

**CLIMATE CHANGE WORKING GROUP  
MEETING HELD ON WEDNESDAY 18 JULY 2007**

Present (in full): Mike Brean, Keith Osborne, Jake Roos

Present: (in part): Richard Auty, Russell Clarke, John Farnell, Russell Goodey, Sally Johnson, Andrea Oram, Helen Rodgers

Minutes: Sue Kempster

	<b>ACTION</b>
<p>1. <b>Apologies</b> Will Cockerell, Melanie Jones, Hilary Lock, Simon Martin, Ron Pridham, Cllr David Sadler</p>	
<p>2. <b>Strategic Actions</b> JR advised that everyone has fed back and the document has been changed accordingly. Actions to be called Priorities not Categories, otherwise keeping existing structure.</p> <p>Work has begun on the draft strategy document. Discussion on the format and what the UDC document should look like. It was agreed JR should take the essentials out of the Scrutiny report to set the scene and keep the document concise and easy to read. Can refer the reader back to previous documents/ provide hyperlinks as necessary. JR to complete strategy by end July. M Hatwell will turn into the final document. MB said the document should be ready for Operations Committee on 20/9.</p> <p>EMAS accreditation – JR asked if KO could share experience with regard to ISO. KO advised procedures have to address certain criteria and the auditing procedures need to be clear and obvious – use audit sheets in building control for internal purposes but are subject to external audit. JR advised that EMAS does not give targets but the last step challenges to reduce. JR advised complication with EMAS is that it is a complete system including air pollution and water, e.g. need to look at oil down drains at depots and exhaust pipes – need to make it transparent for audit process. Phase 1 EMAS by January 2008 and full accreditation by 2011. Gain accreditation at end of each phase. KO to lead due to ISO background. KO to read through the documentation and flag up anything extra need to do.</p> <p>The items on Procurement, Member’s paper use and Local Strategic Partnership to be discussed at next meeting.</p>	<p>JR</p> <p>KO</p> <p>JR</p>
<p>3 <b>Carbon Management</b> Carbon management plan submitted to Carbon Trust. JR went through the objectives and discussed the Strategic Implementation Plan that covers the list of projects, how they are financed and how much carbon each project saves. Senior Management must sign off end March 2008. JR advised that milestone 1 and 2 had been completed and that the milestone 3 on emissions baseline due mid-August.</p> <p>JR reminded the group about the Opportunities Workshop at Colchester on 17 September.</p> <p>Insulation at London Road was raised and JF advised that new building insulated to 1990 regulations and old building no requirements. JR to investigate.</p>	<p>JR</p>

Finance - £200K from capital programme. £15K from general fund. In addition, Salix funds can draw down more money through matched funding with a potential for £0.5M. JR has budget code and will email to RG.	JR
Discussion around committing large sums of money without checking the property would still be owned by the Council. JR advised always looking for payback within 5 years.	
Discussion on savings. Minimum of 75% back to the fund – not established total figure on savings until have menu of projects.	
Building Projects (Salix) Museum Roof and Controls (sensor)	
Walden Place Controls and Pipe insulation in the airing cupboards. RG to identify most vulnerable residents	RG
Point of use hot water systems in London Road – depending on what happens with heating system.	JR
Move on Walden Place control and return flow sensor.	RG
Holloway Crescent – RG advised one resident left can switch off heating for main block, need to feed two smaller blocks – control zone valves and lower capacity. RG advised would be a rebuild and install biomass saving 7.5% carbon. JF requested date that Holloway Crescent switched off. Discussion around installing heat meters so residents charged for what they use.	RG
M2G - makes boilers more efficient by measuring the temperature of outgoing and ingoing water and stops cycling saving gas. Product signed off by Carbon Trust and some very good data available. Saving 13-35% depending on oversize and cycling. Would contribute 10% carbon saving to our 25% target. JR advised rental option is available with view to purchase after rental period. It was agreed that JR and RG would be responsible to implement M2G in Walden Place. (£20K of Salix has to be spent by November). Savings can be identified fairly quickly with real time data. SMB to be informed of the project.	JR/RG JR
Boiler replacement Looked at oldest boilers (straightforward gas replacements). RG had survey carried out – priority sites Alan Hasler House and Broomfields. Agreed to get the two problem site completed in near future – as elderly residents got next two months. JR to talk to Salix.	JR
DTI grant £12K Vicarage Mead for a 6.48 kWp photovoltaic array, total cost £34,800 – RG advised back to Committee in September.	
London Road – interlocking different control systems (housing cooling systems) – Initial providing costs. SJ advised service engineers due in next couple of weeks JR to meet.	SJ/JR
Power Perfector – modulates voltage - £9.5K – pay back approximately 3-5 years. JR to follow up with Chelmsford Electrical.	JR
Switching computers off and lights on later saved 4% on electricity – JR to cost out.	JR

Fluorescent tubes – bulk replacement of all the old type. SJ to provide rough count of tubes. RG to provide for sheltered housing sites.	SJ RG
Vehicle Fleet - JR advised that RP investigating electric vans.	
Business travel/staff travel plan AO advised that Bronwen had done some work on staff travel and had worked through some ideas	
Car share register, 9 day working fortnight, Video conferencing, Hot desking, Green vehicles, Car travel and related payments, Green service target scheme, Homeworking Flexi/Toil days, Green bank scheme to reduce personal mileage – get a credit when walk, cycle, car share, public transport to work linked to an incentive/reward MB to talk about reward element with POD. Members car share register	MB
JF raised lease car scheme – should not be graded on miles/seniority and replaced with a banded scheme based on government's emission table. AO to liase with S Martin regarding procurement. Need Unison support. Also a discussion on mileage claims if first visit/appointment direct from home – AO to follow up.	AO
AO to update policy. Draft implementation plan on what can be achieved by the end of this financial year, including reward scheme.	AO
JR advised Energy Saving Trust £5K should be used for the implementation of green travel plan for staff. The funds must be used by end of financial year.	
<b>4 Housing and Waste</b>	
HECA - £10K – consider offering £50.00/property or more for solar or extend to other types of measures	
DEFRA climate change mitigation indicators. System of measurement effective April 2008. Community engagement exercise required to raise awareness – Domestic use. JR made HR aware that not sure of link to business at this stage.	
Historic properties – grant incentive and promotional programme – 10% of stock is LB. Develop guidebook, events, press release and create incentives.	
Planning – developing on new house emissions, s106 carbon fund.	
JR to engage Tenant Participation Officers in energy savings with tenants.	JR
Council stock – RG/RM both involved looking at controls, insulation of tanks, boiler changes, solar panels	
Overheating risk / droughts / flood risk – separate activity - risks on climate change impacts. Renewable energy measures.	
Recycling – ongoing. RC planning trips to recycling centre at Tilbury that will be offered to members. Also visit to composting facility at Bury St Edmunds and Huntingdon. Targeting flats in District by end of year. Schools end October Community/Village and Church Halls will be getting on board too.	
Target of 47% by April 2008 – RC will clarify.	RC

Office Recycling - RC discussed with Stewards back to drawing board. Will be seeking advice on what other councils do and in discussion with County re their recycling that will offer out to Districts and Leisure facilities. Might be able to work with them – timing imminent.

5 **Planning** - to be discussed at the meeting in August

6 **Community Engagement**

Branding - RA needs £300 to get logo together.

Need to think about what the branding will say.

Could launch competition in media and/or via schools “mascot” idea – push timescale back as schools on holiday. More thought needed.

RA/JR

Local Business – HR starting work on sustainability and developing strategy  
Tourism action plan – hotels and B&Bs – environmentally friendly. JR advised could put them in touch with Carbon Trust.

DEFRA % change industrial/commercial CO2 emissions not exclusive franchise on trade waste.

Display Energy Rating – must be displayed in all public buildings by April 2008.  
Agreed that we should only display when we have to.

JR

07 **Next Meeting**

Agreed the next meeting on 22 August 2007 should be run in the same format.