

CLIMATE CHANGE WORKING GROUP

**Minutes of meeting held on
Friday 22 February 2008 at 9.30 am**

In the Committee Room, Saffron Walden.

Present: Jake Roos, Russell Clark, Will Cockerill, John Farnell, Sally Johnson, Roz Millership, Mike Ovenden.

Minutes: Sonia Williams.

		ACTIONED BY
1.	<p>Apologies Received from Toby Cowper and David Sadler.</p>	
2.	<p>Minutes of the last meeting Fuel bills – only up to December. JF to chase.</p> <p>JR intends to go out with refuse collection crew some time during week commencing 25 February 2008 and will report to the group at the next meeting.</p> <p>Sheltered housing – JR has checked one site and turned down the thermostat and everything seems to be working well, although the data received needs analysing.</p> <p>Covalent – JR to load the projects on the system.</p> <p>Thermostat for London Road offices –JR reported he has received no complaints about the temperature. The thermostat has been set to 20°. RM said it is cold in the Housing Dept offices but SJ thought this may be because a couple of the radiators are turned off and several radiators are blocked in by furniture. RM to look at relocating the furniture and ensuring all radiators are turned on but if this has no effect she will report to JR. JR will check the location of the temperature sensor.</p> <p>Heating Contracts post – this still remains unfilled and should be offered out as a vacant position shortly.</p> <p>Homeworking – nothing has happened on this.</p> <p>Re-organisation of staff in London Road offices – parts of the building get very hot during the summer months and these areas need to be avoided. It was suggested a note be sent to SMB to consider this point.</p>	<p>JF</p> <p>JR</p> <p>RM</p> <p>JR</p> <p>JR</p>
3.	<p>Strategic Implementation Plan Projects to be carried out over the next four years to meet a 25% carbon reduction. JR showed the group details of which projects had been completed and which were</p>	

	<p>upcoming. Although the target for reduction is 25% JR estimates that UDC should achieve 29%.</p>	
4.	<p>Update on Retrolux JR reported they have not worked as well as anticipated. The units are currently being tested by an Engineer to establish if they are faulty in which case we will be offered either a replacement or refund.</p>	
5.	<p>Update on M2G JR showed the group information received from Walden Place which confirms that since installation less energy has been used. However, the data needs to be monitored over a longer period.</p>	
6.	<p>Update on Driver Training It has been agreed to put the software into one vehicle to monitor the fuel consumption. Installation to be carried out on Monday 25 February. The software is designed to teach fuel efficient driving. Once one driver has been trained, it is hoped that that driver can train the other drivers. JR said that this was a low cost way of saving energy/fuel/money.</p> <p>It was discussed whether the crew could be given some sort of award for the amount of fuel they managed to save. RC thought the drivers would welcome this although he also said that drivers sometimes 'swap' vehicles part way through the day and so it would be very difficult to monitor who was making the fuel savings. RC thought it would be better to have a group of vehicles or drivers and then this problem would not arise. JR showed the group data on diesel fuel use/cost and said he would make this a regular report.</p> <p>JR reported that diesel usage is slightly less than this time last year, currently at approximately 44,000.</p>	
7.	<p>Design of Regular Emissions Report JR asked for suggestions on designing the report and suggested seasonality, although he thought Environmental would be better off on MPG. JR to prepare graphs of MPG use for different drivers.</p>	
8.	<p>Ashden Awards These are the Sustainable Energy Awards. JR confirmed that UDC are now been successful in two rounds and are now shortlisted. UDC are to be visited by two judges who will determine if we are to be put forward as finalists.</p> <p>JR talked the group through a list of potential questions the judges will be asking and discussion took place on possible responses.</p> <p>The judges will want to meet with representatives from the Housing Dept., Building Control and Councillors. They will also want to carry out site visits and it was suggested they be taken to the houses at Vicarage Mead which have been upgraded and possibly to the new Sworders auction rooms</p>	

	at Stansted. The judges will be with UDC for one day only, so the interviews with officers will be quite short.	
9.	Conference Outcomes JR reported the conference went well and he is to arrange a follow-up meeting, possibly on Thursday 28 February.	JR
10.	Renewable Energy Study Nothing to report.	
11.	Recycling Guide/Crossover Members have asked for the guide to be completed by 04 March but the group agreed the time scale was too tight. RC would like to have it completed as soon as possible.	
12.	Private Landlord's Accreditation Scheme Nothing to report.	
13.	Climate Change Action Plan Review and Update A number of staff on the original group have either now left the organisation or have been moved to other positions. JR thought the action plan should be updated to show the slow down of work caused by the loss of staff. JF thought SMB and the Members should be informed. It was also agreed that there should be a link member of staff between the CCWG and SMB.	
14.	Any Other Business At the end of the meeting there was general discussion about how the group is to go forward now that everyone's workload had increased. MO to look at the carbon offset funds.	
15.	Date and Time of Next Meeting 9.30 am on Wednesday 26 March 2008. Committee Room, London Road, Saffron Walden.	