

Thank you for your interest in the installation of electric vehicle charge points at your community halls and centres under the Local Electric Vehicle Infrastructure scheme (LEVI).

As a reminder, the LEVI scheme is intended to support the provision of public charge points with a focus on equitable provision and support for those residents with no off- street parking. You are being contacted because you submitted a completed Expression of Interest form indicating that you may be interested in being included in the project.

We are now preparing for the next stage and looking to finalise those locations that will be included in the procurement for the contract with the charge point operator. Please be aware that the installation of charge points at any of the locations included in the procurement is not guaranteed, and a decision about whether or not your location is suitable for charge point installation will be taken after a contract has been awarded and in consultation with both the third party land owner and the charge point operator.

We appreciate that you may have a lot of questions about this opportunity and so have summarised the process below and are arranging an online meeting for those Town and Parish Councils interested in continuing with the process.

The following is a summary of the process and requirements involved:

The contract arrangements

- Herefordshire Council will enter into a contract with a charge point operator (CPO) who will deliver charge points in locations across the county
- The contract is expected to last 15 years, and throughout the life of the contract the CPO is responsible for installing, running and maintaining all charge points – including all associated costs
- Herefordshire Council will manage the contract with the CPO
- Each location will have a separately metered electricity supply installed to serve the new charge points
- Users of the charge points will pay the CPO directly for the electricity used
- The third party landowner will not be responsible for any costs associated with the supply, installation, maintenance or usage of the charge points
- The third party landowner will have a named contact within the CPO to discuss any issues of concern
- Once the contract has ended the CPO is required to remove all equipment (but not the underground cables or new electricity supply) and make good the site unless an alternative arrangement is agreed

The legal requirements

- The third party landowner is required to enter into a Service Level Agreement (SLA) with Herefordshire Council for any charge points installed on their land under this fund
- Agreement in principle to entering into an SLA with the council will be needed before procurement starts to give bidding companies some certainty about potential locations
- After contract award surveys will be carried out on all potential sites and a list of those suitable for installation finalised
- For all third party land sites found suitable and installations are agreed, the land owner will need to enter into a lease with the CPO to formalise the arrangement that allows the CPO to install and run their charge points on the third party land
- Costs associated with getting independent legal advice about the SLA and lease will need to be covered by the third party landowner
- Although in principle agreement to the SLA needs to be given before the contract is awarded, the signing of the SLA and Lease will only be required if all parties agree to charge points being installed on the site
- Draft lease and SLA documents for the scheme have been produced by local authority legal teams and are attached to this email to help with your decision. Finalised SLA and Lease documents will be sent out to those third parties that are progressing to the next stage

Timescales

- Agreement in principle to the SLA needs to be sent to the council by midnight on 17th March. This can be in the form of an email sent to energy@herefordshire.gov.uk or in writing to the Sustainability and Climate Change Team, Herefordshire Council, Plough Lane, Hereford HR4 0LE
- For those that send agreement in principle, an invitation will be sent for an online Teams meeting at 14:00 on Wednesday 20th March 2024 to discuss this further
- The procurement process is expected to begin in the summer 2024 and contracts awarded in March 2025
- Subject to a successful procurement process, installations are expected to begin in mid to late 2025 and continue at sites across the consortium until 2027

Actions

- All Parish and Town councils interested in remaining on the list of potential sites for this LEVI scheme need send their agreement in principle to the council by **midnight on 17th March 2024**
- An invitation to join a meeting on Wednesday **20th March 2024** will be sent out to all those Parish and Town councils that have sent in their agreement in principle
- For those Parish and Town Councils that do not want to continue with this process we will keep your records on file so that if any further funding opportunities becomes available we can forward them on to you

Kind regards,
Belinda

Herefordshire.gov.uk

Belinda Wilson
Principal Electric Vehicle Infrastructure Officer
Sustainability and Climate Change
Tel: 01432 260610
Email: belinda.wilson@herefordshire.gov.uk

Economy and Environment
Plough Lane
Hereford
HR4 0LE