

**CLIMATE CHANGE WORKING GROUP
MEETING HELD ON WEDNESDAY 19 SEPTEMBER 2007**

Present Part 1: Mike Brean, Peter Clanchy, Suzanna Clarke, Will Cockerell, John Farnell, Russell Goodey, Sally Johnson, Simon Martin, Andrea Oram, Keith Osborne, Ron Pridham, Jake Roos

Present Part 2: Richard Auty, Mike Brean, Suzanna Clarke, Will Cockerell, Russell Goodey, Melanie Jones, Keith Osborne, Mike Ovenden, Ron Pridham, Jake Roos

Minutes: Sue Kempster

Apologies: Cllr David Sadler, Aaron Wood, Russell Clark, Roz Millership, Helen Rodgers

		ACTION
Part 1	Strategic & CMT	
a)	Matters Arising. EMAS no progress by KO. Stage 1 complete just need to make sure got all paperwork. Stage 2 Environmental legislation	KO
	Paper reduction – discuss when A Wood attends CCWG.	JR
	KO advised that Building Surveying trialling electronic fax via email. Can scan to send documents and also receive faxes via the software. Trial started on Friday. JR said potential to reduce phone lines and energy by switching off faxes.	
	Loft hatches – JR reiterated good practice to insulate the hatches.	RG
	Pipe work nearly completed	
	M2G – RG advised that he has a company eager to proceed but they are not accredited under our tender process, RG has advised the company that Constructionline takes 4-6 weeks to become accredited.	
	Point of use still waiting quotes, JR to pass survey details to RG for quotation for work by Newport Depot.	JR
	Progressing on meter readings at Day Centres with Helen, however, not progressed on warden assisted places due to key access code having to be given out.	
	Lighting survey conducted by Chelmsford Electrical due to come back with detailed quotation.	JR
b)	Climate Change Strategy going to Finance & Administration Committee on 20 September and Printroom hope to have copies available to hand round. Majority of the document already approved and JR hopefully will get agreement from the Committee.	
c)	Recap of Monday 17 September (Opportunities Workshop) Good turn out from Colchester and Braintree, Uttlesford had 5 representatives. JR reported that Uttlesford is ahead of Braintree and Colchester in terms of strategy, establishing the CCWG, finance and small projects such as switch off software etc.	
	At the session found out about some adaptors that are available to convert the current T8 tubes we have to T5 – JR will investigate as this is a much cheaper option than replacement light fittings.	JR

d)

Finance/Implications

PC attended the meeting to give an update on the financial position. He said that all spend was being looked at very carefully to ensure no wastage and that the majority of spend from the CCWG is likely to save money. In principle PC can see no substantial issues.

15K energy saving measure (revenue)

200K capital pot

Plus £50K Salix finance (matched funding)

Use existing budgets where possible for any spend

Budget used to finance initial spending – first call on saving to refund the budget.

Projects that have savings that can be measured over multiple years, i.e. more than 12 months in principle can be categorised as capital expenditure, cut off £5K.

JR said that in short term need a good set of projects to budget out and put finance in place.

MB asked if can defer ring fencing; JR said that the first payment is not for 1 year in order to get measures in place and can then take 25% of the savings off the bottom line and use the other 75% to pay project off.

RG said at Holloway Crescent last tenant has now gone and there is a possible £10K saving (less £1K spend on isolated valves).

JR discussed temperature reduction from 27 to 25 degrees at sheltered housing sites which would yield a 20% energy saving. It is an issue that needs to be worked through with the Sheltered Housing Officers. It was pointed out that any savings from this area would go to HRA which is separate from General Fund.

JR

Discussion on Dunmow Office regarding reports of lights/heating being left on. It was agreed to look at behavioural changes only at Great Dunmow. JR to raise awareness and run energy saving session. It was suggested that maybe someone like Mike Thomason might be interested in supplying meter readings through to JR.

JR

RP requested that MB keep him informed with regards Dunmow offices as he needs office space for a manager there and WC said that the poison store for pest control is also located there.

RG/JR working with Museum to find a solution with regard to insulating the loft.

e)

Procurement

First step of the ladder – got a procurement strategy. Policy needs to be written on the way we purchase goods and services to include sustainability, social and economic impact (i.e. materials something is made from, where it comes from, how it is transported and disposal procedures) The policy will need member approval.

RG advised that housing already build into the equation the location of a contractor, i.e. using one that is in the district and not travelling up and down the A1 each day. They also look at disposal of uPVC and glass.

SM said need to keep a sense of proportion in terms of the level of effort into gathering information.

f)	<p>Travel Plan AO advised got lots of idea back from websites etc but only has finite amount of time that she can devote to working on the travel plan. Decided that previous ideas were fairly manageable and challenging enough to get the process started. It is about a change in staff attitudes/culture change which takes time. Two main areas</p> <ol style="list-style-type: none"> 1. Increasing awareness of cycling to work. 20p per mile (budget from Energy Saving Trust that needs to be used before end of the financial year.) JR would need to pass this by the Energy Saving Trust and the funding ends after March 2008. 2. Decreasing mileage levels By using car share register, re-launch of 9 day working fortnight, hot desking, council lease scheme, green service target scheme, green bank scheme, credit for journeys walked, cycled or when public transport has been used, staff entered into a draw to win a voucher – perhaps a prize annually/monthly etc. 	AO/JR
Part 2	Everything Else	
a)	<p>Matters arising In view of the recruitment situation regarding the Heating Contracts Manager JR will need to alter the timescales in the action plan for review of the council stock.</p> <p>Energy efficiency SPD – action from previous meeting still outstanding.</p> <p>JR to discuss the training and guidance for planners with Hilary Lock.</p>	JR JR JR
b)	<p>JR gave a quick update on strategy document going to Finance and Administration committee as per part 1 of the meeting. Agreed that the launch should be put off for 3-4 weeks in light of current financial situation. If launched around a community engagement theme then Energy Saving Trust will sponsor the launch and pay for the cake (photo opportunity to cut 25% out of the cake representing energy saving made).</p> <p>Branding – new logos showed to the group – JR said that he had received back 4 strap line suggestions – Utterly Green, Go Green with Uttlesford, U-Topia, Planet Uttlesford. Agreed that RA go back to Nomad for some suggestions.</p>	JR RA
c)	<p>Housing Extend the timeframe by 3 months on review of council stock. SC advised that site identified for 3 carbon neutral bungalows and is moving forward – members gave approval to seek planning permission HECA – poor understanding of conservation policy on listed buildings – JR to carry out review.</p>	JR JR
d)	<p>Waste and Recycling JR to change target to 48%. RP advised on target to exceed – average 54% this year. ECC system for recycling in the office – no update RP to check with RC.</p>	JR RP

e) Planning
SPD – now renamed – MJ said out for consultation at the moment closing date 28/9. JR to send email to those on his database and ask individuals to respond. JR
Merton Rule – rumour government will remove it. Still in our policies.
The Council's Energy Efficiency and Renewable Energy SPD will become policy in October 2007.

f) Community Engagement
Plasma screen – RA not had a chance to look at this and will report back. RA
JR said that Energy Saving Week takes place during October – could also launch the climate change strategy at this time.
JR said Strategy being loaded onto Covalent and tasks can be updated directly by the project leads (once trained on the system) which will mean that updates can be run from the system and may be able to rely on that more rather than getting the whole group together.

Date of next meeting: Wednesday 17 October 2007