking vans do not comply with the London Ultra Low Emission Zone (ULEZ) standard, which is Euro 4. These older vehicles produce more

pollutants in their exhaust emissions than Euro 4 complaint vehicles which adds impetus to their prompt replacement.

- 4.4 In addition, to support this project, the use of all car parking spaces in the undercroft is to be revisited, particularly in light of the increase in home working since the roll out of the Council's agile working policy. It will be explored whether there are opportunities to consider relocating staff vehicles to the Addlestone One multi storey car park to allow additional income generation opportunities to be considered by leasing additional spaces to Council stakeholder partners. This could include at weekends when the undercroft parking is only minimally used and surveys and data will be analysed to ensure that the two floors of the Addlestone One Multi Storey Car Park can accommodate any displaced staff from the undercroft. Work is underway in respect of this workstream.

## **5. Legal implications**

- 5.1 The UK's Climate Change Act 2008 sets a legally binding UK-wide carbon budget and commits the UK to 'net zero emissions' by 2050. The UK has also signed and ratified the United Nations Paris Agreement – a legally binding international treaty - which commits signatories to keep the increase in global average temperature to well below 2 degrees centigrade above pre-industrial levels, and to pursue efforts to limit the temperature increase to 1.5 degrees centigrade.
- 5.2 The Government has introduced or is proposing to introduce policy across various sectors aimed at achieving the carbon emissions target. One such policy being the introduction of a ban on the sale of new petrol and diesel vehicles from 2035 (delayed from 2030).
- 5.3 The Council uses a variety of vehicles to deliver its services and it is within the council's discretion to decide how such vehicles are powered. In the event that a vehicle is selected which requires a particular type of infrastructure to support its operation the Council has the discretion to acquire and install such infrastructure.

## **6. Equality implications**

- 6.1 The Council has a Public Sector Duty under the Equality Act 2010 (as amended) to have due regard to the need to:
- a) Eliminate unlawful discrimination, harassment or victimisation;
  - b) Advance equality of opportunity between persons who share a Protected Characteristic and persons who do not share it;
  - c) Foster good relations between those who share a relevant protected characteristic and persons who do not share those characteristics.
- 6.2 An EqIA screening has been completed for the Council's EV Strategy, adopted at Full Council on 7<sup>th</sup> December 2023, and the Sustainable Fleet Management Strategy. The conclusions of these screenings are considered to cover the Equalities implications of this report, and due consideration will be given to those conclusions as this project is progressed.

## **7. Environmental/Sustainability/Biodiversity implications**

- 7.1 There are several positive environmental impacts expected to arise from the implementation of EV infrastructure that enables the transition from internal combustion engine vehicles to electric:

- EVs release zero tailpipe emissions at street level improving air quality in urban areas;
- Emissions from electricity generation are usually displaced away from street level where they have highest human health impacts;
- EVs can be powered by electricity produced from sustainable energy sources;
- The lifetime carbon footprint of manufacturing, running and disposing of an electric vehicle is lower than for a conventional fossil fuel vehicle.
- Electric vehicles are very quiet compared to petrol and diesel vehicles. This has benefits for residents living alongside busy roads and benefits for the natural environment with reduced vehicle borne noise pollution.

## **8. Risk Implications**

- 8.1 The costs associated with the implementation of 6 EV charging points at the Civic Centre undercroft in this report are estimated, and therefore uncertainty remains as to the precise installation costs. Therefore, a risk is associated with potentially higher costs associated with this project than are stated in this report. A substantially higher cost may have implications for whether the installations can move forward. This is considered low risk due to the survey report outcomes outlined in Exempt Appendix A which indicate that there would not be a need for additional electricity connections which would incur substantially greater costs than estimated here. The estimated costings provided are based on the information outlined in section 2.7 of this report and ensure a degree of assurance that the £35,000 should not be exceeded.
- 8.2 This report is requesting funds to install 6 EV charging points, whereas the immediate requirement is to facilitate the purchase of 2 EVs to replace the existing parking vehicles. There is a risk, therefore, that the additional EV chargers may be under-utilised until a later date when additional fleet are due for replacement that are located (or could be located) at the Civic Centre. This would have no negative impact on the project delivery, but more so represents a missed opportunity to utilise the infrastructure. This is however considered low risk, especially as the chargers would become part of the business continuity arrangements for the Meals at Home vans. Beyond this, further options will be explored by officers to ensure that the use of the available infrastructure provides the greatest benefit to the Council.

## **9. Other implications**

- 9.1 Not applicable

## **10. Timetable for Implementation**

- 10.1 If the report recommendation is approved, the next stage will be to launch a procurement exercise to secure a supplier. It is hoped that the installation of the charge points be completed within the 2024 calendar year. The Project Management Office has recently come on board to support the roll out of EV infrastructure across the Council's estate and will be supporting officers in producing realistic timetables for each stage of the rollout.

## **11. Conclusions**

- 11.1 The Council needs to lead the way in the switch towards electric vehicles in Runcylyde borough, both in the provision of EV charging infrastructure and the

transition of the Council fleet to zero tailpipe emission vehicles. It is important to move from strategy development to implementation, particularly in relation to the Electric Vehicle and Sustainable Fleet Management Strategy. In this regard, the installation of EV charging infrastructure at the Civic Centre is a crucial implementation step in this journey which facilitates an immediate and urgent demand to see a greater proportion of the Council's fleet shift to EV.

## **12. Background papers**

Members attention is drawn to the following reports:

- Corporate Management Committee report of 23 November 2023 seeking approval of the draft Climate Change Action Plan for public consultation, which includes reference to implementation of actions within the EV Strategy in Action ID 3.3. This report is available here:  
<https://democracy.runnymede.gov.uk/ieListDocuments.aspx?CId=152&MId=950&Ver=4>
- Corporate Management Committee report of 23 November 2023 seeking endorsement of the EV Strategy and recommendation for adoption at Full Council. This report is available here:  
<https://democracy.runnymede.gov.uk/ieListDocuments.aspx?CId=152&MId=950&Ver=4>
- Environment & Sustainability Committee report of 7 March 2024 seeking endorsement of the Sustainable Fleet Management Strategy. This report is available here: [\(Public Pack\)Agenda Document for Environment and Sustainability Committee, 07/03/2024 19:30 \(runnymede.gov.uk\)](#)

## **13. Appendices**

- Exempt Appendix A – Civic Centre Undercroft Site Survey Report
- Appendix B - Approved business case for Climate Change Pump Prime Fund