

Corporate					
Task	How	Who	Resource	When	Milestones
Refresh climate change strategy, expand scope and rename the Natural Resources Management Strategy	<ul style="list-style-type: none"> • Hold officer workshop and seek approval of SMB and Environment Committee • Produce and publish public version 	Energy Efficiency Surveyor	Existing, energy efficiency budget	31 May 2010	Updated strategy published
Co-ordinate the NRM Strategy via SMB and Environment Committee	Continue NRM Working Group (formerly the Climate Change Working Group) that regularly reports on progress to SMB meetings and Environment Committee Chair	Energy Efficiency Surveyor	Existing	30 November 2009, ongoing	
Establish a 'green' procurement policy for all Council purchases	Through Procurement Strategy	Chief Finance Officer	Existing	31 March 2010	Policy adopted
Establish a basic environmental policy alongside climate change strategy update	Follow Carbon Trust guidance, best practice of other local authorities, publicise to staff and councillors	Energy Efficiency Surveyor	Existing	31 May 2010	Policy adopted and published alongside strategy
Provide training to key staff on how to complete a sustainability check as part of wider committee report template training.	Hold workshop sessions with officers providing instruction on each relevant issue (legal, health and safety, etc.)	Head of Community Engagement	Existing	30 April 2010	Train all who complete committee reports
Carry out local climate impacts assessment	Gather existing data on flood risk. Find out the impacts associated with past extreme weather events (e.g. from newspapers, institutional knowledge)	Corporate Governance	Existing	31 March 2010	Assessment complete, Level 2 of NI188 achieved
Enter peak oil and climate impact risks on corporate risk register and manage responses through corporate and divisional plans	Review of corporate risks	Head of Community Engagement	Existing	31 March 2010, ongoing	Action complete, Level 2 of NI188 achieved

2 Council Operations

	Task	How	Who	Resource	When	Milestones
2.1	Reduce direct emissions via an ongoing programme of emissions reduction improvements to buildings and fleet including energy efficiency, renewables, behaviour change and cleaner vehicles	Review progress and refresh strategy and implementation plan (SIP)	Energy Efficiency Surveyor (lead), Repairs Manager, Fleet Manager	Capital programme, energy efficiency budget, existing service budgets	30 September 2010	Refreshed strategy and implementation plan adopted, 25% reduction compared to 2006-07 baseline by 2011-12
2.2	Expand carbon management and implementation plan to include water use, including baseline, reduction targets and improvement projects	Carry out alongside SIP update	Energy Efficiency Surveyor	Capital programme, energy efficiency budget, existing service budgets	30 September 2010	Refreshed strategy and implementation plan adopted
2.3	Implement a separate Green ICT Strategy for reducing the environmental impacts of the council's use of information and communication technology	Reduce unused server capacity through virtualisation. Reduce out of hours electricity use. Reduce number of printers by moving to multifunction devices. Extend the lifecycle of equipment and consider the environmental impacts of new purchases	ICT Manager	Existing service budgets	31 March 2011	Strategy adopted and action points implemented
2.4	Review options for migrating vehicle fleet to alternate fuels (bio gas/natural gas, electricity)	Carry out a strategic review to assess suitability, costs and any recharging/refuelling infrastructure necessary prior to commencing fleet renewal	Fleet Manager	Existing	31 March 2011	Review complete
2.5	Seek a partnership with Leisure Connection Limited in to measure and reduce emissions from the three council leisure centres operated on a PFI contract	Invite as regular guests at Climate Change Working Group meetings	Energy Efficiency Surveyor, Leisure and Community Development Manager	Existing	30 June 2010	Leisure Connection Ltd providing data and participating in meetings
2.6	Increase staff participation in management of energy and water through training and incentives plus regular updates on performance	<ul style="list-style-type: none"> Expand monthly performance reporting to staff to include diesel, water, landfilled waste and paper use Include as agenda item on all team meetings 	Energy Efficiency Surveyor (lead), Stewards, Print Room, Fleet Manager Heads of Division	Existing	31 March 2010	Reduction in energy, water, waste and paper use
2.7	Ensure the new Heritage Quest Centre is an exemplar sustainable building	Ensure specification built exceeds present planning requirements for energy and water efficiency, production of renewable energy and biodiversity enhancement	Museum Curator, Energy Efficiency Surveyor	Existing	31 December 2010	Building exceeds present planning requirements for sustainable construction

2.8	Review buildings with respect to climate change impacts. Create a programme for carrying out necessary adaptations	Carry out surveys for overheating and flash-flooding risk. Identify solutions mindful of impact on UDC carbon footprint	Head of Housing Management	Existing		Review completed, programme created
2.9	Implement staff travel plan	<ul style="list-style-type: none"> Implement updated plan associated with Air Quality Management Plan Monitor impact type of journeys to work 	Principle Environmental Health Officer, Head of Community Engagement, Energy Efficiency Surveyor	Existing, energy efficiency budget	Ongoing	Reduction in single-occupant car journeys to work

Removed Actions

Establish Carbon Management Team to coordinate carbon reduction efforts	Through LACM process. Recruit key staff for energy, buildings, fleet, business travel, finance. Establish monthly meetings as part of Climate Change Strategy working group	Keith Osborne (lead), Jake Roos, Mike Brea	Existing	June 2007, ongoing	Group established with regular meetings	Achieved	Publish group's minutes on CMIS
Set-up ring-fencing mechanism to repay investment with savings	Build into budget setting process. CMT develop business case for each measure and measure energy/fuel savings to feed in reliable savings figures.	Peter Clanchy (lead), Carbon Management Team	Existing	Jun-07	Ring-fencing built into 2008-09 budget	Achieved	Continue as long as is useful
Appoint Carbon Manager to help implement carbon-saving measures in council buildings	Possibly use OR exercise to incorporate carbon management role into an appointment to a vacant post. Possibly share resource with BDC and CBC.	Keith Osborne (lead), Carbon Management Team, Human Resources	Existing	Start process July 2007	Carbon manager Appointed by Oct 2007	Energy efficiency surveyor has taken on role of carbon manager	Investigate other options for carbon management/energy efficiency project management
Label buildings with display energy certificates	Join Display Campaign and use website tool to produce labels.	Jake Roos (lead), Richard Auty, Carbon Management Team	EE reserve	Apr-08	London Road Office, Museum and EPAs labelled.	DECs for Offices and Museum produced	Continue
Change car allowance and lease policy to encourage emissions reduction.	Develop a proposal and get to committee. Follow best practice of other authorities e.g. Braintree, consult with UNISON.	Simon Martin CMT	Existing	Apr-08	Policy changed, reduction in business miles and emissions	Policy updated with some green incentives	none
Ensure that the new Thaxted Day Centre is an exemplar of sustainable, low-carbon construction	In progress. Carry out BREEAM assessment on design to get environmental rating and make modifications if necessary.		Existing, LCBP grants	Apr-08	Building achieves BREEAM excellent rating	Not achieved. Modest insulation enhancements secured and PV array installed on Vicarage Mead common room adjacent	Ensure that Heritage Quest Centre is of very high sustainability standard

3 Planning

	Task	How	Who	Resource	When	Milestones
3.1	Ensure local development framework includes policies that are consistent with the aims of mitigating climate change, adapting to climate impacts, and increasing resilience to peak oil	Establish the likely effects of Peak Oil, particularly with respect to car dependence and food production	Principal Planning Policy Officer, Head of Development Control	Existing	Through development of Core Strategy and other DPDs	Adoption of Core Strategy-Spring 2012, Adoption of Development Control DPD 2014
3.2	Support UDC sustainability requirements by providing guidance to developers and training to planners where there are skill shortages.	<ul style="list-style-type: none"> • Provide more training to planning officers and development control councillors • Circulate information and guidance through the agents forum and council website 	Head of Development Control	Existing service budget	Ongoing	All planning officers have received training on sustainable construction and renewable energy
3.3	Publicise the introduction of Code for Sustainable Homes Level 4 as a requirement for new dwellings when it comes into force in 2012	<ul style="list-style-type: none"> • Issue updated guidance to developers six months prior to its introduction • Hold seminar event to explain changes 	Head of Development Control	Existing service budget	30 June 2010	Guidance issued, event held
3.4	Develop and seek to implement a system for obtaining financial contributions to offset projected annual emissions resulting from new development. This will be used for local projects.	<ul style="list-style-type: none"> • Investigate approach other councils are taking and development of national policy around the zero-carbon homes agenda • Design scheme that 'fits' within this context • Establish clear rules for the scale of contributions and an agency or mechanism to deliver offset projects 	Principal Planning Policy Officer, Head of Development Control	Existing	Adoption of Development Control and Site Allocations DPDs in 2014	Local offset fund established, contributions being collected
3.5	Lobby national government on the issue of consequential improvement, urging them to adopt building regulations akin to UDCs energy efficiency policy for extended dwellings	<ul style="list-style-type: none"> • Monitor the results of policy and continue to improve delivery • Use consultations and other such opportunities to promote the UDC's approach to policy makers • Seek the support of other influential industry bodies such as LABC 	Senior Building Surveyor, Head of Building Control, Director of Development	Existing	Ongoing	Consequential improvement for dwellings adopted into building regulations

Removed actions

Seek to implement higher sustainability standards for new	•To be implemented in line with guidance. SPD underway.	Melanie Jones (lead), Hilary	Existing	September 2007, ongoing	All new developments	Achieved	Continue
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development through planning policy incorporated into the LDF and SPDs.	<ul style="list-style-type: none"> •Already built in LDF Strategy •Essex UPS already adopted •Analyse support for energy conditions in decisions and modify if trend emerges •Review success at applying requirements after 12 months 	Lock			attaining a Code for Sustainable Homes level three rating by 2009		
As part of the above, seek to introduce and apply a 'Merton Rule' requiring at least 10% on-site renewable energy for new developments.	<ul style="list-style-type: none"> •Include in current SPD •Extend application of Rule to scale of single dwelling if policy framework allows 	Melanie Jones (lead), Hilary Lock	Existing	Sep-07	10% rule adopted as policy	Achieved	Continue
Review national and local conservation policies and guidance in relation to energy efficiency.	•Establish the exact extent conservation policies limit energy efficiency and the degree to which subjective criteria and interpretations thereof influence outcomes in planning decisions.	Jake Roos (lead), Development Control Committee	Existing	Sep-08	Review completed and report submitted to Development Control Committee	Work progressed through Uttlesford Futures Environment Group. Findings presented there but not to DC	None?

4 Housing

	Task	How	Who	Resource	When	Milestones
4.1	Establish a formal plan for preventing fuel poverty and reducing CO2 emissions in council housing, as well as adapting them to predicted climate change impacts.	<ul style="list-style-type: none"> Quantify emissions and possible measures, determine carbon cost effectiveness of measures Build into new programme of works Migrate oil, LPG and direct or storage electric heated properties to heat pumps where possible 	Head of Housing Management, Housing Repairs Manager	Existing, CERT, Low Carbon Buildings Programme	31 March 2010	Plan completed
4.2	Educate tenants about energy efficiency and alternate heating alongside the improvement programme, including how systems work and how to operate them properly	Through various means including the tenants forum, workshops, newsletters, home visits and letters	Tenant Participation Officer, Housing Repairs Manager	Existing	Ongoing	Tenants accept the new systems we are intending to install in their homes.
4.3	Continue to support the Herts Essex Energy Partnership and help seek additional funding when initial Regional Housing Pot funding allocation is used up.	Work with managing agent and project management team to deliver project in Uttlesford	Energy Efficiency Surveyor	Energy efficiency budget	31 March 2011	Project targets for area met or exceeded
4.4	Implement the 'green doctor' home-visit scheme incorporating bespoke home energy efficiency advice for residents	<ul style="list-style-type: none"> Free service for vulnerable, fee paying service for others Link to HEEP scheme and refer people as appropriate to other sources of assistance (e.g. for fire safety) 	Energy Efficiency Surveyor	LAA performance reward grant	31 March 2011	Service delivered
4.5	Work with housing association to build an exemplar affordable housing development to a very high environmental standard	Work with Hastoe Housing Association to deliver a rural PassiveHaus scheme	Housing Strategy and Planning Policy Manager	Existing	31 March 2011	Units built, Code for Sustainable Homes level Five or PassivHaus standard achieved

Removed actions

Raise awareness among tenants on how they can reduce emissions and save money through behaviour changes.	<ul style="list-style-type: none"> •Tenants forum •Tenant's workshop •Housing news •Give training to repairs staff •Free offers 	Tenant Participation Officer, Energy Efficiency Surveyor, Roz Millership	Existing, EEC funding, EST assistance	Ongoing	Tenant's workshops held,	Some articles in tenants newsletters published	Continue
Put additional resources into achieving the Council's 2010 HECA target, paying particular attention to listed buildings.	<ul style="list-style-type: none"> •Increase promotion of insulation grant schemes •Increase range of grant offers •Target particular properties with direct mailings •Develop guidance and hold seminars on improving historic properties 	Energy Efficiency Surveyor (lead), John Farnell	Existing, EEC funding, Section 106 carbon fund	Ongoing	Reduction in domestic CO ₂ emissions, 30% improvement in energy efficiency compared to 1996 by 2010	EERA funded HEEP scheme developed, extending range of grant assistance for insulation and renewables. Direct mailings carried out with EST HECA target not likely to be achieved	Continue this work and seek further funding to continue HEEP scheme.
Investigate new measures to increase the uptake of renewable and low carbon energy technologies in existing private housing.	<ul style="list-style-type: none"> •Form partnerships with a supplier/installer to assure quality, provide discounts and carry out promotion •Investigate providing grant incentives in the form of council-tax rebates •Carry out study of potential for emissions reduction from renewable technologies in domestic properties 	Energy Efficiency Surveyor (lead), John Farnell, Uttlesford Futures	Existing, EEC funding, LCBP, Section 106 carbon fund	May-08	50 installations per year through Council-backed schemes, Study report delivered	EERA funded HEEP scheme developed, extending range of grant assistance for insulation and renewables. Study completed	Continue this work and seek further funding to continue HEEP scheme.

5 Waste and Recycling

	Task	How	Who	Resource	When	Milestones
5.1	Continue to improve domestic recycling rates and look at other means to reduce waste to landfill in the district	<ul style="list-style-type: none"> • Introduce recycling of material collected by street cleaning • Expand households served by kitchen waste recycling 	Head of Street Services, Recycling Officer	Existing service budgets	Ongoing	
5.2	Reduce paper use in the office	<ul style="list-style-type: none"> • Introduce quarterly reporting on paper volume used by section to all staff and councillors • Once baseline is established introduce targets for saving 	Printroom, Recycling Officer, Energy Efficiency Surveyor	Existing service budgets	31 March 2010, Ongoing	Reduction in paper usage
5.3	Reduce waste to landfill from council operations	<ul style="list-style-type: none"> • Measure volume of waste to landfill per quarter and report monthly to all staff and councillors by email • Continue to fine-tune recycling systems in office 	Stewards, Recycling Officer, Energy Efficiency Surveyor	Existing service budgets	31 December 2009, ongoing	Reduction in volume of waste to landfill

Removed actions

Experiment with reducing paper use and member travel using the Scrutiny Committee and expand successful measures to all committees.	<ul style="list-style-type: none"> • Paperless meetings – greater use of laptop(s) and data projector • Greater car-sharing • Avoid travel through tele-conferencing where practical 	Committee Section (lead), Scrutiny	Existing	Jul-07	Reduction in paper usage, increase in number of members car sharing	No progress	Ask Scrutiny what they want to do
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6 Biodiversity

	Task	How	Who	Resource	When	Milestones
6.1	Increase the number of sites of local wildlife sites (LoWS) with positive conservation management (PCM) with a cumulative target of 89 by 2010/11	Work with Essex Wildlife Trust's Wildlife Sites officer to contact owners and encourage positive conservation management	Senior Planning Officer; Essex Wildlife Trust's Wildlife Sites Officer	Existing Service budgets	2010/11	Improvement in national indicator NI197
6.2	100% of special roadside verges marked with posts and plaques. 100% of sites checked for correct implementation of management plans. 50% of sites to have an ecological survey each year in order to assess botanical condition and inform changes to management plans	Work with Essex County Council and volunteer surveyors.	Natural Sciences Officer	Existing Service budgets	Ongoing	Improvement in national indicator NI197
6.3	Chalk grassland and species rich hedgerows created at the Heritage Quest Centre site to be managed for biodiversity.	Once the Heritage Quest Centre is constructed Uttlesford Museum Service staff will oversee implementation of the management plan for the site using appropriate expertise	Curator & Natural Sciences Officer; UDC Environmental Services, Essex Wildlife Trust, Essex Biodiversity Project	Existing Service budgets	2011-2013, then ongoing	Construction of Centre. Creation of habitats at the site. Management plan produced and implementation ongoing.

7 Community Engagement

	Task	How	Who	Resource	When	Milestones
7.1	Run a programme of community engagement to encourage residents to reduce their environmental impact and take advantage of assistance for fuel poverty.	<ul style="list-style-type: none"> Use established communications methods - e.g. website, press releases, council magazines Continue to support the work of Sustainable Uttlesford and the Sustainable Homes Network 	Energy Efficiency Surveyor, Head of Community Engagement	Existing, energy efficiency budget	Ongoing	<ul style="list-style-type: none"> Improvement in national indicators NI186 and NI187 Regular community events (conferences, shows, evening seminars) continue to be held
7.2	Support the activities of Uttlesford Futures in relation to sustainable development	<ul style="list-style-type: none"> Provide officer support for Environment, Transport and Economic groups 	Research and Intelligence Officer	Existing service budgets	31 March 2010, ongoing	Lead officers in place
7.3	Assist local businesses with reducing their emissions and environmental impact and with adapting to climate change	<ul style="list-style-type: none"> Carry out resource efficiency project that has secured funding through Uttlesford Futures 	Research and Intelligence Officer	LAA performance reward grant	31 March 2011	Project carried out, 20 businesses assisted
7.4	Publicise Natural Resources Management Strategy and Council's achievements to staff, public, other local authorities and central government.	<ul style="list-style-type: none"> Use established communications methods - e.g. website, press releases, council magazines, industry publications Apply for awards as appropriate Use opportunities to speak about our work at conferences and seminars 	Energy Efficiency Surveyor, Head of Community Engagement	Existing service budgets	Ongoing	Continued high profile for UDC's work in the area of sustainable development

Removed actions

Seek the public's views on the Council's climate change strategy and integrate into the strategy as appropriate	<ul style="list-style-type: none"> Set up feedback mechanisms through council website Review and consider responses in working group. 	Richard Auty (lead), Jake Roos, Consultation Team	Existing	Ongoing	Comments sought and responded to through the 2008 update of this strategy	No comments received	Drop this action
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