

**CLIMATE CHANGE WORKING GROUP
MINUTES OF MEETING HELD ON 15 JANUARY 2009**

Started 15.00
Finished: 16.30

Present: Jake Roos (Chair)
Emmy Pateman
John Farnell
Keith Osborne
Melanie Jones
Mike Ovenden
Russell Clark
Will Cockerell

- ACTION**
- 1.0 APOLOGIES**
Apologies were received from Richard Auty, Sally Johnson, Simon Martin, Suzanna Clarke and Russell Goodey.
- 2.0 MINUTES OF THE LAST MEETING**
7.0 COUNCIL CAR LEASE SCHEME
The Strategic Management Board (SMB) were not interested in the scheme for higher mileage users, however it was said that the subject may be reopened at a later date.
- KO**
- AFFORDABLE HOUSING**
As an update, we are looking at securing a site in Stansted to provide an eco exemplar scheme, funding has been secured to buy the site and we are beginning discussions with the Housing Association and planners. A formal meeting will be set up in the next couple of weeks and you will be invited along to share your knowledge and skills. Suzanna Clarke.
- SC**
- 3.0 CLIMATE CHANGE STRATEGY**
Jake stated that he has still not been able to start the update on the strategy for various reasons. It was decided by the group that Jake is now going to wait to release the strategy until September and issue it inline with the NI188 and the up to date Carbon Footprint. It was agreed on the basis that it makes sense for it to be released then as the savings that have been made will not be known until the end of this financial year, neither will the Carbon Footprint. It was also said that the longer it is left the more that there will be to update on.
- JR**
- 4.0 CAPITAL FUNDING**
Jake explained that there is no longer a freeze on capital expenditure therefore it is no longer an issue as it cannot affect any of the larger jobs that need to be carried out.
- JR**

- 5.0 CARBON MANAGEMENT – STATUS OF PROJECTS**
- 5.1 MUSEUM LIGHTING JR**
 Jake stated that the museum now has all of its new lights. He continued to say that John Dane Player Court now has new energy saving lights and these are also going to be installed in any other buildings where the lights have a high usage.
- 5.2 POINT OF USE WATER HEATING JR**
 Jake explained that nearly all of the work has been completed at the Council Offices and the system should be up and running by Monday 19 January. There has however been a slight set back as another hot water tap has just been found in the cleaner's cupboard. To solve this issue Jake is going to buy a rubber tube which can be connected to any sink in the kitchen or bathrooms and can be used to fill up their buckets.
- 5.3 HEATING AND CONTROLS IN SHELTERED HOUSING AND DAY CENTRES JR**
 The faulty valves are currently being fixed at three sites. Jake has discovered that the very high quotes he previously received from Aqua were not accurate; this is due to the fact that they had quoted for two hundred valves, as they had not actually visited the sites, when in actual fact it is nearer two dozen.
- The trend controls at Walden Place are not very likely to be installed. Jake is however currently getting a quote to get the boilers changed. He is going to produce a business case and get all of the systems up to date; this will be using the Carbon Management money.
- The controls are now not working at the Council Offices. SMB have paid for an engineer to have a look at the problem. Currently Jake is turning the hot and cold water on and off himself.
- 5.4 M2G JR**
 The trial has now completed and it did not appear to be successful. The trials kept failing for various reasons and a saving was never seen therefore Jake is not going to go ahead with using the product. Jake has now however seen a similar product which is cheaper; this product may be given a trial in the near future.
- 5.5 HERITAGE QUEST CENTRE JR**
 Architects are currently being appointed and the work is due to start in May and be completed by March 2010. Jake is going to be helping them with the energy saving and has been designing Solar Panels for the roof which cannot be seen from the ground. There is going to be seventy or eighty metres squared of panel on the roof! Jake is going to be working with E-on in order to get the

design finalised. Funding for the project shall hopefully be issued before the board is closed down in June.

5.6 CARBON MANAGEMENT PLAN – WHAT NEXT? JR

The housing stock and sheltered housing have been Jake's main concern for carbon management, however if they are transferred the main issues will be diesel and the dust carts. Most of the carbon management schemes have now been completed. Jake will however continue to update the housing stock and their heating systems as it will increase their asset value if it comes to them being sold.

Jake has received verification that the fuel additive trial does work and if he could get the data from the trial that was carried out it could be analysed and Jake could start using the product as well as a driver reward scheme. This is going to become a priority now.

6.0 STAFF TRAVEL PLAN/AIR QUALITY MANAGEMENT AREAS WC & JR

Will is going to produce an action plan to reduce air quality; the main issue appears to be cars driving in and through Saffron Walden, some of which are travelling to and from the Council Offices. Essex Council has produced an internet database which you input your details and it puts you in email contact with someone which does a similar journey to work as yourself.

SMB has agreed to pay any advertisement in order to encourage people to car share. A company called Lift Share are going to give the Council information on CO2 savings etc. Jake stated that the Staff Travel Plan should be implemented very soon and he is going to speak to James to see if he can put a section of the Intranet about the Staff Travel Plan and Rewards Scheme.

7.0 NI 187 FUEL POVERTY JR

Out of the 1400 – 1500 questionnaires which Jake mailed out to people on the benefits list 450 sent a completed questionnaire back. There was a prize draw across the whole of the East of England but nobody in Uttlesford won. There was a good return rate on the questionnaires which will enable Jake to give a figure to the government.

8.0 NI 188 CLIMATE CHANGE ADAPTATION JR

Jake received the official guidance from the government and Uttlesford is currently at Level 0. In order to complete Level 0 a "Project Team" needs to be put into place and implemented. "A current understanding of vulnerability and an initial list of significant threats and opportunities in priority policy/service areas", a document needs to be produced to show that the level of vulnerability is understood as well in order to move on to Level 1.

Jake is going to speak to SMB next week about our current situation (week beginning 19 January) in order to sort out the levels. The Climate Change Working Group is a good starting point to sort these issues out however different people from speciality areas are going to need to be involved to ensure that all aspects are covered.

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| 9.0 | PLANNING | MO |
| | Mike stated that he needs to get back to Jake about the checklist. It was also said that the company have given up with building more houses within Saffron Walden. | |
| | It was noted that some people are only finding out about the Planning Conditions half way through there project which makes it hard to install the energy saving procedures. This therefore means that despite the conditions carbon management is not yet at its highest. However some improvements have been made and it is being made sure that all consultations are now answered which should help it to improve even more. | |
| | Jake commented that he and John Farnell are happy to run more workshops and also get in help from Energy Saving Trust if they are willing, so that more people understand the importance of it. | |
| 10.0 | HOUSING | |
| 10.1 | LONDON COMMUTER BELT FUEL POVERTY & CO2 REDUCTION PROJECT | JR |
| | The work is currently proceeding well. | |
| 10.2 | GROUND SOURCE HEAT PUMPS FOR COUNCIL HOUSING | JR |
| | E.ON are still preparing quotes. The plan is to install Ground Source Heat Pumps at properties in Church Walk, Littlebury and St Mary's Bungalows in High Easter. Altogether 20 pumps are going to be installed. | |
| 11.0 | RECYCLING | |
| | RC gave update. | |
| 12.0 | COMMUNITY ENGAGEMENT | RC & JR |
| | The transition town's movement is going to be coming to Saffron Walden in March, April and May. There are going to be talks and presentations one of which is going to be held within the Council Offices. The movement should hopefully make people more aware of the changes which are inevitably going to occur. | JR |
| 13.0 | ANY OTHER BUSINESS | |
| | There was no other business. | |
| 14.0 | DATE AND TIME OF NEXT MEETING | |

19 February 2009 at 3:00pm in the Committee Room.