

**CLIMATE CHANGE WORKING GROUP
MEETING HELD ON WEDNESDAY 22 AUGUST 2007**

Present (in full): Mike Brean, Keith Osborne, Jake Roos, Cllr David Sadler
 Present: (in part): Richard Auty, John Farnell, Sally Johnson, Hilary Lock, Roz Millership, Helen Rodgers
 External Guests: Nigel Court, Leisure Connection and Adrian Rust, Chelmsford Electrical
 Minutes: Sue Kempster

	ACTION
<p>1. Apologies Russell Clarke, Suzanna Clarke, Will Cockerell, Russell Goodey, Melanie Jones, Simon Martin, Andrea Oram, Ron Pridham</p>	
<p>2. Strategic a) Matters Arising Strategy document passed through to Cllr Ketteridge for endorsement and will go to Finance and Administration Committee on 20 September 2007.</p> <p>EMAS – KO advised that looked through the process, confirmed aim was to complete phase 1 by January 2008. Need to establish baselines, it may be that we do not engage in certain activities and these can be excluded.</p> <p>Member paper use – MB advised that Committee Section going through OR (David Noble the lead) will be looking at paperless meetings. Cllr Sadler advised that administration aim to go paperless. MB said need to ensure that technology is in place so that business in not interrupted, eg. slave screens meeting rooms. Scrutiny committee to trial paperless - Cllr Sadler to ask Cllr A Dean to add to agenda to consider a trial.</p>	<p>KO</p> <p>Cllr Sadler</p>
<p>b) Strategy Document Need to make the document look nice/readable, approximately 30 pages in total, JR showed the Woking example and advised that RA looking at costs (minute 7a refers). There will also be a summary version 2 sides of A4. JR went through the draft document and changes that have been made. MB asked who will be consulted – JR said perhaps an event to engage with community. LA21 Planning Conference in November would be good forum.</p>	
<p>c) Procurement – deferred to September meeting</p>	<p>JR</p>
<p>d) Business Travel – moved under item 3</p>	
<p>3 Carbon Management a) Matters Arising JR looked at insulation at London Road Offices, generally 4-6 inches in loft spaces. Hatches just boards and not insulated good practice to insulate those.</p> <p>Ring fencing/finance codes all in order with the help of Peter Clanchy. Salix funding - received paperwork – internal loan agreements interest free. If keep investing do not need to give back. JR to talk to JF to programme loan in budget setting process.</p> <p>Insulated pipe work in airing cupboards. RG has completed work but JR did not have the details.</p> <p>Check matters arising M2G Walden Place etc</p> <p>A survey has been carried out on point of use water heating and awaiting quotes.</p>	<p>RG/SJ</p> <p>JR</p> <p>RG</p> <p>RG</p> <p>JR</p>

Fluorescent tubes checked and already using efficient type. Possibly some old ones in Sheltered Housing stock – need to check.

RG

b) Energy Report

Compares electricity use – starting to see decrease with few simple changes.

Gas and electricity data available for London Road offices. Adrian Rust said that when they have looked at schools/colleges biggest savings to be made out of hours. Discussion on server room and move to Blade servers (involving virtual servers) which will have dramatic impact – this is large project for the IT team.

Real time gas data from Walden Place (half hourly available). At all other sites the meters read on quarterly basis so possible to produce quarterly report.

Dunmow office needs attention.

JR

Adrian Rust advised he has looked at Hatherley House - lights on 24 hours a day in communal areas. Looking at PIR sensors. JR advised could fund out of Salix if generates savings as the rules have changed on lighting which make PIR's viable. Adrian has passed information to RG.

RG

Discussion led by Adrian Rust on wind generation/battery back up (building mounted).

Need to step up meter reading on 20 big sites - John Bradford does annually for budget setting purposes. Prioritise those about to do works too. Monthly would be better perhaps could involve a interested resident who could ring it through/ complete a log etc. JF to speak to Ruth Fulton. Day Centres Helen Joy/Liz Petrie. Museum/Depot – use staff. SJ raised need to consider voluntary sector at Dunmow offices (contact Margaret Shanks)

JF

JR

c) Carbon Baseline

Discussion on our footprint using Carbon Trust Technology – making good progress on building. Vehicles difficult as Ford transits and Waste vehicles not available in hybrids, Bio fuel complete red herring. Electric vans might do the job, 9 new housing repair vans needs to be ordered in near future opportunity to go to low emissions area. Only issue large expanse of the district and vehicles have a 100-mile range. May be only able to look at more efficient vehicles when changing. Scope for better route planning? Hand held devices for Housing Repairs staff implemented sometime this year and would hope to see reduction in repairs vans fuel usage – no data available yet. Waste collections RP reluctant to reorganise routes as days changed when 3-bin scheme implemented and public do not like change of day.

d) Leisure Centres

Joint responsibility with Leisure Connection to manage carbon. Nigel Court invited to attend to start partnership and obtain data.

Nigel shared with the group some of the measures Leisure Connection have put in place to help save energy such as looking at usage trends, reducing out of hours consumption, dropping pool temperature by one degree, switching off lights in sports halls when not in use, looking at light sensors in dry change etc. It is also an item on their monthly full team meeting. Nigel will email JR the data available for the sites. It was also agreed that Nigel would bring along the two other centre managers to future meetings.

There was a discussion on the carbon from Leisure Centres is it direct or related to Council and it was agreed that it was relevant.

Opportunities Workshop on 17 September Nigel plus two other centre managers to attend. JR to provide details.

JR

Nigel advised that Leisure Connection have national policy but the flexibility to run in house initiatives on a local basis.

e) Biomass heating/options for main office – deferred to September meeting

JR

f) Electrical improvements for main office

Discussion on previous quotes that D Demery had requested regarding PIR's. Also discussion on high frequency lighting (also able to dim) and T5's – will need to change fittings – long term project. Could pick an area and cost up that part of the building – further discussion on sensors in rooms that adjust lighting according to day light levels. SJ suggested planning for this work. JR advised phasing out all halogens. Would like to move away from uplighters too.

JR/SJ

g) Boiler replacements at elderly persons accommodation – deferred to September meeting

JR

h) Plasma Screen TV's in reception – discussion about their purpose. Consider switching on at certain times, reducing to one and make the content more relevant. RA will look at some solutions and email the group. JR to produce something on carbon saving ideas for the screen. JR to arrange for printroom to run off rating certificate for display, it was agreed that it was not a good idea to display the certificate on a plasma screen.

RA
JR

i) Guest for Opportunities Workshop in Colchester – 17 September

JR to invite IT. Adrian Rust, Nigel Court (+2), Tony Riddell plus all members of CCWG. Please car share where possible.

JR to also invite members to keep them engaged..

JR asked for agenda item suggestions – Nigel Court mentioned Biffa waste contract at 2 of the 3 sites run by Leisure Connection – Biffa provide recycling facilities that the Council do not. KO suggested business miles/travel.

JR
All
JR

JR

j) Staff time/carbon manager – deferred to September meeting.

k) Vehicle fleet and Energy Saving Trust Assistance – deferred to September meeting

l) Business Travel

Essential users vs lease car scheme - high work mileage means staff get more money as an essential user. Tax is an issue on the uptake of lease cars. Need to build case to switch to lease car. If there is a lower cost over mileage threshold staff should go to lease if it saves the Council money – not all cars are a tax burden.

It was asked if SM considered in wider context of higher mileage – green lease scheme rather than a scheme to recruit and retain. JF to discuss with SM.

JF

4 Housing

a) Matters Arising

JR confirmed discussion had with Ian Brown on tenant participation. JR doing article for newsletter to include giveaways. RM advised need to focus on cash savings available to the tenants.

SMB agreed that should display energy certificate now.

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| b) | Insulation partnerships
JR forming partnerships to promote insulation. Whole district will receive a leaflet that is endorsed with Council logo. Insulation firm handling distribution. | JR |
| c) | Energy saving week
JR will talk to RA. Possibly link tenant stuff, road shows around the district promoting loft and cavity wall insulation. | JR |
| d) | Strategic review of council stock
RM advised that post of Heating Contracts Manager can now be filled. Currently writing up JD and will include the task to establish a formal plan reducing emissions from council housing etc. | RM |
| | Discussion on the use of £5K from EST – possible use some on community engagement and training for planners. | |
| e) | Tenant participation – covered under matters arising | |
| 5 | Waste and Recycling – deferred to September meeting | JR |
| 6 | Planning | |
| a) | Energy efficiency SPD
JR to check with J Mitchell about refusal of airport/climate change
HL raised concerns over s106 agreements – we can provide advice to influence but cannot get any renewable energy agreements in place. Changes to the Planning Policy Statement will affect the strategy - JR to discuss further with Melanie Jones. RM advised that putting in application for 3 additional houses and to make them carbon neutral will cost an additional £30K per house. | JR |
| b) | Training and guidance for planners and developers – see item 4d) above, HL would like to see something in place before end of year. | HL |
| 7 | Community Engagement | |
| a) | Climate change conference 10 November – JR and RA to discuss outside of the meeting.
RA advised cost of approx £1,700 - £2,000 externally. RA to speak to printroom to establish costs and timescales internally – will send email around with information. KO has meeting with Ten Alps publishing and will ask them about publication of strategy document. | JR
RA
KO |
| 8 | Any other business
JR advised that all the actions were going to be put into Covalent and tracked. | |
| 8 | Next Meeting
Wednesday 19 September 2007 in the Council Chamber | |