

**CLIMATE CHANGE WORKING GROUP
MINUTES OF MEETING HELD ON 31 JULY 2008**

Started: 15.00
Finished: 16.30

Present:

Jake Roos
Keith Osborne
John Farnell
Will Cockerell
Russell Goodey
Sally Johnson
Mike Ovenden

ACTION

- 1.0 APOLOGIES**
Apologies were received from Russell Clark and Suzanna Clarke.
- 2.0 MINUTES OF THE LAST MEETING**
- 3.0 MATTERS ARISING**
There were no matters arising.
- 4.0 METER READING STRATEGY**
Complaints have been made that the bills for the meters are erratic. It was said that readings will be taken more often; the company will therefore have a true record of the readings. This will not completely solve the problem as often the problem is infrequent bills rather than estimated readings.
- The main problem lies with sheltered housing as the meter reader has no access. RG commented that contractors do send out letters which goes to sheltered housing officers, if date of read is known that Central Control can be informed. This would solve the problem of meter reader having no access.
- Jake Roos suggested that an automatic reader would solve the problem on bigger sites, as it costs around £300 to install, plus an annual data services charge of around £60. John Farnell stated that it would save energy by identifying problems. It was agreed that John Bradford would take the readings in the interim.
- 5.0 CARBON MANAGEMENT – STATUS OF PROJECTS**
- 5.1 RETROLUX ADAPTERS**
Some will be installed soon. More will be ordered.

- 5.2** **TIMER PLUGS**
Some of the timer plugs have been taken out. The timer plugs are saving energy therefore more are going to be put on printers etc. once small extension cords have been made and safety tested.
- 5.3** **MUSEUM LIGHTING**
Jake Roos has been through all of the information with Tony Carter, all the information is now correct. There are several elements which can be changed which will save around £500 a year.
- 5.4** **POINT OF USE WATER HEATING**
A full analysis has not been completed as of yet however a quick calculation from initial results shows there is a strong business case. This will be presented to SMB in the near future, once an updated quote for the works has been obtained.
- 5.5** **QUATTROSEAL DRAUGHT PROOFING**
The work is being held up by two rotten windows frames at Walden Place that require repair first. RG there has been no progress at Newport, so he will ask Roalco to do it instead.
- 5.6** **CONTROLS IN SHELTERED HOUSING AND DAY CENTRES**
A quote for improved controls is currently being put together by Aqua for the sheltered sites, with the aim of work proceeding by the end of the summer. It was discussed for the heating systems to be turned off during the summer. RG stated that there is a Health and Safety issue with this as officers would have to go into boiler rooms to do so.

It was stated that the pumps are being turned off at The Close. It was suggested that there could be a policy to turn heating on and off at certain dates. If the weather suddenly turned a phone call could be made to turn heating system back on. A further suggestion was made that a wireless on and off control could be used, therefore no-body would have to enter the boiler house.
- 5.7** **M2G**
The question has been raised whether the sequence controls are helping to save energy. Walden Place is therefore going to turn it on one day and off the next, the data will be analysed to see if there is any difference between the days it is turned on and off. If the system is working then it shall be put on every site as it is a straight forward project.
- 5.8** **RENEWABLES**

Solar water heating at John Dane Player Court will cost £40,000 which would save £2,000 per year at most, which is not a great investment. Jake explained that a grant is available however the same amount of money will be spent with or without the grant. A second quote is currently being obtained from another company. It shall be looked into again at a later date.

5.8 CAVITY WALL INSULATION

A company is currently surveying all sites to see whether they have cavity insulation or not. If they do not have the insulation then it can be put in for free.

5.9 FUEL ADDITIVES

Jake explained that a diesel additive is currently being tried out at Dunmow. However the additive was missed being put in with one delivery of diesel. As of yet there is no data available to analyse.

5.10 DRIVER TRAINING

As of yet there has been no word from Ron, however the fuel use has gone up by 10% between 2006-07 and 2007-08. Having driver training would be very useful. Mileage has been requested for by Jake as it would be useful to see if both mileage and fuel have increased.

5.11 WATER SAVING

Jake commented that flush counters have been installed in the urinal cisterns at 2 sites. It has been monitored and 250 flushes are being used a day. With low usage water urinal the system would only use 10 flushes. Currently the system volume is not known so figures cannot be worked out. Sally explained that the downstairs gentlemen's toilet is easy to get to therefore the system volume would be easy to work out.

John Farnell explained that waterless urinals were used before however there were problems with blockages due to the hard water. The system did not work and was not cost effective. It was suggested that a trial could be had over a few months, however the system would have on going costs.

6.0 TEMPERATURES IN SHELTERED HOUSING

This topic was previously covered.

7.0 MUSEUM HERITAGE QUEST CENTRE

It was explained that the council will be paying for the energy on the new building; this could therefore send the carbon foot print in the wrong direction. Jake continued that the idea to use a wind turbine would not currently work due to planning reasons. However it was suggested that a deal could be made with the Granite site where the

new shops are going.

A suggestion was made to use solar panels, however this would be very expensive and if the energy usage was high they would not be sufficient. Some councillors believe that wind turbines do not in fact work, however if the proposal of use was explained by Jake it may help them to understand. Having a wind turbine at HQC would make the Council direct beneficiaries which would make it a stronger case.

8.0 STAFF TRAVEL PLAN – UPDATE

Jake explained that the results from the survey will be back within a week and a half from Essex County Council. It was queried whether the reward scheme through the Intranet should be delayed or completed on paper for the time being. There is currently no launch date for the scheme however it should be within the next few months.

The scheme will monitor people's journeys to work and how frequently they car share, drive or walk. As there is no current on-line system it was suggested that it would be monitored on a spread sheet, signed off by the manager and then emailed to Jake. The suggestion was made that free on-line tools could be used instead of paper.

9.0 CAR LEASE SCHEME

Keith Osborne explained that as of yet there has been no exchange of information, Adrian is currently looking at a wider view. There is one current problem that there are no documents yet. The leasing scheme is currently being opened up to several companies to see who has the best deal. Lex, the current company requires drivers get their own insurance, but the scheme would be more attractive if the Council paid the insurance. However this would cost £15,000.

The banding is going to be set on the level of emissions used not the usage of the car. John Farnell commented that the scheme should encourage high mileage users to have a lease car with lower emissions. Jake explained that there is no preference between petrol and diesel, whichever has the best grams per kilometre.

It was decided that there would be no absolute limit on the banding as in practice it will not prove to be a problem, however if a high band car is chosen the Council will contribute less. The scheme needs to encourage 'essential' users onto the scheme as this would save the Council money.

Keith commented that Adrian would like to have positive input from an environmental point of view and that the scheme should be made more attractive to the high mileage users.

10.0

ANY OTHER BUSINESS

There was no other business.

11.0

DATE AND TIME OF NEXT MEETING

21 August at 3:00pm in the Committee Room