

Councillor  
C/o Leadership Support Team  
Town Hall  
Station Road  
Clacton on Sea  
Essex  
CO15 1SE

Town Hall  
Station Road  
Clacton on Sea  
Essex  
CO15 1SE

Email: [kcharles@tendringdc.gov.uk](mailto:kcharles@tendringdc.gov.uk)  
Our ref: KC/000037/1

12<sup>th</sup> February 2024

Reference: Clacton Leisure Centre/ Dovercourt Bay Lifestyles & Walton-on-the-Naze Lifestyles Lighting Upgrade/ Replacement of existing lighting system to LED lighting systems in line with Specification.

Dear Cllr Mark Stephenson, Cllr Mick Barry, and Cllr Mike Bush,

Following a motion submitted by the then Leader of the Council, a climate emergency was declared at the Full Council Meeting on 6 August 2019, and plans were subsequently set out to become net zero carbon by 2030 and adopted to form part of the Council's Policy Framework. This motion committed the Council to preparing an action plan for consideration by councillors, with the aim of achieving this target.

The Climate Change Action Plan prepared following the declaration included working with external experts to evaluate the Council's carbon footprint and recommend areas for improvement and reduction.

Tendring District Council's Climate Change Report dated September 2023, the Report of the Leader of the Council for the Portfolio Holders for Finance and Governance, Portfolio Holder for Leisure and Open Space, and Environment, recommended and approved funding from the Climate Change Budget, drawing on the £250,000 previously allocated by Cabinet to the Climate Change Action Plan to implement carbon reduction plans by enabling the following works to be completed:

- Installation of pool covers at Clacton, Dovercourt Bay, and Walton on the Naze.
- Progress plans for further carbon reduction include the Wellbeing Zone (Spa) Pool Cover, Lower Carbon Lighting, and Lower Carbon Heating Systems.

As part of TDC's Climate Control Policy and in an effort to reduce energy consumption by 20%, lessening TDC's carbon footprint, a contractor has successfully bid for the opportunity to complete the installation of LED light fittings, microwave PIR sensors, and associated time switches to reduce energy consumption across all 3 leisure sports facilities, under Fusion21 Framework.

Based on 12 hours per day as an average, replacing 356 fluorescent light fittings across all 3 sites will provide savings of £56,502 per annum. The LED upgrade work will therefore take 2 years and 4 months to make a full return on investment.

It is suggested to appoint Crystal Electronics Ltd. to complete the necessary work. This will include the supply, delivery, installation, and certification of the LED installations in line with the specification. The total cost of the work totals £136,000, excluding VAT. £125,000 will be funded from the balance of the drawdown of the £250,000 Climate Change Action Plan and £11,000 from the Sports Reserved account to meet the full project cost.

The expected timelines proposed for this project are 8 weeks: 1 week of mobilisation, 6 weeks for project completion, and 1 week for snag work and final handover. All handover documents, including images and installation certificates, will be issued a week prior to the contract end date in order for any client feedback or snags to be resolved before the contract expires.

If you agree to appoint Crystal Electronics Ltd. to complete these works, to award a contract, and to enter into a contract via the Fusion 21 Framework with Crystal Electronics Ltd., then I would be grateful if you would sign and return the concurrence below.

Yours sincerely,

Kieran Charles, BA Hons, MCIMSPA  
Sport and Leisure Operations Manager



Dear Kieran

I refer to your letter dated 12th February 2024, requesting my approval to appoint Crystal Electronics Ltd. to complete the LED installation, to appoint, and to enter into a contract via the Framework Fusion 21 with Crystal Electronics Ltd. The total cost of these works is £136,000. £125,000 funded from the balance of the draw down of the £250,000 Climate Change Action Plan and £11,000 from the Sports Reserved Account to meet the full project cost.

- I concur / do not concur with the use of these funds for the purpose described above.

Cllr Mark Stephenson, Leader, and Portfolio for Finance and Governance

.....

Dated

- Please delete as appropriate

Cllr Mick Barry, Portfolio holder for Leisure and Public Realm

.....

Dated

- Please delete as appropriate

Cllr Mike Bush, Portfolio Holder for Environment

.....

Dated

- Please delete as appropriate

Additional comments (if not concurring)