



HORLEY TOWN COUNCIL

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AGENDA

EXTRAORDINARY MEETING

Date / Time: Tuesday 24 August 2021, 7.30 pm

Venue: Horley Town Council Offices, Albert Rooms, 92 Albert Road, Horley, RH6 7HZ

SENT BY EMAIL TO ALL MEMBERS OF THE COUNCIL

Dear Town Councillors

You are hereby summoned to attend an Extraordinary Meeting of Horley Town Council on Tuesday 24 August 2021 at 7.30 pm to be held at the Albert Rooms, 92 Albert Road, Horley RH6 7HZ. An Agenda for the meeting is attached hereto.

Yours sincerely

Joan Walsh
Town Clerk
Horley Town Council

19 August 2021



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**An Extraordinary Meeting of Horley Town Council will be held at the Albert Rooms,
Albert Road, Horley on Tuesday 24 August 2021, at 7.30 pm**

Following Government guidelines, public meetings of Horley Town Council have returned to in person meetings at the Edmonds Hall, 92 Albert Road, Horley RH6 7HZ.

1 Apologies and Reasons for Absence

To receive apologies and reasons for absence.

2 Disclosable Pecuniary Interests and Non-Pecuniary Interests

To receive any declarations of interest in relation to any items included on this agenda.

3 Public Forum

Members of the public are invited to put questions or draw relevant matters to the Council's attention. Each member of the public is allowed to speak once only and for a maximum of five minutes in respect of a business item on the agenda, at the discretion of the Chairman. If it appears that the number of speakers is likely to unreasonably delay the disposal of business items on the agenda, the Chairman may direct that a member of the public submits a question or comment in writing which shall be answered in due course

4 SCC/RBBC 'Solar Together Community Scheme' – Proposals for installation of Solar Panels and Battery Storage at the Horley Town Council Offices and Edmonds Hall

- i) To receive a Draft Briefing Paper prepared by the Town Clerk/Responsible Financial Officer in consultation with the Environment Working Group and Town Plan Delivery Group on the proposed renewable energy project in line with the Town Council's commitment to achieve carbon neutrality by 2030.
- ii) To ratify the registration of the renewable energy project with the 'SCC Your Fund' Community Scheme for part-funding towards the total cost of the project.
- iii) To consider the outline proposal and breakdown of approximate costs from the three separate quotations acquired for the supply and installation of Solar Panels and Battery Storage.
- iv) To consider the recommendations made for the renewable energy project together with appointment of contractor after evaluating the Town Council's overall financial position and to agree the way forward.

5 Press Release

To agree items for inclusion.

Town Clerk, 19 August 2021

Date of Next Meeting – 7 September 2021



EXTRAORDINARY MEETING, 24 AUGUST 2021, 7.30 pm

DRAFT BRIEFING PAPER

SCC/RBBC 'SOLAR TOGETHER SCHEME'

DRAFT PROPOSALS FOR SOLAR PANELS AND BATTERY STORAGE AT THE HORLEY TOWN COUNCIL OFFICES AND EDMONDS COMMUNITY HALL

PREPARED BY THE TOWN CLERK AND RESPONSIBLE FINANCIAL OFFICER

IN CONSULTATION WITH

THE ENVIRONMENT WORKING GROUP AND TOWN PLAN DELIVERY GROUP

BACKGROUND:

In December 2019, HTC declared a '[Climate Emergency that requires Urgent Action](#)'. The motion made a number of important commitments, including a firm resolution that the Town Council would do everything in its power to make the Council's activities net-zero carbon by 2030 and achieve 100% clean electricity consumption across the Council's facilities by 2025. The Council further established an Environment Working Group (EWG) and a number of environmental projects and green initiatives were identified in the Horley Town Plan.

SOLAR TOGETHER SCHEME REGISTRATION:

Surrey County Council and Reigate & Banstead Borough Council recently launched the '[Solar Together Scheme](#)', offering a free and without obligation registration for a highly competitive, personal recommendation through their group-buying scheme for the supply and installation of Solar Panels and Battery Storage by accredited and vetted installers. Local Councils were given the option to access the 'Solar Together Scheme' along with homeowners as well as small and medium-sized enterprises, to help deliver carbon savings across the country.

Horley Town Council took the opportunity to register its interest in the Scheme and a personal recommendation and discounted quotation has since been received for the provision of Solar Panels and Battery Storage at the Horley Town Council offices and Edmonds Community Hall. The offer has a tight deadline and **expires on 27 August 2021**. An initial deposit of £150 in respect of the initial survey is required to secure the deal and the project can then be carried out at a later date. However, the Town Council should demonstrate due diligence on its decision-making in order to avoid any unnecessary outlay.

OUTLINE PROPOSALS AND BREAKDOWN OF COSTS (APPROXIMATE):

In line with the Town Council's Financial Regulations, three separate quotations have been acquired for this proposed project, as outlined below:

Contractor 1: 'Solar Together' Community Scheme (SCC/RBBC)

*Contractor 1 has been acquired through the 'Solar Together' Community Scheme, promoted by Surrey County Council in partnership with Reigate & Banstead Borough Council. The recommendation is for **20 Solar PV Panels** to be installed on the south-east facing roof of the building. This would equate to a peak system output of 6.4kW and would generate about 6151 kWh/year. They estimate that 50% of the generated electricity will be used on site and that HTC pay 12p/kWh for electricity therefore the **estimated** annual saving would be about £306, and battery storage £319 – total £ 625 (**figures quoted subject to confirmation**). Each Solar Panel has a 25 year performance warranty and the inverter battery has a ten year warranty. **The supply and installation cost would be approximately £8950 excluding VAT***

Contractor 2:

*Contractor 2 is a UK wide consultancy and installer of renewable energy systems based in Horley and suggested that an array of solar PV panels could be installed on the roof of the building. They suggested that we would be able to fit about **40 Solar Panels** split between the south-west and south-east facing roofs of the building. This would equate to a peak system output of 12.4kW and would generate about 11,400kWh/year. They estimate that 60% of the generated electricity will be used on site and that HTC pay 12p/kWh for electricity therefore the **estimated** annual saving would be about £790/year (**figures quoted subject to confirmation**). [Just the panels, no quote for battery storage]. **The supply and installation cost would be approximately £14,000 excluding VAT and excluding scaffolding (quoted in 2019).***

Contractor 3:

*Contractor 3 is a UK wide Commercial Roofing and Solar company who are very experienced in this kind of project. They calculate that we could have **48 Solar Panels** on our roof that would give HTC up to 20kwp or 16,000 kWh per year, they recommend two storage devices (GivEnergy 8.2 kWh). **The supply and installation cost would be £25,000 (quoted August 2021).***

Please Note: The estimates outlined above IN ALL THREE QUOTATIONS are approximate and any planning permission, construction and scaffolding costs may need to be added following an initial roof survey etc, but we understand this would be classified under 'Permitted Development'.

FUNDING THE PROJECT:

HTC has applied for part-funding through the '[Surrey Your Fund Scheme](#)' and the first stage of the process has been followed by registering our project on the [Commonplace Map](#). We have shared this information widely on the HTC Website, eNewsletter and social media channels, seeking support for the proposal by asking individuals to 'like' the project on the interactive map. We have made a request for up to 50% of the total cost (£7500) with a total sum of £15000 to cover any incidental expenses and, if successful, to potentially roll-out the provision of Solar Panels and Battery Storage at our other sites (ie. 'Café In The Park', Horley Recreation Ground and 'The Innes Sports Pavilion', Court Lodge Fields).

FINANCIAL POSITION:

HTC has a low general reserve at the present time which needs to be rebuilt. The Precept was set with this in mind and there is no spare capacity in the current budget.

However, our CIL fund stands at £46,773.54 and the Parks and Playgrounds Earmarked Fund stands at £38,360.00. HTC plan to survey residents regarding their priorities for CIL fund spending, which is a necessary requirement. CIL monies can be spent on the provision, improvement, replacement, operation or maintenance of infrastructure, or anything else that is concerned with addressing the demands that development places on an area. CIL could not be used to fund Solar Panels for a community building.

It would be possible to move some earmarked reserves from the Parks and Playgrounds Reserve to the Edmonds Hall Reserve (currently at zero) to fund the project. Infrastructure in Parks and Playgrounds may be funded by CIL. Given the competing priorities for funding, Members will need to consider if this is an acceptable way forward?

LONG TERM BENEFITS FROM THE PROPOSED PROJECT AND OTHER IMPORTANT CONSIDERATIONS

- Estimated £600 (minimum) saving per year initially which is approximately 50% of our current electricity bill. Our new electricity contract with Corona energy beginning April 2022 is 100% green energy.
- The latest Solar Panels have a life span of 40 to 50 years so with payback on the initial outlay being recovered from the estimated saving on electricity bills in the first 10 years, the Town Council could expect to see a benefit for 30 to 40 years.
- The average life span of a solar energy lithium-ion battery is 11-15 years. Taking the costs of the battery into account reduces the expected benefit to 15 to 20 years.
- The Town Council will have met some of its commitments to reduce the Council's carbon footprint and help make the Council's activities net-zero carbon by 2030 and achieve 100% clean electricity consumption across the Council's facilities by 2025.
- The Town Council would be leading by example by installing Solar Panels on a prominent community building in Horley.
- In view of The Town Council's overall financial position and competing priorities for funding, Members should carefully evaluate if it is an acceptable way forward to proceed with the project at this point in time or to defer to a later date for further consideration.

THE FOLLOWING RECOMMENDATIONS ARE PRESENTED FOR CONSIDERATION AT THE EXTRAORDINARY MEETING ON 24 AUGUST 2021:

RECOMMEND:

That the installation of Solar Panels and Battery Storage at the Horley Town Council offices and Edmonds Community Hall, through the discounted '**SCC/RBBC Solar Together**' Community Scheme, be considered for approval by Full Council.

RECOMMEND:

That the selection of '**Contractor 1**' for the installation of Solar Panels and Battery Storage at the Horley Town Council offices and Edmonds Community Hall through the '**SCC/RBBC Solar Together**' Community Scheme, from the three quotations outlined above, be considered for approval by Full Council.

RECOMMEND:

That the Town Council proceeds by accepting the personal recommendation and quotation for the installation of Solar Panels and Battery Storage at the Horley Town Council offices and Edmonds Community Hall through the '**SCC/RBBC Solar Together**' **Community Scheme** of an amount not exceeding 15K, be considered for approval by Full Council.

RECOMMEND:

That funding for the Solar Panels and Battery Storage at the Horley Town Council offices and Edmonds Hall to be made through movement of earmarked funds (with part-funding being sought through an application made to the SCC Your Fund Scheme), be considered by Full Council.

This Briefing Paper has been prepared for Full Council by the Town Clerk and Responsible Financial Officer in consultation with the Environment Working Group and the Town Plan Delivery Group.

JW/JM

August 2021