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23 October 2020

To: **MEMBERS OF THE STRATEGIC DEVELOPMENT KEY AREA GROUP, BURGESS HILL TOWN COUNCIL**

A **MEETING** of the **STRATEGIC DEVELOPMENT KEY AREA GROUP** will be held online on **29 OCTOBER 2020** at **19.00** hours, when your attendance is required.

Steve Cridland  
Chief Executive Officer

**Following government advice on social distancing, essential Council Meetings will be held virtually during the Covid-19 period. All papers will be published on our website as usual. Members of the public can attend the meeting by using the Zoom link that will be placed on the town council's website and social media shortly before the meeting takes place.**

**\*\*PLEASE NOTE THE START TIME OF THE MEETING\*\***

Filming, recording of Council meetings and use of social media:

During this meeting members of the public may film or record the Committee and officers from the public area only providing it does not disrupt the meeting. The Confidential section of the meeting may not be filmed or recorded.

If a member of the public objects to being recorded, the person(s) filming must stop doing so until that member of the public has finished speaking.

The use of social media is permitted but members of the public are requested to switch their mobile devices to silent for the duration of the meeting.

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**A G E N D A**

Cllrs Roger Cartwright (Chairman), Graham Allen, Joseph Foster, Kathleen Willis, Andrew Barrett-Miles, Robert Duggan

**1. OPEN FORUM**

Members of the public are invited to put questions or to draw relevant matters to the Council's attention. Each member of the public is allowed to speak once only in respect of a business item on the agenda (whether in the Open Forum or during the meeting) and shall not speak for more than three minutes 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.

**2. APOLOGIES FOR ABSENCE**

**3. SUBSTITUTES**

**4. DECLARATIONS OF INTEREST**

In respect of any matter on the agenda.

**5. NOTES OF THE STRATEGIC DEVELOPMENT MEETING**

Notes of the meeting held on 27 July 2020 (previously distributed).

**6. PHOTOVOLTAIC (SOLAR) PANELS**

1. An amount of £10,000 has been budgeted for Green Initiatives. A suggestion is that photovoltaic panels (solar panels) be installed on the roof of the town council offices. Three quotes have been obtained.
2. Part of the roof is flat and part pitched and areas may be shaded for some of the day once the large block of flats is erected in the future. This will have a negative effect on the amount of solar energy generated. Companies were informed of this and adjusted their estimates accordingly.
3. The Town Council uses circa 28,000 kWh per year.
4. In all probability the inverter will need to be replaced at some stage in the future at a cost of around £1000.
5. Quotes received

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Company	A	B	C
Cost (Excludes future inverter replacement)	£6,418	£10,270	22,296
Includes structural survey & scaffolding	Yes	Yes	Yes
Number of panels	12	18	39
Roof location	Pitch	Flat	Pitch & Flat
kWh produced per year (deteriorates over a period of years)	3,650	5,848	10,960
% of Town Council annual usage	13%	21%	39%
Savings generated over 25 year (as calculated by the company)	£23,555	£27,950	£41,063
Savings per year	£942	£1,118	£1,643
Payback period (years)	6.8	8	12.7
Net Present Value (NPV)*	£10,455	£10,777	£11,438

*\*NPV – calculation used to assess the financial return on competing projects. Higher the value, the better return. Based on 25 years and a discount rate of 2%.*

6. Storage Batteries: It should be noted, the above figures assume all electricity produced is consumed at point of production, however, the potential electricity produced during weekends and holiday periods, when the office is empty, will not be consumed. This gives rise to the option of installing storage batteries\*\*

*\*\* An internal survey has not been completed at this time to assess the space/access requirements for the installation of batteries.*

Solar energy generated over weekends and holiday periods would be stored and used the following week. Some energy companies offer a low evening tariff which could be used to charge the batteries which could then be used during the day rather than using the grid. This is being investigated to see whether this is applicable to businesses.

Company A has quoted £2,552 for the install of batteries that would be adequate to store the electricity produced.

Company B has quoted £3,532.

Company C has quoted £16,082.

(Company C has been discounted due to costs being considerably outside the budget).

7. Ongoing Costs - There will be ongoing costs to maintain the system, such as a replacement inverter, batteries and the need for a formal maintenance contract, however, the overall cost is difficult to quantify. It is believed most costs could be absorbed within the town council's current budget structure.
8. Quote comparison - The difference in NPV and payback period of company A and B is marginal, however, the overall budget, to include storage battery installation, is met by company A only.

### **RECOMMENDED**

That the quote from company A for the installation of a photovoltaic system including storage batteries for £8,186 be accepted.

## **7. BUS SHELTERS**

1. Homes England intends installing 26 new shelters in the Northern Arc and has approached the Town Council to take on the maintenance of these shelters. In addition they seek the Town Council's approval for the design (Appendix 1).
2. Some of the shelters may be put up for adoption to be used for advertising.
3. Homes England have asked for the Council to consider a once off commuted sum to take on the responsibility of insurance and maintenance.
4. The Town Council currently cleans its existing bus shelters 6 times per annum on a bi-monthly basis. It takes 2 of the Maintenance Team due to height/ladder work.
5. Based on the costs to clean the existing shelters, it is estimated the overall cost to clean the additional 26 shelters would be in the region of £4,300 per annum.
6. An additional 10% for minor maintenance should be included and a further amount for major maintenance e.g. a new glass or replacement if a shelter is wiped out and not recoverable by insurance.

7. A suggestion has been forwarded to MSDC that they replace the existing shelters in town with the new style using Place and Connectivity funding.

**RECOMMENDED**

That the Town Council agree to take on the maintenance and responsibility of the 26 new bus shelters on the Northern Arc subject to a capital commuted sum to cover the first 10 years (to include insurance) of £50,000 being received from the developer.

**CONFIDENTIAL**

9. **COMMUNITY HALL**