



## Democratic Services

**Location:** Phase II  
**Ext:** 0692  
**DDI:** 01895 250692  
**CMD No:**1019

**To: COUNCILLOR MARTIN GODDARD  
CABINET MEMBER FOR FINANCE**

**COUNCILLOR JONATHAN BIANCO  
CABINET MEMBER FOR PROPERTY, HIGHWAYS  
AND TRANSPORT**

c.c. All Members of the Property, Highways and  
Transport Select Committee  
c.c. Mike Emmett – Place Directorate  
c.c. Ward Councillors for Uxbridge

**Date:** 09 February 2024

## Non-Key Decision request

## Form D

**Capital Release Report (December 2023)**

**DEPARTMENT:** Place

**SERVICE AREA / PROGRAMME:** Civic Centre Transformation Capital Programme  
**2023/2024:** Carbon Reductions - Installation of Commulite LED Emergency Lighting  
System at the Civic Centre Mezzanine Car Park

**RELEASE NO:** 9

Dear Cabinet Member,

Attached is a report requesting that a decision be made by you as an individual Cabinet Member. Democratic Services confirm that this is not a key decision, as such, the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 notice period does not apply.

You should take a decision **on or after Monday 19 February 2024** in order to meet Constitutional requirements about publication of decisions that are to be made. You may wish to discuss the report with the Corporate Director before it is made. Please indicate your decision on the duplicate memo supplied and return it to me when you have made your decision. I will then arrange for the formal notice of decision to be published.

Ryan Dell  
Democratic Services Officer

**Title of Report:** Civic Centre Transformation Capital Programme 2023/2024: Carbon Reductions – Installation of Commulite LED Emergency Lighting System at the Civic Centre Mezzanine Car Park. RELEASE NO: 9

**Decision made:**

**Reasons for your decision:** (e.g. as stated in report)

**Alternatives considered and rejected:** (e.g. as stated in report)

Signed ..... Date.....

*Cabinet Member for Finance / Cabinet Member for Property, Highways & Transport*

# Capital Release Report (December 2023)

DEPARTMENT: Place

SERVICE AREA / PROGRAMME: Civic Centre Transformation Capital Programme  
2023/2024: Carbon Reductions – Installation of Commulite LED Emergency Lighting  
System at the Civic Centre Mezzanine Car Park

RELEASE NO: 9

<b>Cabinet Members</b>	Councillor Martin Goddard Councillor Jonathan Bianco
<b>Cabinet Portfolios</b>	Cabinet Member for Finance Cabinet Member for Property, Highways and Transport
<b>Officer Contact</b>	Michael Emmett – Place Directorate
<b>Papers with report</b>	Appendix A – Capital release requests for approval

## HEADLINES

<b>Summary</b>	To seek Cabinet Member approval for the release of capital funds.
<b>Putting our Residents First</b>  <b>Delivering on the Council Strategy 2022-2026</b>	This report supports our ambition for residents/ the Council of: Live in a sustainable borough that is carbon neutral.  This report supports our commitments to residents of: A Green and Sustainable Borough.
<b>Financial Cost</b>	This report seeks the release of £195k from the Civic Centre Transformation Capital Programme 2023/24 budget for the installation of a Commulite LED Intelligent 24v communal emergency lighting system to reduce the Council's carbon footprint and reduce energy consumption at the Civic Centre Mezzanine Car Park (Phase 2). The works will commence following the approval and capital release.
<b>Relevant Select Committee</b>	Property, Highways and Transport Select Committee.
<b>Relevant Ward</b>	Uxbridge.

## RECOMMENDATIONS

That the Cabinet Member for Finance and the Cabinet Member for Property, Highways and Transport agree to the capital release request of £195k from the Civic Centre Transformation Capital Programme budget 2023/24 for the installation of a Commulite LED Intelligent 24v Communal Emergency Lighting System to reduce the Council's Carbon Footprint and Energy Consumption at the Civic Centre Mezzanine Car Park.

## Reasons for recommendation

The Civic Centre Mezzanine car park currently has a lighting system that has been identified as having a significant energy demand and high carbon footprint. In line with the goals set forth in the Council's Strategic Climate Action Plan, there is potential for making operational improvements to the Mezzanine level car park to reduce energy demands.

The recommendation is to upgrade the LED communal and emergency lighting with the installation of Commulite LED Intelligent 24v communal emergency lighting, which will reduce the Council's carbon footprint and energy consumption. In addition, communal and emergency lighting will provide staff with adequate means of escape in the event of a mains failure or emergency, should the location need to be evacuated or experience a power cut. The Council are required to carry out these recommendations to be compliant with current safety regulations. The Cabinet Member for Property, Highways and Transport has given approval for the use of electrical term contractors rates, which indicates that PFL Limited is the chosen term contractor for this project. This report seeks approval of the necessary capital release from the Cabinet Members. <sup>[OBJ]</sup>

The proposed project has been assessed in accordance with the Council's carbon offset guidance and is deemed eligible and compliant with the S106 requirements. This will be subject to approval from the Cabinet Member, and if agreed upon, it will offset the use of the Council's budgets for this project.

## Alternative options considered/ risk management

The Mezzanine car park wiring circuits have failed electrical tests and replacements for the existing florescent lighting tube is now not legally available. Delaying works carries risk as it could result in total failure of the car park lighting.

## Select Committee comments

None at this stage.

## SUPPORTING INFORMATION

The installation of the Commulite LED intelligent 24v communal emergency lighting system to the Mezzanine car park (Phase 2 of 3 Civic Centre car park project) will assist in reducing the Council's carbon footprint and will reduce the energy consumption within the car park. The car park is open for use 24/7 and therefore the current lighting is operational 24/7 and is within the top 10 list of corporate sites for high energy usage. The table below includes the current spend and estimated spend following the new installation. Additional savings will be made due to the intelligence contained within the Commulite system set-up and movement detection technology. The annual maintenance cost of the new system will be £0.00 for the first 7 years as it will be covered by 7 years warranty, subject to terms and conditions.

**Table 1: Energy usage and savings**

Carbon Conversion Factor kg CO <sub>2</sub>	0.212
Electricity p/kWh from April 2023	34p
Mezzanine Car park - Civic Centre	

Item	Existing System	New System
<b>Operational Notes</b>	24/7 365 Days no lighting controls	Increased number of luminaires to comply with British Standards. Intelligent lighting controls
<b>Light Fittings</b>	73	177
<b>Power Watts (kW)</b>	3.562	2.6711
<b>kWh per Day @ Full Power</b>	85	32.05
<b>kWh per Day @ Half Power</b>	0	16.03
<b>Total kWh per Day</b>	85	48
<b>Annual Energy kWh</b>	31,203.12	17,548.91
<b>Annual tO<sub>2</sub> (Tonnes CO<sub>2</sub>)</b>	6.62	3.72
<b>Annual Electricity £</b>	£ 10,609.06	£ 5,966.63
<b>Annual Savings tO<sub>2</sub> (Tonnes CO<sub>2</sub>)</b>		<b>2.89</b>
<b>Annual Cost Savings £</b>		<b>£ 4,642.43</b>

The existing system had 73 luminaires fitted, to provide a compliant BS design light level, we had to increase the number of luminaires to BY 143% to 177 and still reduced the cost against the existing system by and estimated £ 4,642.43 per year.

The works are potentially eligible for allocation from the s.106 Carbon Offset funding to support the expenses associated with this project. The decision will be made in recognition of the intelligent 24v communal emergency lighting system, which offers a more advanced and innovative alternative to the existing non-LED emergency lighting system at Civic Centre Mezzanine car park. By implementing this new system, the project aims to decrease the strain on the National Grid and alleviate the financial burden on public money by reducing energy demand and maintenance costs.

The cost breakdown of the recommendation, and the overall costs of the installation of the Commulite LED intelligent 24v communal emergency lighting system, are shown in Table 2.

Table 2: Cost Plan

<b>Project Cost Plan</b>	<b>Cost (£)</b>
Works Costs	169,061
Project Contingency (10%)	16,906
FM Management (5%)	8,453
<b>Total</b>	<b>194,420</b>

**Financial Implications – Budget £13,403k, Previously Released/Pending Release £5,080k, Capital Release Requested £195k – Appendix A.**

The 2023/24 capital programme, agreed by Cabinet and Council in February 2023, included a budget for the Civic Centre Transformation Capital Programme of £12,000k. In June 2023, Cabinet approved the rephasing of £1,403k from 2022/23 into 2023/24, which gives a revised budget for 2023/24 of £13,403k.

Previously, £5,080k has been released/ is pending release for:

- Enabling works to the 2 East and 1 North quadrants of the Civic Centre.
- The Project Lead and Administrative Support to enable the project management and co-ordination of the cross service, multi-workstream transformation project.
- The Architectural Services for the remodelling of the Civic Centre and Middlesex Suite.
- Specialist Consultants.
- Preparation work in relation to the external fabric remedials and internal fabric remodelling at the Middlesex Suite.
- The refurbishment of 3 Centre Core Passenger Lifts and the Goods Lift within the Civic Centre.
- External Fabric Remedials, including the roof remedials, associated works and the asbestos removal at the Middlesex Suite.
- Phases 1 and 2 of the Civic Centre and Middlesex Suite Refurbishment.
- Installation of a new bollard system in the Members' Car Park at the Civic Centre.
- Installation of the Commulite LED intelligent 24v communal emergency lighting system at the Civic Centre Basement Car Park.
- The remapping of the Fire Detection System and replacement of Existing Fire Extinguishers at the Civic Centre in conjunction with the Civic Centre Refurbishment programme.

This report seeks the release of £195k for the installation of the Commulite LED intelligent 24v communal emergency lighting system at the Civic Centre Mezzanine Car Park, which will assist in reducing the Council's Carbon footprint and the energy consumption within the car park. The release request is based upon the schedule rates contained within the Council's Electrical Testing, Repairs and Upgrades term contract (award approved by Cabinet in April 2022) and includes a project contingency of 10% and internal project management fees of 5% of the schedule rates costs.

Within the tender process for the term contract, the project was deemed as Low Risk and a Failure Score of 11 or above was required. PFL Electrical Limited has a Dun & Bradstreet Failure Score of 28, which is above the required threshold Failure Score of 11, so is acceptable in accordance with the Council's Supplier Risk Protocols.

There is currently an application in process to request an allocation from the s.106 Carbon Saving Contributions towards the installation of the Commulite LED intelligent 24v communal emergency lighting system at the Civic Centre Mezzanine Car Park in relation to the carbon savings associated with this project. If the application is successful, then this would reduce the need to call on Council Resources.

The remaining £8,128k of the Civic Centre Transformation Programme 2023/24 budget will be subject to the capital release procedure.

This proposal will support the delivery of 2024/25 consumption related energy savings for the MTFF savings targets.

## **BENEFIT & CONSULTATION**

**The benefit or impact upon Hillingdon, service users and communities**

The works will provide staff and visitors with adequate means of escape in the event of mains failure or fire within basement car park. The works will also improve emergency and general lighting within car park areas with the introduction of LED lighting and reduce of energy costs.

### **Consultation carried out or required**

N/A

## **CORPORATE CONSIDERATIONS**

### **Corporate Finance**

Corporate Finance have reviewed this report and concur with the Financial Implications set out above, noting that capital release of £195k is requested to fund the works costs for term contractor PFL Electrical Services Ltd to install LED communal and emergency lighting to the Civic Centre Mezzanine Car Park, along with the associated fees and contingency, with the release requested from the approved Civic Centre Transformation Capital Programme budget.

Furthermore, Corporate Finance notes, the capital investment will result in a contribution to the revenue energy 2024/25 MTFF saving targets.

### **Legal**

Legal Services confirm that the Council is responsible for carrying out this function pursuant to section 2 of the Health and Safety at Work Act 1974 and section 2 of the Occupiers' Liability Act 1957.

Therefore, there are no legal impediments to the Council authorising the recommended capital release. Any contract that is entered into, must comply with the Council's Procurement and Contract Standing Orders.

### **Infrastructure/ Asset Management**

Asset Management officers authored the report.

### **Planning (Section 106, Carbon Offset Fund)**

The Council collects section 106 funds from planning permissions for the purpose of saving carbon that could not be saved within the red line boundary of planning applications. These funds are collected to enable planning submissions to be policy compliant. The funds are allocated to projects by the Council in line with adopted Section 106 carbon offset guidance. This guidance is in line with the requirements set by the Greater London Authority who set the policy context being applied by the Council as a local planning authority.

The proposal is for emergency works to replace existing lighting that is deemed unsafe. Section 106 Carbon Offsetting funds cannot legally be used for routine maintenance, repairs or 'business as usual' operations. However, carbon offset funds can be used to fund 'additionality' where the purpose of that 'additionality' is for carbon saving reasons.

The project is estimated to save 2.64 tCO<sub>2</sub> per annum. Consequently, s.106 funds could potentially be used for the additional measures beyond a 'business as usual' solution that results

in the carbon savings. The exact amount will be established on the submission of supporting evidence in line with the s.106 offset guidance.

### **Capital Release Protocol**

The release of all capital funds, and certain revenue funds, held by the Council is to be made by a formal democratic decision. No expenditure can be placed or committed by officers until this formal approval is given by Democratic Services. Release of funds must be for identified projects only and strictly not for the general release of funds for projects to be identified at a later date. No block releases of capital or funding will be allowed, except if authorised by the Leader of the Council in advance to Corporate Finance. The release of funds will only be made if previous Council, Cabinet or Cabinet Member agreement has been given to the project and only if there is an approved budget.

## **TITLE OF ANY APPENDICES**

Appendix A – Capital release requests for approval

## APPENDIX A - CAPITAL RELEASE REQUESTS FOR APPROVAL

### Civic Centre Transformation Capital Programme 2023/24: Carbon Reduction - Installation of Commulite LED Intelligent 24v Communal Emergency Lighting System to reduce the Council's Carbon Footprint and Energy Consumption at Civic Centre Mezzanine Car Park - Release No 9

Location	Project/ Expenditure Title	Information	Funds Release Sought £000s	Approve	Hold	More Information Required
Civic Centre Basement Car Park	Commulite LED Intelligent 24v Lighting System	Installation of Commulite LED Intelligent 24v Communal Emergency Lighting System to reduce the Council's Carbon Footprint and Energy Consumption	195			
<b>Total seeking release</b>			<b>195</b>			
<b>Previously released</b>			<b>5,080</b>			
<b>Budget</b>			<b>13,403</b>			
<b>Remaining budget</b>			<b>8,128</b>			





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