

# Report to Eye Town Council – Finance & Governance Committee

Committee date: 4 December 2019

## Update: proposed electric vehicle (EV) charging station, Cross Street Car park, Eye

### 1. Introduction

Eye Town Council considered and approved at its Full Council meeting in May 2019 proposals to support the installation and separately take on the administration of a double bay electric vehicle charging station in the MSDC-owned car park off Cross Street, Eye.

Since the meeting, progress has been made which is set out in Section 2. Next steps for the Council to consider are set out in Section 3.

### 2. Progress to date

Since May 2019, the following activities have been undertaken:

- a. **Negotiation of a wayleave** to allow a power supply connection to be installed between the UK Power Networks transformer located in the rear garden of the Queen's Head Pub and the proposed charging station. The signatories to the wayleave are Mid Suffolk DC (MSDC) and the new owner of the Pub. The wayleave was signed at the beginning of November.
- b. **Preparation of a sponsorship agreement** between the East of England COOP and Eye Town Council – The COOP has agreed to sponsor the Council £500 per year for a three-year term. In return, as proposed in our previous report, the Council agreed in May to take on the administration and billing of the charging station under an arrangement between itself and the installer/operator, EV Driver. A separate contractual arrangement between EV Driver and the Council will be put in place prior to the post coming into operation.

The sponsorship is set at a level intended to cover the administration cost of the EV charging station. At the request of the COOP, a non-legally binding sponsorship agreement has been prepared which was circulated to both parties in July for review. A draft copy of the agreement is attached at Annex 1. Comments are awaited from the COOP although it has indicated their in-principle support for the agreement.

- c. **Work to install the charging station** – these will be managed by MSDC. Following signing of the wayleave, MSDC has been re-engaging with the contractors to confirm final arrangements. A project timetable is awaited.
- d. **Promotion and communications** – the project provides the opportunity for key parties to come together to promote the EV charging station. It is proposed that the post will be branded appropriately to reflect to project partnership and that an opening launch event would provide initial opportunities for later press and promotional activities. No work has yet been undertaken although EGG has had initial discussion with COOP to gauge how they would wish to participate in promoting the station. The COOP has, therefore, requested that this issue be raised with other project partners so that design work can start.
- e. **Managing charging income** - The COOP has also asked other parties to consider how any income would be managed during the sponsorship term. At this time, given the lack of demand no significant income is anticipated in the early years. However, this issue is worth clarifying in advance of the station coming into service.

### 3. Proposals to the Council

- a. The Council is asked to agree the content of a sponsorship agreement with the East of England COOP (the sponsor).
- b. The council is asked to consider whether and to what extent it would like to participate in the design of any promotional activities by engaging with the COOP, EGG and other willing project partners.
- c. The Council is asked to consider how any income could be managed with EGG proposing to submit ideas in a follow-up report in January 2020.

**Author:** Peter Gudde, on behalf of Eye Goes Green

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Annex 1:

**Sponsorship Agreement between East of England Co-op and Eye Town Council**

**Electrical Vehicle Charging station, Cross Street Car Park, Eye IP23 7AB**

**TERMS OF THE AGREEMENT:**

1. This agreement is between the East of England Co-op of Wherstead Park, The Street, Wherstead, Ipswich, Suffolk, IP9 2BJ (“the Co-op”) and Eye Town Council c/o Eye Volunteer Centre, 20 Broad St, Eye IP23 7AF (“Eye Town Council”).
2. The purpose of this agreement is set out the relationship between the Co-op and Eye Town Council in relation to the licensed maintenance of the Electric Vehicle charging station located in the Mid-Suffolk District Council car park at Cross Street, Eye IP23 7AB.
3. The sponsorship agreement will run for an initial term of 3 years from [Start date] to [End date].
4. The sponsorship term can be extended by mutual agreement prior to the end of the initial term.
5. The Co-op agrees to pay Eye Town Council the sum of £500 (Five hundred pounds) annually for each year of the agreement. Payment will be due at the end of each anniversary.
6. Eye Town Council agrees to maintain the administration of the electric vehicle charging station such that the post remains available for use for the term of the agreement.
7. Where one party is not capable of performing its obligations under this agreement due to something which is beyond its control or which becomes hard to be prevented, those obligations are suspended whilst those situations continue, provided the other party is informed and the first party uses its best actions to defeat the circumstances avoiding its responsibilities from being carried out.
8. In case any point of a disagreement arising that the parties find difficult to resolve by themselves, the parties will make agreement to refer the matter to an independent arbitrator appointed by mutual agreement.
9. Neither party shall be liable for any claims by third parties against the other party.
10. The terms and conditions of this agreement shall not be divulged to any third parties without the prior written approval of both parties.
11. The rights of either party under this agreement shall not be transferable or exchangeable either in whole or in part unless with mutual agreement.

**Signed:**

\_\_\_\_\_  
On behalf of East of England Co-op

\_\_\_\_\_  
On behalf of Eye Town Council

Date: \_\_\_\_\_

Date: \_\_\_\_\_