

A meeting of the **OVERVIEW AND SCRUTINY PANEL (ENVIRONMENTAL WELL-BEING)** will be held in the **WREN ROOM, COUNTRYSIDE CENTRE, HINCHINGBROOKE COUNTRY PARK** on **TUESDAY, 9 JUNE 2009** at **7:00 PM** and you are requested to attend for the transaction of the following business:-

**Contact
(01480)**

APOLOGIES

1. MINUTES (Pages 1 - 2)

To approve as a correct record the Minutes of the meeting of the Panel held on 13th May 2009.

**Mrs J Walker
387049**

2. MEMBERS' INTERESTS

To receive from Members declarations as to personal and/or prejudicial interests and the nature of those interests in relation to any Agenda Item. Please see notes 1 and 2 overleaf.

3. LOCAL GOVERNMENT ACT 2000: FORWARD PLAN (Pages 3 - 8)

A copy of the current Forward Plan, which was published on 15th May 2009, is attached. Members are invited to note the plan and comment as appropriate on any items contained therein.

**Mrs H Taylor
388008**

4. REGIONAL SPATIAL STRATEGY SINGLE ISSUE REVIEW ACCOMMODATION FOR GYPSY AND TRAVELLERS AND TRAVELLING SHOWPEOPLE IN THE EAST OF ENGLAND THE SECRETARY OF STATE'S PROPOSED CHANGES MARCH 2009

To note the Council's response to the consultation on the Regional Spatial Strategy Single Issue Review Accommodation For Gypsy And Travellers and Travelling Showpeople In The East of England The Secretary of State's Proposed Changes March 2009.

**Mr R Probyn
388430**

5. CARBON MANAGEMENT PLAN (Pages 9 - 84)

To receive a report on the Carbon Management Plan by the Head of Environmental Management.

**Mr P Jose
388332**

6. PERFORMANCE MONITORING (Pages 85 - 92)

To consider a report by the Head of People, Performance and Partnerships containing details of the Council's performance against its priority objectives.

**Mr H Thackray
388035**

7. **OVERVIEW AND SCRUTINY - REMITS AND STUDIES** (Pages 93 - 112)

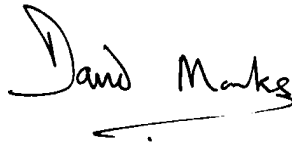
To consider a report by the Head of Democratic and Central Services on the Panel's remit and role and to consider the Panel's current programme of studies.

**Mr A Roberts
388015
Mrs J Walker
387049**

8. **SCRUTINY** (Pages 113 - 120)

To scrutinise decisions as set out in the Decision Digest and to raise any other matters for scrutiny that fall within the remit of the Panel.

Dated this 1 day of June 2009



Chief Executive

Notes

1. *A personal interest exists where a decision on a matter would affect to a greater extent than other people in the District –*
 - (a) *the well-being, financial position, employment or business of the Councillor, their family or any person with whom they had a close association;*
 - (b) *a body employing those persons, any firm in which they are a partner and any company of which they are directors;*
 - (c) *any corporate body in which those persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000; or*
 - (d) *the Councillor's registerable financial and other interests.*
2. *A personal interest becomes a prejudicial interest where a member of the public (who has knowledge of the circumstances) would reasonably regard the Member's personal interest as being so significant that it is likely to prejudice the Councillor's judgement of the public interest.*

Please contact Mrs J Walker, Trainee Democratic Services Officer, Tel: 01480 387049, email: jessica.walker@huntsdc.gov.uk if you have a general query on any Agenda Item, wish to tender your apologies for absence from the meeting, or would like information on any decision taken by the Panel.

Specific enquiries with regard to items on the Agenda should be directed towards the Contact Officer.

Members of the public are welcome to attend this meeting as observers except during consideration of confidential or exempt items of business.

Agenda and enclosures can be viewed on the District Council's website – www.huntingdonshire.gov.uk (*under Councils and Democracy*).

If you would like a translation of Agenda/Minutes/Reports or would like a large text version or an audio version please contact the Democratic Services Manager and we will try to accommodate your needs.

Emergency Procedure

In the event of the fire alarm being sounded and on the instruction of the Meeting Administrator, all attendees are requested to vacate the building via the closest emergency exit.

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Agenda Item 1

HUNTINGDONSHIRE DISTRICT COUNCIL

MINUTES of the meeting of the OVERVIEW AND SCRUTINY PANEL (ENVIRONMENTAL WELL-BEING) held in Great Hall, Priory Centre, St Neots on Wednesday, 13 May 2009.

PRESENT: Councillors K M Baker, M G Baker, P J Downes, P M D Godfrey, P Godley, D Harty, Miss S Kemp, M F Newman and J S Watt.

1. ELECTION OF CHAIRMAN

RESOLVED

that Councillor P M D Godfrey be elected Chairman of the Panel for the ensuing Municipal Year.

Councillor P M D Godfrey in the Chair.

2. MINUTES

The Minutes of the meeting of the Panel held on 14th April 2009 were approved as a correct record and signed by the Chairman.

3. MEMBERS' INTERESTS

No declarations were received.

4. APPOINTMENT OF VICE-CHAIRMAN

RESOLVED

that Councillor D Harty be elected Vice-Chairman of the Panel for the ensuing Municipal Year.

5. CORPORATE PLAN WORKING GROUP

RESOLVED

that Councillors P M D Godfrey and D Harty be appointed to serve on the Corporate Plan Working Group for the ensuing Municipal Year.

6. ST IVES, HUNTINGDON AND RAMSEY TOWN CENTRE ENVIRONMENTAL IMPROVEMENTS ADVISORY GROUPS

RESOLVED

that Councillors K M Baker and J S Watt be appointed to the St. Ives, Huntingdon and Ramsey Town Centre Environmental Improvements Advisory Groups.

7. LAA JOINT ACCOUNTABILITY COMMITTEE

RESOLVED

- (a) that Councillor P M D Godfrey be appointed to serve on the LAA Joint Accountability Committee.
- (b) that the Head of Democratic and Central Services be authorised, in consultation with the Chairman of the Panel, to appoint a member to attend the Committee.

Chairman

FORWARD PLAN OF KEY DECISIONS

Prepared by **Councillor I C Bates**
 Date of Publication: **14 May 2009**
 For Period: **1 June 2009 to 30 September 2009**

Membership of the Cabinet is as follows:-

| | | |
|--------------------------|---|---|
| Councillor I C Bates | - Leader of the Council | 4 Church End Hilton Huntingdon PE28 9NJ Tel: 01480 830250 E-mail: Ian.Bates@huntsdc.gov.uk |
| Councillor L M Simpson | - Deputy Leader of the Council with Special Responsibility for HQ/Accommodation | 45 Devoke Close Stukeley Meadows Huntingdon Cambs PE29 6XE Tel: 01480 388946 E-mail: Mike.Simpson@huntsdc.gov.uk |
| Councillor K J Churchill | - Executive Councillor for Housing and Public Health | 51 Gordon Road Little Paxton St Neots PE19 6NJ Tel: 01480 352040 E-mail: Ken.Churchill@huntsdc.gov.uk |
| Councillor D B Dew | - Executive Councillor for Planning Strategy and Transport | 4 Weir Road Hemingford Grey Huntingdon PE28 9EH Tel: 01480 469814 E-mail: Douglas.Dew@huntsdc.gov.uk |
| Councillor J A Gray | - Executive Councillor for Environment and Information Technology | Shufflewick Cottage Station Row Tilbrook PE28 0JY Tel: 01480 861941 E-mail: JG@novae.com |

| | | |
|-----------------------------|---|---|
| Councillor C R Hyams | - Executive Councillor for Operational and Countryside Services | 22 Bluegate Godmanchester Huntingdon Cambs PE29 2EZ Tel: 01480 388968 E-mail: Colin.Hyams@huntsdc.gov.uk |
| Councillor A Hansard | - Executive Councillor for Resources and Policy | 78 Potton Road Eynesbury St Neots PE19 2NN Tel: 01480 388942 E-mail: Andrew.Hansard@huntsdc.gov.uk |
| Councillor Mrs D C Reynolds | - Executive Councillor for Leisure | 17 Virginia Way St Ives PE27 6SQ Tel: 01480 388935 E-mail: Deborah.Reynolds@huntsdc.gov.uk |
| Councillor T V Rogers | - Executive Councillor for Finance | Honeysuckle Cottage 34 Meadow Lane Earith Huntingdon PE28 3QE Tel: 01487 840477 E-mail: Terence.Rogers@huntsdc.gov.uk |

4

Any person who wishes to make representations to the decision maker about a decision which is to be made may do so by contacting Mrs Helen Taylor, Senior Democratic Services Officer on 01480 388008 or E-mail: Helen.Taylor@huntsdc.gov.uk not less than 14 days prior to the date when the decision is to be made.

The documents available may be obtained by contacting the relevant officer shown in this plan who will be responsible for preparing the final report to be submitted to the decision maker on the matter in relation to which the decision is to be made. Similarly any enquiries as to the subject or matter to be tabled for decision or on the availability of supporting information or documentation should be directed to the relevant officer.

Roy Reeves
Head of Administration

Notes:- (i) Additions/significant changes from the previous Forward are annotated ***

(ii) For information about how representations about the above decisions may be made please see the Council's Petitions Procedure at <http://www.huntsdc.gov.uk/NR/rdonlyres/3F6CFE28-C5F0-4BA0-9BF2-76EBAE06C89D/0/Petitionsleaflet.pdf> or telephone 01480 388006

| Subject/Matter for Decision | Decision/recommendation to be made by | Date decision to be taken | Documents Available | How relevant Officer can be contacted | Consultation | Relevant Executive Councillor | Relevant Overview & Scrutiny Panel |
|-----------------------------|---------------------------------------|---------------------------|---------------------|---------------------------------------|--------------|-------------------------------|------------------------------------|
|-----------------------------|---------------------------------------|---------------------------|---------------------|---------------------------------------|--------------|-------------------------------|------------------------------------|

| Subject/Matter for Decision | Decision/ recommendation to be made by | Date decision to be taken | Documents Available | How relevant Officer can be contacted | Consultation | Relevant Executive Councillor | Relevant Overview & Scrutiny Panel |
|--|--|---------------------------|--|---|--|-------------------------------|------------------------------------|
| New Industrial Units, Caxton Road, St. Ives | Cabinet | 18 Jun 2009 | None. | Keith Phillips, Estates and Property Manager Tel No 01480 388260 email - Keith.Phillips@huntsdc.gov.uk | Not applicable | A Hansard | Economic Well-being |
| St. Neots Leisure Centre - Proposals for Development | Cabinet | 18 Jun 2009 | None | Simon Bell, General Manager, Leisure Centres Tel No. 01480 388049 or email Simon.Bell@huntsdc.gov.uk | Not applicable | Mrs D C Reynolds | Social Well-being |
| Corporate Equality Policy Action Plan Progress | Cabinet | 18 Jun 2009 | Corporate Equality Policy - Action Plan Progress | Mrs Louise Sboui, Policy Officer Tel No. 01480 388032 or email Louise.Sboui@huntsdc.gov.uk | Overview and Scrutiny (Service Delivery) Equality Steering Group | A Hansard | Social Well-being |
| Proposed Changes to Policy of Gypsies and Travellers in East of England Plan | Cabinet | 18 Jun 2009 | Report of Panel on Gypsy and Traveller Policy | Richard Probyn, Planning Policy Manager Tel No. 01480 388430 or email Richard.Probyn@huntsdc.gov.uk | Approve HDC comments to Go-East | D B Dew | Environmental Well-being |
| Carbon Management Plan | Cabinet | 18 Jun 2009 | None. | Chris Jablonski, Environment Team Leader Tel No 01480 388368 or email Chris.Jablonski@huntsdc.gov.uk | | J A Gray | Environmental Well-being |
| Sustainable Communities Act | Cabinet | 18 Jun 2009 | Sustainable Communities Act 2007 | Mrs Corrine Garbett, Acting Head of People, Performance & Partnerships Tel No 01480 388459 or email Corrine.Garbett@huntsdc.gov.uk | | I C Bates | Economic Well-being |
| Covert Surveillance Policy Review | Cabinet | 18 Jun 2009 | Existing Policy Legislation | Wayland Smalley, Solicitor Tel No 01480 388022 or email Wayland.Smalley@huntsdc.gov.uk | Internal Steering Group | A Hansard | Economic Well-being |

| Subject/Matter for Decision | Decision/ recommendation to be made by | Date decision to be taken | Documents Available | How relevant Officer can be contacted | Consultation | Relevant Executive Councillor | Relevant Overview & Scrutiny Panel |
|--|--|---------------------------|-----------------------------------|--|--------------------------------------|-------------------------------|------------------------------------|
| Land Adjacent to - the Grand Cinema, Ramsey | Cabinet | 16 Jul 2009 | Report to Cabinet - 7th June 2007 | Keith Phillips, Estates and Property Manager Tel No 01480 388260 or email Keith.Phillips@huntsdc.gov.uk | | A Hansard | Economic Well-being |
| Great Fen Collaboration Agreement | Cabinet | 23 Jul 2009 | None | Malcolm Sharp, Director of Operational Services Tel No 01480 388301 email - Malcolm.Sharp@huntsdc.gov.uk | | D B Dew | Environmental Well-being |
| Leisure Centres - Performance Monitoring Report | Cabinet | 23 Jul 2009 | None. | Simon Bell, General Manager, Leisure Centres Tel No 01480 388049 or email Simon.Bell@huntsdc.gov.uk | | Mrs D C Reynolds | Social Well-being |
| A14 Statutory Orders Consultations | Cabinet | 23 Jul 2009 | None. | Richard Probyn, Planning Policy Manager Tel No 01480 388430 or email Richard.Probyn@huntsdc.gov.uk | Endorse HDC's position on the orders | D B Dew | Environmental Well-being |
| County Wide and Integrated Development Programme and Tariff*** | Cabinet | 17 Sep 2009 | Local Investment Framework | Richard Probyn, Planning Policy Manager Tel No. 01480 388430 or email Richard.Probyn@huntsdc.gov.uk | Approve for consultation | D B Dew | Environmental Well-being |
| Development Management Submission Document*** | Cabinet | 17 Sep 2009 | Preferred Option Document | Richard Probyn, Planning Policy Manager Tel No. 01480 388430 or email Richard.Probyn@huntsdc.gov.uk | Approve for public consultation | D B Dew | Environmental Well-being |

| Subject/Matter for Decision | Decision/ recommendation to be made by | Date decision to be taken | Documents Available | How relevant Officer can be contacted | Consultation | Relevant Executive Councillor | Relevant Overview & Scrutiny Panel |
|--|--|---------------------------|-----------------------------------|---|--------------------------------------|-------------------------------|------------------------------------|
| St. Ivo Leisure Centre - Proposal for Development*** | Cabinet | 17 Sep 2009 | None | Simon Bell, General Manager, Leisure Centres Tel No. 01480 388049 or email Simon.Bell@huntsdc.gov.uk | | Mrs D C Reynolds | Social Well-being |
| Great Fen Masterplan | Cabinet | 17 Sep 2009 | None | Malcolm Sharp, Director of Operational Services Tel No 01480 388301 or email Malcolm.Sharp@huntsdc.gov.uk | Consultation process in preparation. | D B Dew | Environmental Well-being |
| Draft Planning Contributions Supplementary Planning Document | Cabinet | 17 Sep 2009 | Huntingdonshire Development Plans | Richard Probyn, Planning Policy Manager Tel No 01480 388430 or email Richard.Probyn@huntsdc.gov.uk | Approve for Consultation | D B Dew | Environmental Well-being |
| Site Options Gypsy and Travellers Development Plan Document*** | Cabinet | 22 Oct 2009 | Issues and Options Paper | Richard Probyn, Planning Policy Manager Tel No. 01480 388430 or email Richard.Probyn@huntsdc.gov.uk | Approve for public consultation | D B Dew | Environmental Well-being |

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**OVERVIEW & SCRUTINY PANEL
(ENVIRONMENTAL WELLBEING)
CABINET
COUNCIL**

9 JUNE 2009

18 JUNE 2009

24 JUNE 2009

CARBON MANAGEMENT PLAN (Report by Head of Environmental Management)

1. INTRODUCTION

- 1.1 As a signatory to the Nottingham Declaration on Climate Change, the Council is committed to reducing the greenhouse gas emissions from its own estate, as monitored by National Indicator 185.
- 1.2 Since May 2008 the Council in partnership with Fenland District Council has been participating in The Local Authority Carbon Management Programme run by the Carbon Trust. The programme has provided free technical support to the Council, to assist in auditing its use of resources, taking into account energy use in buildings, vehicle fleet emissions and employee business travel.
- 1.3 From this the Council has identified an aspirational target of reducing carbon dioxide emissions by 30% over the next 5 years. In order to achieve this we have quantified a series of projects with short payback periods that will enable the council to make energy and efficiency savings.
- 1.4 Accompanying this report is the final draft of the 5 year Carbon Management Plan for the Council (appendix A), for consideration and approval prior to adoption by the Council and final submission to the Carbon Trust.

2. BACKGROUND

- 2.1 At a time of economic uncertainty, the need to reduce energy consumption has never been so pressing. Fluctuating energy and fuel prices are causing great concern for local authorities, so too are uncertain fuel supplies and the need to deliver efficiency savings. In aiming to use public funds wisely, whilst making cost savings; low carbon operations are becoming increasingly important.
- 2.2 The Plan sets out the Council's baseline carbon dioxide emissions for 2007 and identifies opportunities to reduce emissions. In the baseline year, 5915 tonnes of carbon dioxide were emitted from Council operations. To achieve a 30% reduction in emissions, projects must be identified which will deliver carbon dioxide savings of 1774 tonnes over the next five years
- 2.3 The draft plan identifies 39 carbon reduction projects falling into the following categories:
 - existing projects with approved funding (e.g. printer rationalisation/multi-functional devices)

- low cost or nil cost measures to encourage behavioural change (e.g. Corporate Travel Plan and Green Champions Project)
- significant 'invest to save' initiatives (e.g. combined heat and power systems at Council Leisure Centres)

3. FINANCIAL/RESOURCE IMPLICATIONS

- 3.1 The Carbon Management Plan recommends that the Council reduce its carbon emissions by 30% between now and 2012 and in doing so reverse the trend of increasing energy use by the Council and save £2.2 million in energy costs over the five life of the Plan.
- 3.2 Of the projects identified within the plan some have received funding through the Council's Medium Term Plan (MTP) process, whilst others require funding and will be subject to the usual budgetary process. There is also the opportunity to attract significant external funding for implementing energy efficiency and renewable technology projects, which will reduce reliance on the Council's own resources.
- 3.3 Funding sources that are being pursued include the Governments Low Carbon Buildings Programme which has already yielded £71k towards a renewable energy project included within the plan and also the Salix Invest to Save Fund which could potentially yield an additional £75k which is not repayable providing the money is reinvested in projects at least three times over a 15 year period.
- 3.4 The carbon reduction opportunities identified to date will deliver just over two thirds of the savings required to reduce Council emissions by 30%. It will be necessary to identify a significant number of additional carbon saving opportunities during the course of the next five years, if the overall target is to be achieved.
- 3.5 Successful delivery of the Carbon Management Plan will require continued support and commitment from the Council's Environmental Management Division. It is anticipated that the equivalent of 2 days per week will be required within the Council's Environment Team to coordinate implementation, monitor and record progress, secure funding and manage an invest to save budget. This level of commitment will be required throughout the five year programme.

4. CONCLUSIONS

- 4.1 The draft Carbon Management Plan presents a compelling case for action on both environmental and financial grounds. Failing to act will result in an additional 2000 tonnes of carbon dioxide being produced from Council operations by 2012 and an increased financial cost to the Council of almost £800,000 per annum.
- 4.2 It is important that the capital projects included within the Carbon Management Plan are accompanied by behavioural change. The Green Force employee awareness initiative will be the means to achieve this and it is important that the campaign is endorsed by Members and corporate management.
- 4.3 As a leader in the community the lessons learnt in implementing the Carbon Management Plan will be widely disseminated to businesses

and partners through the Environment Forum of the Huntingdonshire Strategic Partnership and through the Councils Business Environmental Pledge Scheme.


- 4.4 Resource levels within the Council's Environment Team will need to be reviewed as the programme develops to ensure that the Council is able to deliver the plan and also meet the statutory requirement to monitor the environmental suite of related National Indicators 185, 186,187,188, 193.

5. RECOMMENDATIONS

- 5.1 The Cabinet are recommended to endorse the Carbon Management Plan prior to submission to Council for final approval.

BACKGROUND INFORMATION

See Appendix 1: Carbon Management Plan

Contact Officer: Chris Jablonski (Environment Team Leader)
 Ext. 8368

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Huntingdonshire District Council Carbon Management Programme

Carbon Management Plan (CMP)



Date: 29.04.09

Version number: Final Draft

Owner: Samantha King/Chris Jablonski

Approval route: COMT/Carbon Trust for review

Approval status: N/A

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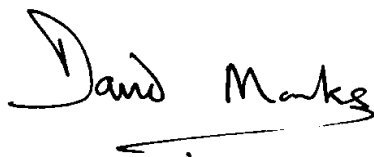
Foreword from Huntingdonshire District Council

In April 2008 Huntingdonshire District Council was selected to join Phase 6 of the Carbon Trust's Local Authority Carbon Management Programme, in partnership with Fenland District Council. Throughout the year, officers within the Council's Environment Team have met ambitious deadlines in assessing the Authority's baseline carbon dioxide emissions and in developing a plan for carbon reduction across the Council's estates and operations.

This Carbon Management Plan has been developed to enable the delivery of projects to reduce carbon dioxide emissions as part of an ongoing programme, which supports the Council's commitment to the nationally recognised Nottingham Declaration on Climate Change and which complements its wider Environment Strategy "*Growing Awareness – A Plan for Our Environment*".

Huntingdonshire District Council is committed to reducing its carbon footprint through energy management, improved energy efficiency and the installation of renewable technologies to mitigate climate change and counteract the trend of increasing energy prices.

The council has benefited through support for this project from the Carbon Trust and from their consultants Hitachi Consulting UK Ltd.



David Monks
Chief Executive
Huntingdonshire District Council



Cllr Terry Rodgers
Executive Councillor
Finance & Environment

Foreword from the Carbon Trust

Cutting carbon emissions as part of the fight against climate change should be a key priority for local authorities - it's all about getting your own house in order and leading by example. The UK government has identified the local authority sector as key to delivering carbon reduction across the UK inline with its Kyoto commitments and the Local Authority Carbon Management programme is designed in response to this. It assists councils in saving money on energy and putting it to good use in other areas, whilst making a positive contribution to the environment by lowering their carbon emissions.

Huntingdonshire District Council was selected in 2008, amidst strong competition, to take part in this ambitious programme. Huntingdonshire District Council partnered with the Carbon Trust on this programme in order to realise vast carbon and cost savings. This Carbon Management Plan commits the council to a target of reducing CO₂ by 30% by 2012 and underpins potential financial savings to the council of around £2.2 million.

There are those that can and those that do. Local authorities can contribute significantly to reducing CO₂ emissions. The Carbon Trust is very proud to support Huntingdonshire District Council in their ongoing implementation of carbon management.



Richard Rugg
Head of Public Sector, Carbon Trust



Management Summary

Background

In February 2007 Huntingdonshire District Council signed the Nottingham Declaration on Climate Change. As a signatory, the council pledged to significantly reduce greenhouse gas emissions arising from council operations. The Council's commitment to the declaration was reiterated in June 2008 when "Growing Awareness- A Plan for our Environment", a new environment strategy with a five year action plan designed to tackle climate impacts, was launched. The action plan outlines targets to reduce carbon dioxide (CO₂) emissions by:

- Adopting an energy policy to reduce the council's energy use in all its buildings and activities.
- Installing, where appropriate, renewable energy technologies at new Council buildings and when replacing systems in existing buildings.
- Developing and implementing site specific travel plans for the Council's main sites and reducing CO₂ emissions from leased and employee owned vehicles.
- Effectively managing the Council's own vehicle fleet.

To facilitate the council's commitment to the Nottingham Declaration and Growing Awareness' together with the Corporate Vision, Huntingdonshire District Council is participating in the sixth phase of the Carbon Trust's Local Authority Carbon Management Programme (LACMP). The programme has allowed Huntingdonshire District Council to develop baseline figures and helped measure improvements towards a 30% carbon dioxide reduction target in its own operations over the next five years from baseline 2007. Additionally, it has demonstrated the feasibility of low carbon solutions district wide.

Following 9 months work with the Carbon Trust, the Carbon Management Plan (CMP) is the main output from the programme. The CMP takes a systematic approach to reduce greenhouse gas emissions over a five year period. It examines current emissions, and projected emissions, and outlines the carbon management projects identified in response. To produce the CMP, a carbon management team was established. The team, consisting of both members and officers were consulted at each stage of the programme to gain their commitment to the delivery of the CMP.

Emissions Baseline and Projections

The CMP identifies that Huntingdonshire District Council currently emits 5,959t CO₂ from buildings and transport. 62% of all emissions originate from buildings, 29% from fleet transport, 3% business mileage and 6% staff commuting (See Figure 1.0). Collectively, emissions arising from buildings and transport cost the council £1,569,480 per annum and this is continuing to rise. Cost projections, allowing for a modest 8.4%¹ business as usual increase in energy prices, suggest that if the council fails to reduce its carbon emissions, the financial value at stake (the cumulative additional cost incurred by the council over the five year life of the programme from failing to act and reduce its energy consumption) will equate to £2,214,969. This clearly highlights that doing nothing is not an option.

¹ Business-as-Usual cost increase provided by the Carbon Trust, based upon <http://www.berr.gov.uk/files/file46071.pdf>.

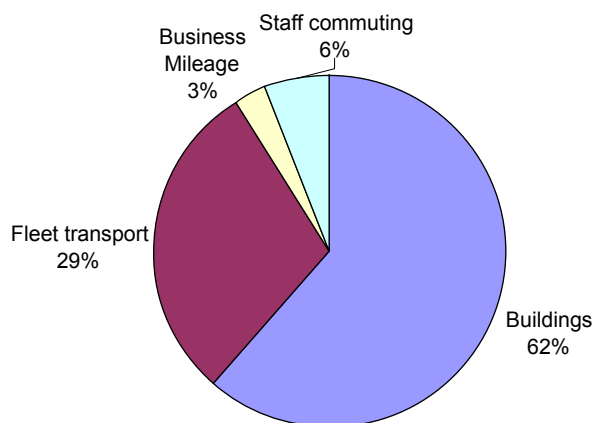


Figure 1.0. Breakdown of baseline CO₂ emissions of 5,959 tonnes.

In CO₂ terms, the cumulative additional tonnage produced by Council operations if nothing is done to reduce energy consumption will be 6,249 tonnes. To demonstrate how we intend to achieve a 30% reduction in CO₂, a series of low carbon projects have been identified through the LACMP. To date, several quick wins have already been implemented, whilst other long term projects have been identified and wait funding.

Cost and Savings

The total expenditure required to implement the projects identified to date is shown in Table 1.0 below. The table also shows the cumulative carbon and financial savings resulting from the successful implementation of these projects and thus the Council achieving a 30% reduction in CO₂ emissions.

Table 1.0. The annual cost and CO₂ savings associated with the carbon management programme

| | 2008 | 2009 | 2010 | 2011 | 2012 | TOTAL |
|---|------------|--------------|--------------|--------------|--------------|--------------|
| Net present cost (£000's) of projects identified to date | 169 | 331 | 259 | 200 | 100 | £1.1m |
| Annual cumulative target CO₂ savings (tonnes) | 452 | 1,328 | 2,602 | 4,250 | 6,249 | 6,249 |
| Cumulative annual savings (£000's) against business as usual usage | 129 | 400 | 828 | 1427 | 2214 | £2.2m |

NB. The figure of £1.1m shown in the first row of the table is the cost of implementing the carbon reduction projects identified to date (only). Together these projects contribute 81% of our carbon reduction target. It will therefore be necessary to identify further carbon reduction opportunities and further investment will be required if a 30% reduction target is to be successfully achieved.

Prioritisation of Carbon Reduction Opportunities

The carbon reduction opportunities identified to date are sufficient to achieve around 81% of the overall carbon reduction required. Some projects have longer payback periods than others, but all are subject to feasibility assessments and if these are acceptable, it is envisaged that all will be taken forward within the five year life of the plan. It will also be necessary to identify a significant number of additional carbon saving opportunities to ensure that the 30% overall reduction target is achieved.

This Carbon Management plan will be a working document. Evaluation of carbon reduction opportunities will take place on an ongoing basis and new projects will be included in the plan, which will be updated on an annual basis. To assist in the identification and implementation of projects, strategic direction will be maintained through regular meetings of the Carbon Management Team and future Opportunities Workshops will be held to inform key officers of progress and capture new carbon reduction opportunities.

1. Introduction

1.1 Background

Huntingdonshire District Council secured a place on the Carbon Trust's Local Authority Carbon Management Programme (LACMP) in April 2008. The programme has supported a newly adopted environment strategy, as well as the corporate vision, by facilitating the in-depth look at operations to allow the council to quantify, and reduce, its energy usage and carbon emissions. Huntingdonshire District Council is committed as a signatory to the Nottingham Declaration to putting plans in place to address the causes and impacts of climate change. Carbon reduction both from local authority operations and on a per capita basis in Huntingdonshire are also national priorities (National Indicators (NI) 185 and 186²).

By participating in the programme, Huntingdonshire District Council has been given the opportunity to work closely with, and learn from, other local authorities specifically by working in collaboration with Fenland District Council. Partnership working has allowed the council to develop a feasible, practical strategy in response to the challenge of climate change. It has also allowed the council to investigate how it can become more financially sustainable through implementing low carbon projects, at a time when increasing energy prices and uncertain energy supplies are placing an increasing burden upon local authority resources. In 2007 alone, the energy consumed by council buildings and transport resulted in 5,959 tonnes of carbon dioxide being emitted into the atmosphere. Collectively this cost the council a total of £1,569,480, illustrating that carbon management is therefore not just of environmental importance, but also of financial significance.

The purpose of this document, which has been produced following 9 months work with the Carbon Trust, is to demonstrate how Huntingdonshire District Council will reduce its emissions by 30% over the next five years. The CMP outlines the following:

- *Baseline 2007:* This establishes the local authority's current carbon emissions. It is against this baseline that all projects aiming to reduce consumption will be measured and the success of the CMP will be judged.
- *Future projections:* Based upon data provided by Defra, this section illustrates the environmental and financial implications of the council failing to reduce its current consumption over the next five years. The difference between the business as usual scenario and the reduced emissions scenario demonstrates a clear case for action.
- *Carbon reduction measures:* This part of the plan outlines those projects which have identified, approved or implemented by officers within the council. The contribution these measures make towards achieving the councils target is explained.
- *Carbon management financing:* This section summarises the overall cost of the programme to the local authority and the savings that it will deliver.
- *Programme implementation and management:* Finally, the manner in which carbon management will be embedded within the organisation and how the five year programme will be managed is demonstrated.

1.2 Carbon Management Timescale

The CMP outlines key deliverables over five years. Several quick wins have already been identified and implemented; however other projects are awaiting implementation. To ensure the projects are progressing sufficiently, the CMP will be monitored annually as part of the environment strategy review and progress will be published.

² **NI 185-** Percentage CO₂ reduction from Local Authority operations.

NI 186- Per capita CO₂ emissions in the Local Authority area.

<http://www.communities.gov.uk/documents/localgovernment/pdf/542437.pdf>

2. Carbon Management Strategy

2.1 Context and drivers for Carbon Management

It is now widely accepted that climate change is driven by anthropogenic (human derived) greenhouse gas emissions. Illustrated by the Intergovernmental Panel on Climate Change's (IPCC) Fourth Assessment Report, natural forces alone cannot account for the changes in our climate. Consensus on our influence has resulted in national, regional and local regulation of greenhouse gas emissions. Legislation and guidance is now encouraging organisations to investigate their impact on the environment and ultimately reduce their footprint in response. In a time of economic uncertainty, the need to reduce energy consumption has never been so pressing. Increasing energy and fuel prices are causing great concern for local authorities, so too are uncertain fuel supplies. Aiming to use public funds efficiently, whilst making cost savings; low carbon operations are becoming increasingly important.

On the 2nd February 2007, the council made a commitment to tackle the causes and effects of climate change by signing the Nottingham Declaration. In making this pledge the council recognised that environmental issues must be fundamental to all council policies and procedures if it is to reduce its environmental footprint; reflected in the Councils Corporate Plan 'Growing Success'. In June 2008 this recognition was reinforced when "Growing Awareness", the council's newly adopted environment strategy, was published. The five-year strategy sets out a plan for the council to make continual, measurable progress in its environmental performance by integrating environmental issues into all aspects of council operations. The strategy action plan outlines targets to reduce carbon dioxide (CO₂) emissions by:

- Adopting an energy policy to reduce the council's energy use in all its buildings and activities.
- Installing, where appropriate, renewable energy technologies at new Council buildings and when replacing systems in existing buildings.
- Developing and implementing site specific travel plans for the Council's main sites and reducing CO₂ emissions from leased and employee owned vehicles.
- Effectively managing the Council's own vehicle fleet.

It is these objectives that the LACMP has supported and contributed to. It has allowed Huntingdonshire District Council to lead by example by examining its own environmental impact, and encourage similar good practise in households and businesses in the district; thereby contributing to national priorities (National Indicators 185 and 186).

In addition to meeting strategic aims and objectives, the CMP has been developed in response to a number of other key drivers:

- Display Energy Certificates legally required under the EU Energy Performance of Buildings Directive (EPBD) for all public sector buildings with a useful floor space of over 1,000m².
- Public interest in environmental issues, which has grown in recent years due to increasing media attention. As a leader for the local community, Huntingdonshire District Council recognises the important role it has to play demonstrating good practise in relation to low carbon solutions and behavioural change within the district.
- The need for officer and member commitment to carbon management. In order for the authority to reduce emissions, it is vital that officers and members understand how their behaviour within the workplace impacts upon the environment.

2.2 Our low carbon vision

Huntingdonshire District Council's vision for carbon management is as follows:

The Council, recognising the need to mitigate and adapt to climate change, commits to reduce its CO₂ emissions through the implementation of a Carbon Management Plan.

Through the Plan the Council will promote behavioural change within the organisation, whilst simultaneously implementing low carbon projects to reduce consumption.

The council will encourage similar best practise in households and businesses district wide to ensure Huntingdonshire's environment is protected and improved.

2.3 Objectives and Targets

2.3.1 Strategic objectives

- To reduce carbon dioxide (CO₂) emissions generated from transport and buildings operated by the council through implementing ambitious, tangible measures.
- To increase the amount of waste that is diverted away from landfill and is recycled.
- To encourage behavioural change both within the Council and district wide through environmental awareness campaigns.
- To lead by example, demonstrating good practise both within the district and nation wide.
- To integrate carbon management into council policies and procedures.
- To deliver long term cost savings through carbon management projects

2.3.2. Targets

Huntingdonshire District Council will reduce CO₂ emissions from Council Operations by 30% by 2012 from 2007 levels.

3. Emissions Baseline and Projections

The baseline data defined in this section will form the basis of the CMP. This section projects how future trends will impact upon the council's energy consumption, and carbon emissions; demonstrating the challenge facing the council in its endeavour to achieve a 30% reduction in CO₂ emissions.

3.1 Scope

When calculating Huntingdonshire District Council's emissions baseline, the following were considered:

- Energy consumption in council-owned buildings (electricity, gas etc).
- Fuel consumption by fleet travel.
- Staff business travel.
- Staff commuting to and from work.

The factors considered are in accordance with the requirements of National Indicator 185; including all CO₂ emissions from the delivery of local authority functions.

3.2 Baseline

The baseline year chosen to calculate projections is 2007 (calendar year). To achieve an accurate, representative record of carbon emissions, data was collected in the following ways:

- Gas and electricity bills, based upon actual meter readings, allowed for the calculation of the total amount of energy consumed by council-owned buildings.
- Fuel data, relating specifically to fleet travel, was assessed by examining fuel invoices.
- Business mileage was recorded through analysing rail and car mileage claims. Due to the complexities of the car data available, an average car emissions value³ provided by Defra was utilised. The overall effect of this will be minimal. Pool car usage was also determined, broken down by fuel type and engine size.
- Staff mileage arising from commuting to and from work was calculated through the annual Travel for Work Survey. This was broken down into the various modes of transport to get an accurate emissions value for staff travel.

All data recorded was done so using the NI 185 tool developed by Defra. A summary of emissions for baseline year 2007 is shown below (Table 2.0).

| | CO ₂ emissions (tonnes) | % CO ₂ emissions | Cost (£) | % Cost |
|-------------------------|------------------------------------|-----------------------------|----------|--------|
| Buildings | 3,682 | 62 | 585,079 | 37 |
| Fleet transport | 1,745 | 29 | 783,535 | 50 |
| Business Mileage | 180 | 3 | 67,282 | 4 |
| Staff commuting | 352 | 6 | 133,584 | 9 |

Table 2.0 Summary table for baseline year 2007.

³ Average petrol car emissions based upon 0.21kg CO₂/km, provided by Defra:
<http://www.defra.gov.uk/environment/business/envrp/pdf/ghg-cf-guidelines-annexes2008.pdf>

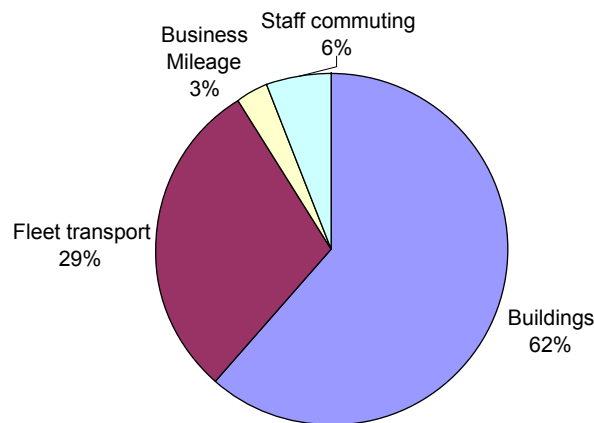


Figure 2.0 Breakdown of baseline CO₂ emissions of 5,959 tonnes.

Data shows that for baseline year 2007, a total of 5,959 tonnes of CO₂ was emitted from council operations into the atmosphere. The largest single emission source was that of buildings (See Figure 2.0). Of the 3,682 tonnes of CO₂ which was emitted from buildings, 70% of that was done so by leisure centres, illustrating the potential savings which could result by focussing resources in this area (Figure 2.1). Another significant source, which must not be overlooked, is that of offices. 21% of all emissions originated from council offices, which again highlights an area with carbon saving opportunities.

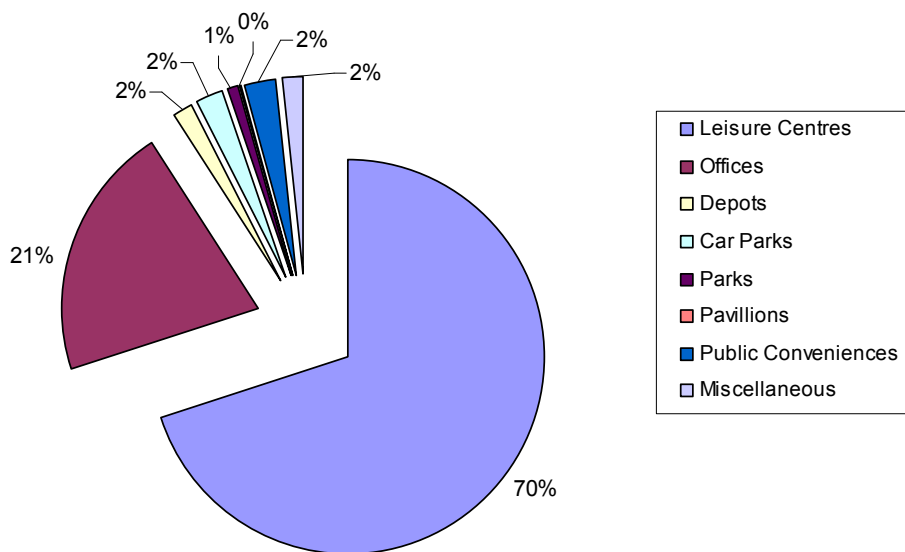


Figure 3.0 Breakdown of CO₂ emissions from Council buildings.

The remaining 2,277 tonnes of CO₂ generated was done so through council related travel. Approximately 77% of total transport emissions originated from fleet travel, whereas 15% resulted from staff commuting to and from work and 8% from business mileage. Despite being relatively small emission sources, it must be noted that commuting and business related travel are areas where simple measures could be implemented to make significant carbon savings.

3.3 Projections and Value at Stake

3.3.1 Business-as-Usual (BAU) Scenario

The BAU scenario assumes the council will fail to reduce existing trends in energy consumption (0.7% increase pa⁴) and therefore incur substantial costs due to an expected increase in energy prices (8.4% pa). By the year 2012, CO₂ emissions resulting from council operations are estimated to reach 6,170 tonnes, whilst a total cost of £2,432,482 is expected to be incurred (Figure 4.0 & Figure 5.0). This clearly highlights that doing nothing is simply not an option.

3.3.2 Reduced Emissions Scenario (RES)

The RES demonstrates the carbon and financial savings associated with Huntingdonshire District Council reducing its baseline CO₂ emissions by 30% over the next five years. By the year 2012, the RES results in the council emitting 4,171 tonnes CO₂ and incurring a total cost of £1,644,373. These savings, against BAU projections demonstrates a clear case for action (Figure 4.0 & Figure 5.0).

3.3.3 Value at stake (VAS)

The VAS refers to the difference between the BAU scenario and the RES over the entire lifetime of the carbon management programme. It is used to explain the carbon value and financial cost at stake if the council makes no attempt to reduce its energy consumption.

3.3.1 Carbon Value at Stake

It is estimated that the total carbon value at stake over the next five years is 6,249 tonnes (See Figure 4.0.).

3.3.2 Financial Value at Stake

Due to increasing energy prices, the costs incurred by the council if its energy usage continues to rise will dramatically increase. It is estimated that the financial value at stake to the council over the next five years is £2,214,969 (See Figure 5.0.).

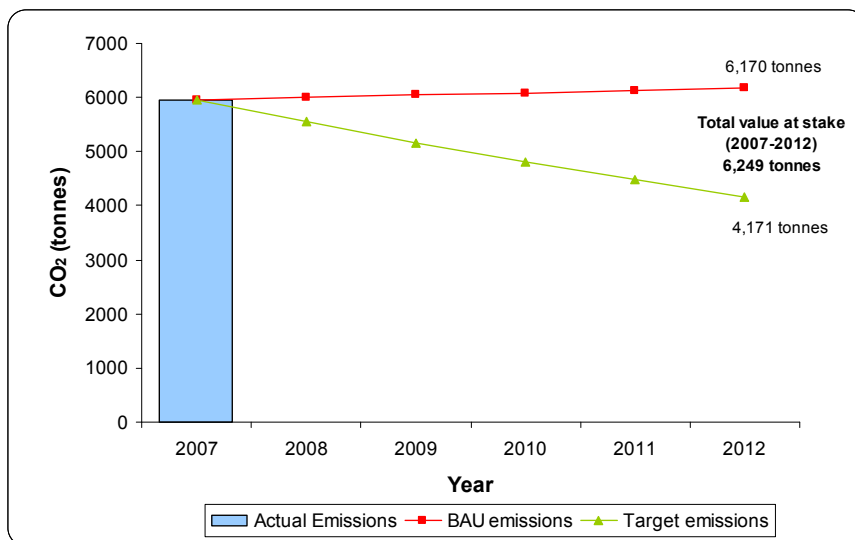


Figure 4.0. Comparison of CO₂ related emissions scenarios: BAU increases versus achieving reduction targets.

⁴ Business-as-Usual demand increase value based on DTI (now DBERR) figures in EP68: <http://www.berr.gov.uk/files/file11257.pdf>

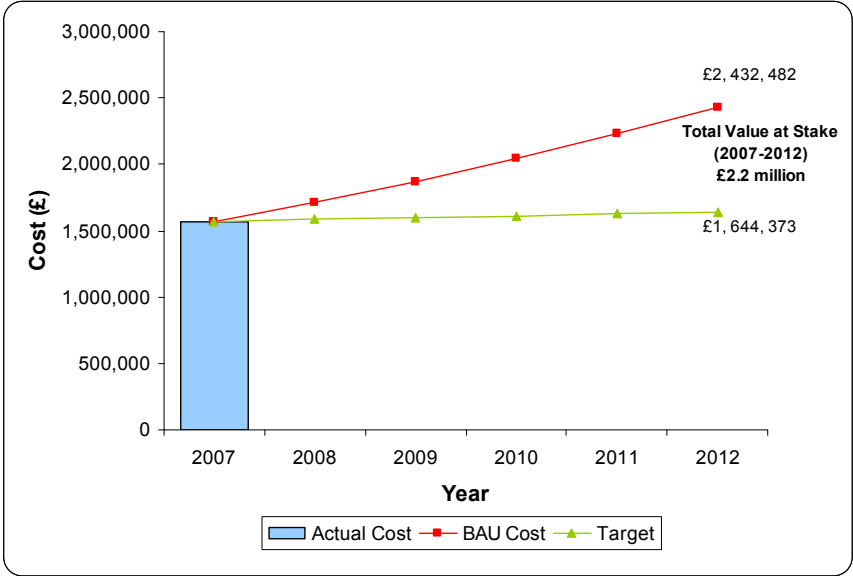


Figure 5.0. Comparison of CO₂ related cost scenarios: BAU increases versus achieving reduction targets.

4. Carbon Management Projects

This section outlines those projects that have been identified through the LACMP. Workshops were held with key stakeholders across both Huntingdonshire District Council and Fenland District Council to share best practise and engage officers in the production and the delivery of the CMP.

Several criteria were used to examine the feasibility of projects proposed. These included:

- Potential for carbon savings.
- Financial investment required.
- Staff resource/support required.
- Technical practicality.

As many of the projects identified have only just been implemented, are in the process of being implemented or still require feasibility studies, some of the figures given in the tables below at this stage are only indicative. Please see each project definition template in Appendix B for more information.

4.1 Existing projects

Please note: Combined Heat and Power is referred to as CHP.

| Ref | Project | Lead | Implementation Cost (£) | Annual Saving | | Pay back (years) | Year |
|-----|--|-----------------|-------------------------|---------------|--------------------------|------------------|------|
| | | | | Fin (£) | CO ₂ (tonnes) | | |
| 1. | Multifunctional Device Project | Andy Lusha | 42,261 | 10,781 | 67 | 4 | 2008 |
| 2. | Pool Cars | Chris Jablonski | 11,000 | 2,602 | 6 | 4 | 2008 |
| 3. | PIR sensors at Sawtry Leisure Centre | Pete Corley | 600 | 582 | 4 | 1 | 2008 |
| 4. | CHP at Huntingdon Leisure Centre Site1 (wet) | Pete Corley | 103,018 | 26,585 | 166 | 4 | 2008 |
| 5. | Travel plans | Chris Jablonski | 12,500 | 29,000 | 65 | 0 | 2008 |

4.2 Planned / funded projects

| Ref | Project | Lead | Implementation Cost (£) | Annual Saving | | Pay back (years) | Year |
|-----|--|--------------|-------------------------|---------------|--------------------------|------------------|------|
| | | | | Fin (£) | CO ₂ (tonnes) | | |
| 6. | Re-commission of 2006 radiators at Sawtry Leisure Centre | Pete Corley | 0 | 217 | 1 | 0 | 2008 |
| 7. | Re-commission AHU's in 2006 build at Sawtry Leisure Centre | Pete Corley | 0 | 2,896 | 19 | 0 | 2008 |
| 8. | Green Force scheme ⁵ | Tracy Martin | 5,000 | 5,810 | 49 | 0.9 | 2009 |
| 9. | Wind Power at St Ivo Leisure Centre | Env Man | 61,320 | 7,377 | 46 | 8 | 2009 |

⁵ A 10% CO₂ saving, based upon calculations using only electricity data in buildings, has been claimed for the Green Force awareness campaign in accordance with guidance provided by the Carbon Trust. By establishing a network of Green Force Reps across directorates to build capacity and engagement at the local level, the longevity and effectiveness of standalone awareness campaigns is thought to increase.

4.3 Near term projects⁶

Please note: Variable speed drives are referred to as VSD and Passive Infra-Red sensors as PIR's.

| Ref | Project | Lead | Implementation Cost (£) | Annual Saving | | Pay back (years) | Year |
|-----|---|----------------|-------------------------|---------------|--------------------------|------------------|------|
| | | | | Fin (£) | CO ₂ (tonnes) | | |
| 10. | Server Virtualisation | Simon Cunnell | 220,000 | 59,072 | 88 | 4 | 2009 |
| 11. | St Ives Enterprise Centre | Barry LeBailly | TBC | TBC | TBC | TBC | TBC |
| 12. | VSD to supply motors at Sawtry Leisure Centre | Pete Corley | 4,000 | 2,616 | 16 | 1.5 | 2010 |
| 13. | VSD to supply motors at Ramsey Leisure Centre | Pete Corley | 4,000 | 2,616 | 16 | 1.5 | 2010 |
| 14. | VSD to supply motors at Huntingdon Leisure Centre Site1 (wet) | Pete Corley | 4,000 | 2,616 | 16 | 1.5 | 2010 |
| 15. | VSD to supply motors at Huntingdon Leisure Centre Site2 (dry) | Pete Corley | 4,000 | 2,616 | 16 | 1.5 | 2010 |
| 16. | VSD at St Neots Leisure Centre | Pete Corley | 4,000 | 2,616 | 16 | 1.5 | 2010 |
| 17. | VSD at St Ivo Leisure Centre (Indoor) | Pete Corley | 4,000 | 2,616 | 16 | 1.5 | 2010 |
| 18. | PIR sensors at Ramsey Leisure Centre | Pete Corley | 600 | 582 | 4 | 1 | 2010 |
| 19. | PIR sensors at Huntingdon Leisure Centre Site1 (wet) | Pete Corley | 600 | 582 | 4 | 1 | 2010 |
| 20. | PIR sensors at Huntingdon Leisure Centre Site2 (dry) | Pete Corley | 600 | 582 | 4 | 1 | 2010 |
| 21. | PIR sensors at St Neots Leisure Centre | Pete Corley | 600 | 582 | 4 | 1 | 2010 |
| 22. | PIR sensors at St Ivo Leisure Centre (Indoor) | Pete Corley | 600 | 582 | 4 | 1 | 2010 |
| 23. | Voltage reduction devices at Sawtry Leisure Centre | Pete Corley | 1,357 | 932 | 6 | 1.5 | 2010 |
| 24. | Voltage reduction devices at Ramsey Leisure Centre | Pete Corley | 1,357 | 932 | 6 | 1.5 | 2010 |
| 25. | Voltage reduction devices at Huntingdon Leisure Centre Site1 (wet) | Pete Corley | 1,357 | 932 | 6 | 1.5 | 2010 |
| 26. | Voltage reduction devices at Huntingdon Leisure Centre Site2 (dry) | Pete Corley | 1,357 | 932 | 6 | 1.5 | 2010 |
| 27. | Voltage reduction devices at St Neots Leisure Centre | Pete Corley | 1,357 | 932 | 6 | 1.5 | 2010 |
| 28. | Voltage reduction devices at St Ivo Leisure Centre | Pete Corley | 1,357 | 932 | 6 | 1.5 | 2010 |
| 29. | Install timers on vending machines, water coolers and other relevant equipment. | TBC | TBC | TBC | TBC | TBC | TBC |

⁶ Please note the savings claimed for VSD, PIR and voltage reduction leisure projects are all based upon figures provided by the Carbon Trust for Sawtry Leisure Centre. Some sites will result in greater CO₂ and financial savings, whilst others will be somewhat less. At this early stage these figures give us a good indication of the savings which we hope will be achieved. Projects will be updated as and when actual information becomes available.

| | | | | | | | |
|-----|---|-------------|-------|-------|----|---|------|
| 30. | Install Cavity Wall Insulation at Ramsey Leisure Centre | Pete Corley | 4,030 | 2,161 | 40 | 2 | 2010 |
| 31. | Install Cavity Wall Insulation at Huntingdon Leisure Centre Site1 (wet) | Pete Corley | 1,674 | 894 | 55 | 2 | 2010 |
| 32. | Install Cavity Wall Insulation at Sawtry Leisure Centre | Pete Corley | 4,960 | 2,666 | 17 | 2 | 2010 |
| 33. | Install Cavity Wall Insulation at Huntingdon Leisure Centre Site2 (dry) | Pete Corley | 5,518 | 2,946 | 17 | 2 | 2010 |
| 34. | Install Cavity Wall Insulation at St Neots Leisure Centre | Pete Corley | 6,510 | 3,500 | 22 | 2 | 2010 |
| 35. | Install Cavity Wall insulation at St Ivo Leisure Centre (indoor) | Pete Corley | 1,550 | 834 | 5 | 2 | 2010 |

4.4 Medium to long term projects⁷

Please note: Combined Heat and Power is referred to as CHP.

| Ref | Project | Lead | Implementation Cost (£) | Annual Saving | | Pay back (years) | Year |
|-----|---------------------------------------|---------|-------------------------|---------------|--------------------------|------------------|------|
| | | | | Fin (£) | CO ₂ (tonnes) | | |
| 36. | CHP at Ramsey Leisure Centre | Env Man | 100,024 | 26,585 | 166 | 4 | 2010 |
| 37. | CHP at St Ivo Leisure Centre (Indoor) | Env Man | 100,024 | 27,548 | 172 | 4 | 2011 |
| 38. | CHP at Sawtry Leisure Centre | Env Man | 100,024 | 26,585 | 166 | 4 | 2011 |
| 39. | CHP at St Neots Leisure Centre | Env Man | 100,024 | 26,585 | 166 | 4 | 2012 |

A study to identify opportunities for zero carbon decentralised energy within the housing stock of the district will be undertaken in 2009. Historically the biggest barrier to low carbon development has been the funding of new infrastructure. It is intended that the study will identify and investigate the potential costs of this infrastructure and indicate how this barrier can be overcome including the identification of potential deliver mechanisms.

The study will initially focus on a planned urban extension in the town of St Neots which will be promoted as an 'eco-quarter'. In the longer term the initial study will form part of a wider evaluation of decentralised and renewable energy options for the district as a whole.

⁷ Please note the savings claimed for CHP at Huntingdon Leisure Centre (Site2), Ramsey Leisure Centre, Sawtry Leisure Centre and St Neots Leisure Centre are based upon figures provided for Huntingdon Leisure Centre (Site1) and St Ivo Leisure Centre (Indoor). Projects will be updated as and when actual information becomes available.

4.5 Non-Capital projects

- **Incorporate the Council's vision for carbon management within the staff induction programme.** By ensuring staff are aware of the Council's approach to carbon management from the outset, it is hoped that staff will modify their behaviour in response. The Council's Environment Strategy and wider approach to environmental issues will be outlined to increase staff awareness.
- **All staff annual Travel 4 Work Survey and Staff Environment Survey.** An annual survey will allow the Council to assess whether awareness campaigns are effective and also to continue to monitor emissions associated with staff travel.
- **Develop and implement guidance to ensure sustainable and ethical purchasing within the organisation.**

4.6 Projected achievement towards target

By implementing the projects currently identified through the LACMP, Huntingdonshire District Council will achieve a 24% reduction in CO₂ emissions. Due to the nature of carbon management, the projects identified within this document are not absolute and new, innovative projects are continually being identified and implemented which will contribute to the 30% reduction target. It is vital that the CMP is continually reviewed and updated to reflect the Council's overall achievement towards the target set. It is also vital to acknowledge that to be truly sustainable, carbon management will not cease once the programme ends, but rather will remain an ongoing process.

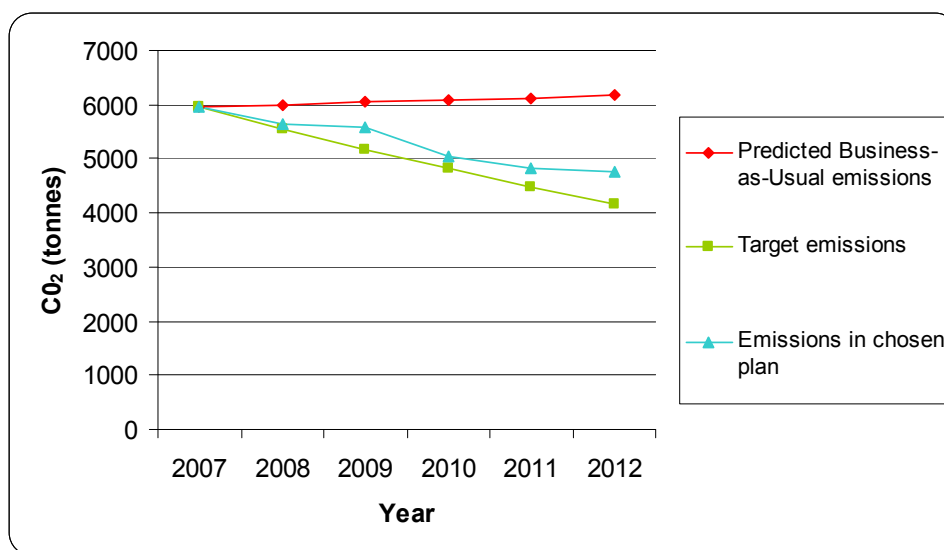


Figure 5.0. Projected achievement towards 30% reduction target.

4.7 Unquantified benefits

Carbon and financial savings will have significant unquantifiable benefits:

- Enhance the Council's reputation and public image on green issues.
- Ensure the Council is leading by example by influencing business and community.
- Improve the Council's performance against the national indicator set, especially NI 185.

5. Carbon Management Plan Financing

The primary focus of the Carbon Management Plan, the Council's Environment Strategy *Growing Awareness; A Plan for our Environment* and its commitment to the Nottingham Declaration on Climate Change is to reduce carbon emissions and mitigate and adapt to climate change. However, reducing carbon emissions will also realise significant financial benefits for the authority at a time when increasing energy and fuel prices are causing great concern. In aiming to use public funds efficiently, whilst making cost savings; low carbon operations are becoming increasingly important.

5.1 Assumptions

In developing the Carbon Management Plan with the baseline year 2007 as the starting point, officers have looked at a number of scenarios. The Business as Usual (BAU) scenario assumes the Authority does nothing to reduce energy consumption and reflects actions already taken to reduce emissions. The projected carbon emissions have been calculated with the aid of the Carbon Trust's Baseline Toolkit and show expected emissions up to 2012. The financial cost for energy expenditure in the baseline year 2007 was approximately £1.6 million. Under the BAU scenario in 2012 energy expenditure is predicted to increase to £2.4 million due to predicted energy consumption and energy cost increases.

The Carbon management plan identifies a Reduced Emissions scenario (RES) under which emissions contract by 6% year on year with a 30% emissions reduction against the baseline year achieved in 2012. By comparing the Business as Usual scenario (BAU) against the Reduced Emissions scenario achieved through successfully implementing the Plan, the total prospective Value at Stake (VAS) up to 2012 is approximately £2.2 million, this is the aggregated difference between the predicted energy spend for the Business as Usual scenario and the energy spend in a Reduced Emissions scenario.

5.2 Benefits/savings- quantified and un-quantified

Of the 39 projects identified by the plan, some are existing (already funded) projects. Others, such as the Corporate Travel Plan and Green Force initiative, are low, or nil cost measures, which will encourage behavioural change in employee travel or use of council buildings. Other projects such as the use of combined heat and power systems at Council leisure centres are 'spend to save' initiatives that will achieve significant cost savings after an initial investment.

The average payback period for all of the projects identified to date is 4 years. Whilst some projects have received funding through the MTP process (Huntingdon Leisure Centre CHP), others require funding and will be subject to the usual budgetary process. Some of the projects identified involve implementing renewable technologies. These projects will attract significant external grant funding from the government operated Low Carbon Buildings Programme. In the case of the St Ivo Leisure Centre (outdoor) wind turbine project, this will amount to 50% of the total funding requirement.

| | 2008 | 2009 | 2010 | 2011 | 2012+ | TOTAL |
|--|------------|--------------|--------------|--------------|--------------|--------------|
| Net present cost (£000's) of projects identified to date | 169 | 331 | 259 | 200 | 100 | £1.1m |
| Annual cumulative target CO₂ savings (tonnes) | 452 | 1,328 | 2,602 | 4,250 | 6,249 | 6,249 |
| Total cumulative annual savings covering the 5 years of the programme (£000's)- against business as usual usage | 129 | 400 | 828 | 1427 | 2214 | £2.2m |

Table 3.0 Costs and savings of the projects identified to date.

5.3 Additional Resources

The successful delivery of this Carbon Management Plan will require non financial resources, specifically employee time. It is anticipated that two days a week will be required from officers within the Council's Environment Team to coordinate implementation, monitor and record progress, secure funding and manage an invest to save budget. This level of commitment will be required throughout the five year programme. It will also be necessary for the Carbon Management Project team to continue to meet to support the lead officer and the Project Sponsor will be required to continue to update COMT.

5.4 Financial costs and sources of funding

The investment required to implement the projects so far identified within this plan is shown in the table below, broken down annually for the period 2008 – 2012.

| figures in £1000's | 2008 | 2009 | 2010 | 2011 | 2012 |
|-----------------------------------|------------|------------|------------|------------|------------|
| Annual costs: | | | | | |
| Total annual capital cost | 169 | 331 | 259 | 200 | 100 |
| Total annual revenue cost | 0 | 0 | 0 | 0 | 0 |
| Total costs | 169 | 331 | 259 | 200 | 100 |
| Committed funding: | | | | | |
| Committed annual capital | 169 | 285 | 0 | 0 | 0 |
| Committed annual revenue | 0 | 0 | 0 | 0 | 0 |
| Total funded | 169 | 285 | 0 | 0 | 0 |
| Unallocated funding | | | | | |
| Unallocated annual capital | 0 | 46 | 259 | 200 | 100 |
| Unallocated annual revenue | 0 | 0 | 0 | 0 | 0 |
| Total unfunded | 0 | 46 | 259 | 200 | 100 |

Table 4.0 Costs and sources of funding for projects identified in the LACMP.

It has already been indicated that a variety of funding sources will be sought to enable delivery of the projects identified within the plan. To fund some of the capital projects the Council will seek to obtain 50% funding from an independent not-for-profit company founded by the Carbon Trust in 2004, Salix Finance.

Salix Finance work with public sector bodies to reduce energy costs and carbon emissions by providing match funding in the form of a conditional grant based on the size of a local authority's energy spend. Initial discussions with Salix have indicated that the Council may be eligible for an initial conditional grant of £75,000 which the Council would be required to match fund to provide a ring fenced pot of £150,000. Savings from projects undertaken will be recycled within the pot to fund further energy saving projects to generate further carbon savings annually. It is envisaged that by recycling funding in this way and reinvesting the savings made, a total pot of £450,000 could be generated.

Discussions with Salix financing are ongoing but an application is planned for June 2009 so that eligible projects can receive funding as soon as possible within the current financial year. Salix funding is only available for projects deemed cost effective, based on the payback period and the 'persistence' of the measure i.e. how long it will continue to deliver savings before renewal is necessary.

At least 20 of the projects identified within the plan meet the Salix funding requirements, including:

- Voltage Optimisation
- Variable Speed Drives
- Insulation
- Timers/Vending Controls
- PIRs

6. Actions to Embed Carbon Management in Your Organisation

In this section, plans to embed the consideration of carbon emissions through the authority are outlined. The Carbon Management Embedding Matrix, provided by the Carbon Trust has provided a framework against which all areas have been scored to clearly demonstrate where we are currently and where and what action is required over the next 5 years to achieve a 30% reduction in CO₂ from baseline year 2007 (See Appendix A for a copy of the Matrix tool).

6.1 Corporate Strategy – embedding CO₂ saving across your organisation

Current score: 4
Score in 5 year's time: 5

The council is committed to making a continual, measurable improvement in its environmental performance, driven predominantly by its Environment Strategy 'Growing Awareness – A Plan for our Environment' which was adopted in April 2008. The objectives of the document are embedded within the Council's policy framework in the following manner:

- 'Helping to mitigate and adapt to climate change' has been identified as a key priority within the Council's Corporate Plan 'Growing Success'.
- The Council also has a comprehensive performance management framework which monitors all work areas and ensures that they are linked via a 'corporate scorecard' and contribute to achieving our key priorities.
- One of the key activities monitored via the corporate scorecard is 'identifying opportunities to reduce CO₂ emissions from the Council's own operation'.
- Lead officers have been identified for each of the projects contained within the Carbon Management Plan and progress against delivering these projects will be monitored via individual Service Plans/Work Plans and individual Officers Key Performance Areas (KPA's)

Areas for development to take the Council forward in embedding carbon reduction across the authority will include:

- Setting targets for different service areas/directorates – Smart metering within the Council's new Headquarters building will enable floor by floor if not directorate by directorate energy monitoring.
- Embedding these disaggregated targets into service area / directorate business plans – this reinforces local commitment and ensures funding / resources are available to meet them.

6.2 Programme Management – bringing it all together effectively

Current score: 2
Score in 5 year's time: 5

By engaging with key stakeholders across both Huntingdonshire District Council and Fenland District Council through workshop events, a comprehensive list of carbon reduction opportunities has been developed. By working in joint collaboration with Fenland District Council, the Council continues to share best practise and gain support with the LACMP.

Led by the Carbon Trust, the workshops undertaken to date have ensured the Council has gained both officer and member commitment to the projects identified. Lead offers have been identified for each project to ensure the projects continue to develop at a sufficient rate. Projects are tied to posts within the organisation to ensure that projects do not stall in the event of a project lead being unable to continue their role.

To ensure the projects are progressing at a sufficient rate, regular monitoring of this document will be required. For this reason, a formal review of progress against the Carbon Management Plan will take place on an annual basis and will involve calculating the actual carbon and financial savings achieved, as well as analysing the many unquantifiable benefits associated with project implementation. These results will then be communicated to officers and members throughout the council (see Section 6.5).

For the duration of the LACMP, it will be necessary to continually review the projects within the Carbon Management Plan and add to them. To ensure carbon management continues to gain momentum within the organisation, following one to one support provided by the Carbon Trust, it will be necessary to hold further workshops with both members and officers to identify further carbon saving opportunities. This will be done on an annual basis and the plan will be updated accordingly.

6.3 Responsibility – being clear that saving CO₂ is everyone’s job

Current score: 2
Score in 5 year’s time: 5

Fundamental to the Council reducing its CO₂ emissions by 30% over the next five years is increasing the awareness of individuals within the organisation to environmental issues and carbon management. Responding to this need, the Council will develop a network of ‘Green Force Reps’ to engage officers and members at a local level; a method proven to increase the effectiveness and longevity of awareness campaigns. Green Force will involve representatives from teams across the council planning, overseeing and coordinating a series of environmental projects in a bid to reduce the Councils environmental footprint. The project will be coordinated by the Environment Team and will be supported by ‘Member Green Force Reps’.

To measure the progress of projects contained within the Carbon Management Plan, individual Service Plans/Work Plans and individual officers Key Performance Areas (KPA’s) will be utilised. This will ensure project leads take direct responsibility for their projects and report on their progress regularly. The regular monitoring and reviewing of the progress of projects and the identification of new projects will be vital to assess the actual overall CO₂ savings achieved against the proposed savings outlined.

6.4 Data Management – measuring the difference, measuring the benefit

Current score: 3
Score in 5 year’s time: 5

Gas and electricity billing information for all Council buildings is collated centrally by the Council’s Environmental Management Administration Team. Accurate electricity consumption data is currently obtained through a combination of automatic half hourly meter readings at larger sites (over 100kW usage) and consultants are employed to read both gas and electricity meters on a monthly basis at smaller sites. The consultants readings are then compared to the estimated bills received quarterly at these sites.

As part of this plan the opportunity to install Automatic Meters for both electricity and gas across the Council’s estate will be explored. Automatic Meter reading leads to improved energy management by providing the following benefits:

- Reliable gathering of accurate energy consumption data
- Eliminates the need to read and submit meter readings
- An end to estimates, avoiding unexpected charges, complex credits and rebilling
- Demonstrate trends and highlight excess energy use

The Council's electricity supplier Scottish and Southern electricity (SWALEC) is currently offering the provision of Automatic Meters free of charge at smaller sites for councils purchasing through the Eastern Shires Purchasing Organisation (ESPO). The Council currently purchases its electricity direct from (SWALEC) and but will investigate whether free meters can be provided within our currently contractual arrangements.

6.5 Communication and Training – ensuring everyone is aware

Current score: 2

Score in 5 year's time: 5

The Carbon Management Plan is the first step in demonstrating the Council's commitment to addressing climate change at a local level. The Plan aims to reduce CO₂ emissions resulting from all aspects of the Council's day to day operations; buildings, fleet transport, staff commuting and business mileage. It examines how energy is currently being consumed and investigates where carbon and financial savings can be made.

To be successful and result in a 30% reduction in CO₂, officer and member buy-in to the programme and participation within it is vital. Communicating the benefits of the programme and feeding back on the success of the projects is therefore of utmost importance. So too is the need to continually reinforce the need to further identify carbon reduction opportunities. To ensure everyone is aware, the Council will increase the awareness of the programme through:

- Information on the intranet
- Articles in the Councils newsletter- Team News
- Awareness raising posters and competitions
- Staff surveys
- E-mails
- Green Force Reps
- Further workshops with the Carbon Management Team
- Chief Officer Management Team (COMT) briefings

There is a need to ensure new staff, as well as existing staff, are aware of the Councils approach to carbon management, and the reasons for the approach. To ensure new starters are aware from the outset, the Council will include a section on the environment strategy within the induction programme. This will allow the Council to highlight its low carbon vision and its strive towards developing a low carbon council culture.

The authority's achievements will also be communicated externally to demonstrate the measures being taken by the Council to reduce its carbon emissions, and approach to tackling climate change. By doing so, the Council hopes to demonstrate best practise within the local community and encourage other organisations to adopt a similar approach to improving the environment sustainability of their practises. The Council's activities will be communicated via:

- Press releases
- Articles in the bi-monthly residents magazine- District Wide
- Community engagement events
- Council website
- Huntingdonshire Strategic Partnership- via the Environment Forum

As leisure centres produce 70% of all CO₂ emissions arising from Council buildings, it is especially important that the Council demonstrates how it is reducing consumption at these sites. Pull up banners and posters have been developed by the Leisure Centres to communicate the energy policies in place, whilst promotional materials, provided by the Carbon Trust, are being used to remind customers how they can do their bit for the environment when accessing the leisure sites.

6.6 Finance and Investment – the money to match the commitment

Current score: 3

Score in 5 year's time: 5

It is anticipated that projects identified within the plan will be funded through the Council's Medium Term Planning Process or as invest to save projects either financed exclusively from the council's own resources or by obtaining match funding from external sources.

Project leads will be required to bid for funding for their carbon reduction and projects with shorter payback times will be funded as invest to save bids. Additional funding will be sought through the SALIX financing scheme. Grant funding from the Low carbon Building Programme will also be sought for projects involving the installation of renewable energy sources.

6.7 Policy Alignment – saving CO₂ across your operations

Current score: 2

Score in 5 year's time: 5

The Council is currently in the process of producing a sustainable procurement strategy. Procurement has a key role to play in delivering the Authority's carbon reduction objectives and the aim of the strategy is to ensure that sustainable purchasing is incorporated into the whole procurement process: defining the need, evaluating options, design and specifying, supplier selection, tender evaluation, post-contract management and supplier development.

To ensure that travel by employees of the Council fits with the objectives of the plan, a review of the essential user allowance system is also taking place advocating a move to a single tier allowance scheme. Abolishing 'essential' and 'casual' user status will remove incentives for employees to drive their own private cars at work and encourage the use of the Council's fleet of pool cars. The current scheme pays a higher mileage rate for a larger engine size which is currently an incentive to drive potentially higher emission vehicles. Essential users are also required to drive at least 1,500 miles otherwise the lump sum they receive can be taken away from them, which is again an incentive to ensure that this level of mileage is achieved during the year.

The procurement Strategy will be completed by the Council's Procurement Officer in 2009 and the Head of Human Resources will lead the review of Employees travel allowances. It is hoped that this project will be completed in 2009/10.

7. Programme Management of the CM Programme

Good programme governance is fundamental to the delivery of the CMP. By gaining clear ownership to deliver the CMP, and thus NI 185, through engaging with Members and Officers at Huntingdonshire District Council, all action plans have been brought together to establish a holistic, coordinated approach to carbon management. The key stakeholder groups and individuals involved with the production of Huntingdonshire District Councils CMP are illustrated below (Figure 6.0).

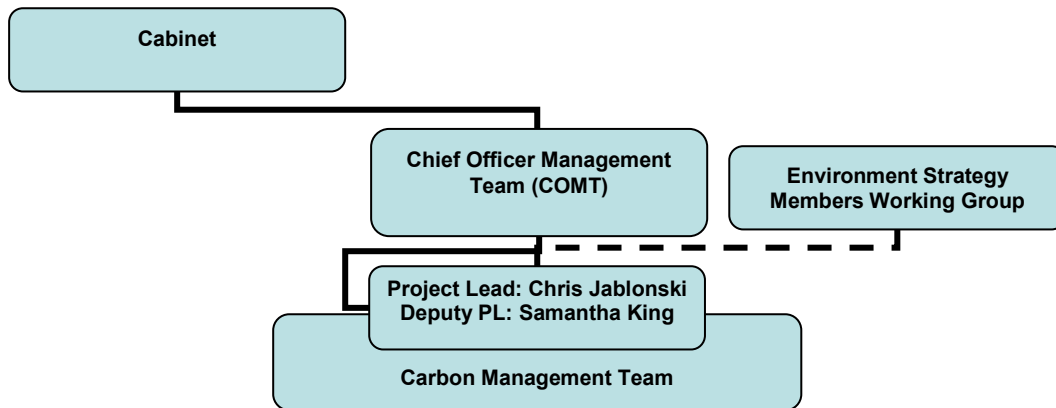


Figure 6.0. Governance of the carbon management programme.

Throughout all developmental stages of the Councils CMP, Cabinet and Members of the Council have been made fully aware of the programme, the reasoning behind it and the projects being considered. Cabinet will approve the final version of the CMP and will be responsible for its ultimate sign off. Additionally, it is vital that all Chief Officers, through the Chief Officer Management Team (COMT), are aware of the possibilities and the potential for both carbon and cost savings through the projects identified by officers within the Carbon Management Team.

7.1 Chief Officer Management Team (COMT) – strategic ownership and oversight

It will be the responsibility of COMT to provide a strategic overview of the Carbon Management Plan. To enable this progress will be reported to COMT on a six monthly basis as the plan is implemented. Reporting will include:

- Details of CO₂ savings against the Councils 30% reduction target
- Financial savings achieved
- An assessment of less quantifiable benefits such as the results of behavioural change initiatives
- Blockages to achieving the objectives of the plan

On the basis of the information received on activities and projects undertaken, COMT will be able to gauge the progress of the plan and identify any issues that they feel need resolving in relation to overall plan delivery or the progress of individual projects identified within the plan.

The primary link between COMT, Members and the Carbon Management Team will be the Project Sponsor; Malcolm Sharp who will play a key role in reporting the progress of the CMP to Members and COMT and setting the strategic direction for carbon management. The CMP will also directly link into the delivery of Huntingdonshire District Councils Environment Strategy and the CMP's progress will be reported through the Environment Strategy annual review process.

| Role | Name and position in the LA | Contact details |
|--------------------------------------|---|--|
| Project Leader | Chris Jablonski Team Leader, Environment | 01480 388368 chris.jablonski@huntsdc.gov.uk |
| Deputy Project Leader | Samantha King Environmental Management Officer | 01480 388268 samantha.king@huntsdc.gov.uk |
| Project Sponsor | Malcolm Sharp Director of Environmental & Community Services | 01480 388301 malcolm.sharp@huntsdc.gov.uk |
| Chief Officer Management Team (COMT) | David Monks Chief Executive | 01480 388001 andrea.lucken@huntsdc.gov.uk |
| | Ian Leatherbarrow Director of Central Services | 01480 388047 ian.leatherbarrow@huntsdc.gov.uk |
| | Malcolm Sharp Head of Environmental and Community Services | 01480 388300 malcolm.sharp@huntsdc.gov.uk |
| | Terry Parker Director of Commerce and Technology | 01480 388100 terry.parker@huntsdc.gov.uk |

7.2 The Carbon Management Team – delivering the projects

The Carbon Management Team consists of key officers within the Council who are directly involved in the delivery of the CMP. The Project Lead will chair bi-monthly meetings of the Carbon Management Team to review the progress of activities and projects to identify any blockages that need to be raised with the Programme Board.

| Role | Name and position in the LA | Contact details |
|--------------------------------|---|--|
| Carbon Management Team Members | Janet Warren Facilities Management Officer | 01480 388394 janet.warren@huntsdc.gov.uk |
| | Nigel Arkle Procurement Manager | 01480 388104 nigel.arkle@huntsdc.gov.uk |
| | Pete Corley Health & Safety Co-ordinator, Leisure Services | 01480 388369 pete.corley@huntsdc.gov.uk |
| | Wayne Channon HR & Payroll Systems Manager | 01480 388158 wayne.channon@huntsdc.gov.uk |
| | Oliver Colbert Principal Accountant | 01480 388109 oliver.colbert@huntsdc.gov.uk |
| | Pete Lummis Project Manager | 01480 388372 pete.lummis@huntsdc.gov.uk |
| | Julia Blackwell Environmental Management Officer | 01480 388288 julia.blackwell@huntsdc.gov.uk |
| | Heather Gilling Communications & Marketing Manager | 01480 388033 heather.gilling@huntsdc.gov.uk |
| | Tracey Seaton Administration Officer | 01480 388304 tracey.seaton@huntsdc.gov.uk |
| | Andrew Howes ICT Operations Manager | 01480 388121 andrew.howes@huntsdc.gov.uk |

7.3 Succession planning for key roles

As the Carbon Management Programme looks to implement carbon saving opportunities over the next five years, it is necessary to demonstrate how the projects will progress in the event that a project lead leaves his/her post. To prevent the programme stalling due to staff turnover before the programme has been fully established and embedded, we have ensured that the projects are not tied to the individuals involved but rather to posts within the authority.

In the event that a project lead leaves his/her post, his/her successor will take on that role and progress that project further.

7.4 Ongoing stakeholder management

| Individual or Group | Their interest or issues | Means of Communication |
|--|--|---|
| HDC Cabinet and Members of the Council | Necessary for all members to be fully aware of the ongoing development of the Carbon Management Plan. | Six monthly reports to Cabinet. |
| Chief Officer Management Team | Vital for all chief Officers to be aware of the possibilities and the potential for both carbon and cost savings as a result of the projects under consideration. | Six monthly reports to COMT. |
| Cllr Terry Rogers Environment | Aside from Malcolm Sharp, Councillor Rogers will be the primary link with Cabinet and Councillors in general. | Regular updates from Paul Jose/Malcolm Sharp |
| Malcolm Sharp Director of Environmental & Community Services | As project sponsor Malcolm will be the primary link between the Carbon Management Team, Chief Officers and Members | Regular updates from Paul Jose and attendance at future opportunities workshops. |
| Greening the Business Project Group | Greening the Business Project Group doubles as the Carbon Management Team but the remit covers all internal projects deemed to bring environmental benefit. The team will be responsible for scoping possible projects in their service areas and communicating the aims of the project to colleagues | Future opportunities workshops- to be determined. Quarterly Greening the Business project meetings. |
| Steve Couper Head of Finance | Costs/Budgets | Project Lead to liaise regularly regarding progress of individual projects and annual spend on invest to save initiatives. Future opportunities workshops- to be determined. |
| Robert Ward Head of Operations | Fleet Management, options for fuel use, vehicle renewals and engine management systems to limit fuel use | Operations representative on the Greening the Business group to update regularly. |
| Chris Hall Head of Information Management | A number of projects have been identified concerning the way we manage information and ICT Services. Server Virtualisation being that presenting the greatest scope. | IMD representative on the Greening the Business group to update regularly. |

| | | |
|---|---|---|
| <p>Heather Gilling Communications & Marketing Manager</p> | <p>Important to provide a consistent and accessible message to Members Staff and the wider community as part of the wider publicity around the Environment Strategy. Team News will play a significant role in publicising the project internally.</p> | <p>Project Lead to liaise regularly. Future opportunities workshops- to be determined.</p> |
|---|---|---|

7.5 Annual progress review

A formal review of progress against the Carbon Management Plan will take place on an annual basis. Statistical analysis of the carbon reduction achieved by the Council will take place every calendar year, whereas a review of the projects identified and any proposed projects will take place alongside the Councils Medium-Term Planning (MTP) process. This will also coincide with the review of “Growing Awareness-A Plan for our Environment”, Huntingdonshire District Council’s Environment Strategy.

CO₂ savings against the Councils 30% reduction target will be assessed, so too will the financial savings achieved and other less quantifiable benefits will be assessed to holistically demonstrate the impact carbon management has had each year. Progress will be reported to Cabinet annually.

Appendix A: Carbon Management Matrix - Embedding

| | CORPORATE STRATEGY | PROGRAMME MANAGEMENT | RESPONSIBILITY | DATA MANAGEMENT | COMMUNICATION & TRAINING | FINANCE & INVESTMENT | POLICY ALIGNMENT * |
|--------------------------|--|--|---|---|---|--|---|
| BEST 5 | <ul style="list-style-type: none"> Top level target allocated across organisation CO₂ reduction targets in Directorate Business Plans | <ul style="list-style-type: none"> Cabinet / SMT review progress against targets on quarterly basis Quarterly diagnostic reports provided to Directorates Progress against target published externally | <ul style="list-style-type: none"> CM integrated in responsibilities of senior managers CM part of all job descriptions Central CO₂ reduction advice available Green Champions leading local action groups | <ul style="list-style-type: none"> Quarterly collation of CO₂ emissions for all sources Data externally verified M&T in place for: <ul style="list-style-type: none"> buildings street lighting waste | <ul style="list-style-type: none"> All staff given formalised CO₂ reduction: <ul style="list-style-type: none"> induction and training communications Joint CM communications with key partners Staff awareness tested through surveys | <ul style="list-style-type: none"> Finance committed for 2+ yrs of Programme External funding being routinely obtained Ring-fenced fund for carbon reduction initiatives | <ul style="list-style-type: none"> CO₂ friendly operating procedure in place Central team provide advice and review, when requested Barriers to CO₂ reduction routinely considered and removed |
| 4 | <ul style="list-style-type: none"> CO₂ reduction commitment in Corporate Strategy Top level targets set for CO₂ reduction Climate Change Strategy reviewed annually | <ul style="list-style-type: none"> Sponsor reviews progress and removes blockages through regular Programme Boards Progress against targets routinely reported to Senior Mgt Team | <ul style="list-style-type: none"> CM integrated in to responsibilities of department heads Cabinet / SMT regularly updated Staff engaged though Green Champion network | <ul style="list-style-type: none"> Annual collation of CO₂ emissions for: <ul style="list-style-type: none"> buildings street lighting transport waste Data internally reviewed | <ul style="list-style-type: none"> All staff given CO₂ reduction: <ul style="list-style-type: none"> induction communications CM matters communicated to external community | <ul style="list-style-type: none"> Coordinated financing for CO₂ reduction projects via Programme Board Finances committed 1yr ahead Some external financing | <ul style="list-style-type: none"> Comprehensive review of policies complete Lower level policies reviewed locally Unpopular changes being considered |
| 3 | <ul style="list-style-type: none"> CO₂ reduction vision clearly stated and published Climate Change Strategy endorsed by Cabinet and publicised with staff | <ul style="list-style-type: none"> Core team regularly review CM progress: <ul style="list-style-type: none"> actions profile & targets new opportunities | <ul style="list-style-type: none"> An individual provides full time focus for CO₂ reduction and coordination across the organisation Senior Sponsor actively engaged | <ul style="list-style-type: none"> Collation of CO₂ emissions for limited scope i.e. buildings only | <ul style="list-style-type: none"> Environmental / energy group(s) given ad hoc: <ul style="list-style-type: none"> training communications | <ul style="list-style-type: none"> A view of the cost of CO₂ reduction is developing, but finance remains ad-hoc Some centralised resource allocated Finance representation on CM Team | <ul style="list-style-type: none"> All high level and some mid level policies reviewed, irregularly Substantial changes made, showing CO₂ savings |
| 2 | <ul style="list-style-type: none"> Draft Climate Change Policy Climate Change references in other strategies | <ul style="list-style-type: none"> Ad hoc reviews of CM actions progress | <ul style="list-style-type: none"> CO₂ reduction a part-time responsibility of a few department champions | <ul style="list-style-type: none"> No CO₂ emissions data compiled Energy data compiled on a regular basis | <ul style="list-style-type: none"> Regular awareness campaigns Staff given CM information on ad-hoc basis | <ul style="list-style-type: none"> Ad hoc financing for CO₂ reduction projects | <ul style="list-style-type: none"> Partial review of key, high level policies Some financial quick wins made |
| 1 Worst | <ul style="list-style-type: none"> No policy No Climate Change reference | <ul style="list-style-type: none"> No CM monitoring | <ul style="list-style-type: none"> No recognised CO₂ reduction responsibility | <ul style="list-style-type: none"> No CO₂ emissions data compiled Estimated billing | <ul style="list-style-type: none"> No communication or training | <ul style="list-style-type: none"> No specific funding for CO₂ reduction projects | <ul style="list-style-type: none"> No alignment of policies for CO₂ reduction |

* Major operational policies and procedures, e.g. Capital Projects, Procurement, HR, Business Travel

Appendix B: Definition of Projects

Reducing HDC's Environmental Footprint: Project Definition

Ref: 1

| | |
|---------------------------|--|
| Project Reference | <i>Multifunctional Device Project</i> |
| Project Management | <i>Environment Team</i> |
| Lead officer | <i>Andy Lusha</i> |
| Department | <i>Administration</i> |
| Description | Installation of Multifunctional Devices throughout Council offices to reduce the amount of energy consumed by individual devices. |
| Benefits | <ul style="list-style-type: none"> • Financial savings: £10,781 pa • Payback period: 4 years • Energy saving: 125,358 kWh's/yr • CO₂ Emissions reduction: 67 tonnes of CO₂ pa • Operational life of the project (before renewal): 3 years |
| Funding | <ul style="list-style-type: none"> • Financial investment: £42,261 • Operational costs: £12,647 pa • Source of funding: Internal. |
| Resources | <ul style="list-style-type: none"> • <i>This project will be delivered within current resources.</i> |
| Ensuring Success | <ul style="list-style-type: none"> • To maximise the energy savings achieved, it will be necessary to promote waste minimisation within the organisation and train individuals on the most efficient way of using the devices. The Green Champions scheme will support this project. |
| Measuring Success | <ul style="list-style-type: none"> • Meter readings, running reports and logging use of the printers. |
| Project Timescales | <ul style="list-style-type: none"> • Milestones / key dates e.g. <ul style="list-style-type: none"> ○ Start of implementation- January 2009 ○ Ongoing project |
| Notes | |

Reducing HDC's Environmental Footprint: Project Definition

Ref: 2

| | |
|---------------------------|--|
| Project: | HDC Pool Cars |
| Reference: | |
| Project Management | <i>Environmental Team</i> |
| Lead officer | <i>Chris Jablonski</i> |
| Department | <i>Environmental Management</i> |
| Description | <p><i>In April 2007 the Council purchased a fleet of four low emission pool cars as part of the Corporate Travel Plan. The fleet consists of a Toyota Prius Hybrid with emissions of 104g of CO₂ per kilometre and three Toyota Yaris with CO₂ emissions of 119g/km.</i></p> <p><i>It is anticipated that when the fleet is being used at full capacity (71,000km per year) there will be significant CO₂ savings from employees not using their own, often less efficient vehicles, for work miles and also by encouraging a modal shift away from travelling to work by car, in the knowledge that the pool cars are available should a car be needed during the working day.</i></p> |
| Benefits | <ul style="list-style-type: none"> • Financial savings: £2,602. • CO₂ Emissions reduction: 6 Tonnes CO₂ Per Annum when fleet operating at capacity. • Operational life of the project (ongoing) |
| Funding | <ul style="list-style-type: none"> • Financial investment: £11,000 per annum, lease hire of vehicles • Operational costs: £ 6,000 per annum maintenance, servicing etc. • <i>Source of funding: Internal</i> • <i>Funded project</i> |
| Resources | <ul style="list-style-type: none"> • <i>No additional resource required, this project will be delivered within current resources.</i> |
| Ensuring Success | <ul style="list-style-type: none"> • <i>To enable the scheme to be delivered at zero net cost adequate promotion of the vehicles will be required</i> • <i>Principal risks: Vehicles used insufficiently to warrant continuation of scheme. Administration of scheme places unacceptable burden on current resources</i> |
| Measuring Success | <ul style="list-style-type: none"> • <i>Monthly spreadsheet for vehicle use can be used to calculate costs and carbon savings</i> • <i>Current vehicles on three year lease which runs until April 2010. Evaluation of scheme will be undertaken prior to renewal of lease agreement.</i> |
| Project Timescales | <ul style="list-style-type: none"> • <i>Existing Project running initially to April 2010</i> |
| Notes | <p><i>Overview of progress</i></p> <p><i>Include photographs of project wherever possible</i></p> |

Reducing HDC's Environmental Footprint: Project Definition

Ref: 3

| | |
|---------------------------|---|
| Project Reference | <i>Passive Infra-Red sensors at Sawtry Leisure Centre</i> |
| Project Management | <i>Environmental Team</i> |
| Lead officer | <i>Pete Corley</i> |
| Department | <i>Leisure Services</i> |
| Description | <i>Installation of passive infrared sensors to the sports hall and old building changing and toilet facilities, these will be directly linked to the lighting in these rooms.</i> |
| Benefits | <ul style="list-style-type: none"> • Financial savings: £582 pa • Payback period: 1 year • Energy saving: 6,770 kWh's/yr • CO₂ Emissions reduction: 4 tonnes of CO₂ pa • Operational life of the project (before renewal):10 years • Physical evidence to users of our environmental commitment to our carbon footprint (posters to be displayed when completed). |
| Funding | <ul style="list-style-type: none"> • Financial investment: £600 • Operational costs: £0 pa • <i>Source of funding: internal.</i> • <i>Maybe eligible for Enhanced Capital Allowance</i> • <i>The decision was granted back in April 2008.</i> |
| Resources | <ul style="list-style-type: none"> • <i>Additional resource: none.</i> |
| Ensuring Success | <ul style="list-style-type: none"> • <i>The units will not require any user interaction once installed; the success should be noticed straight away with the first month of metre readings.</i> |
| Measuring Success | <ul style="list-style-type: none"> • <i>Metre Readings</i> |
| Project Timescales | <ul style="list-style-type: none"> • <i>Milestones / key dates e.g.</i> <ul style="list-style-type: none"> ○ <i>Programmed around operations and the school</i> ○ <i>Delivery September 2008</i> ○ <i>Commission date September 2008</i> ○ <i>Will deliver financial savings by October 2009.</i> |
| Notes | <i>The installation so far was slightly delayed due to access to some of the changing facilities over the summer holiday period, currently the only outstanding work is the sports hall.</i> |

Reducing HDC's Environmental Footprint: Project Definition

Ref: 4

| | |
|---------------------------|---|
| Project Reference | Combined Heat and Power (CHP) at Huntingdon Leisure Centre Site1 (wet) |
| Project Management | <i>Environment Team</i> |
| Lead officer | <i>Pete Corley</i> |
| Department | <i>Leisure Services</i> |
| Description | <i>Installation of a combined heat and power system to provide the leisure centre with a proportion of its energy requirements.</i> |
| Benefits | <ul style="list-style-type: none"> • Financial savings: £26,585 • Payback period: 4 years • Energy saving: 309,124 kWh's/yr • CO₂ Emissions reduction: 166 tonnes of CO₂ pa • Operational life of the project (before renewal): 15 years |
| Funding | <ul style="list-style-type: none"> • Financial investment: £103,018 • Operational costs: £29,633 pa • <i>Source of funding: MTP bid</i> • <i>The decision was granted in February 2008.</i> |
| Resources | <ul style="list-style-type: none"> • <i>Additional resource: None. Wayne Palmer had office shift set aside for the delivery of the unit.</i> • <i>An additional fee of £1,397 was required for EDF (£1,000 allowed in original cost) but came to £2,397.</i> |
| Ensuring Success | <ul style="list-style-type: none"> • <i>Health & Safety method statements and Risk Assessments along with a site visit were all made pre delivery which allowed a successful delivery of the unit.</i> |
| Measuring Success | <ul style="list-style-type: none"> • <i>Metre Readings</i> • <i>Electronic reports from CHP unit.</i> |
| Project Timescales | <ul style="list-style-type: none"> • <i>Milestones / key dates e.g.</i> <ul style="list-style-type: none"> ○ <i>Programmed around operations and the school</i> ○ <i>Delivery July 2008</i> ○ <i>Commission date September 2008</i> ○ <i>Will deliver savings (after payback time) in 8th running year</i> |
| Notes | <p><i>Overview of progress</i></p> <p><i>The delivery and instillation of the unit ran smoothly</i></p> <p><i>See photos attached G:\Climate Change\LACM Programme\CHP Pictures\CHP Pictures</i></p> |

Reducing HDC's Environmental Footprint: Project Definition

Ref: 5

| | |
|---------------------------|---|
| Project: | Corporate Travel Plan |
| Reference: | |
| Project Management | <i>Environment Team</i> |
| Lead officer | <i>Chris Jablonski</i> |
| Department | <i>Environmental Management</i> |
| Description | <p><i>The Councils Corporate Travel Plan, published in 2006, includes an overarching target to reduce the percentage of employees travelling to work alone by car to 50% by 2009/10, by achieving a modal shift to more sustainable alternatives bringing significant reductions in CO₂ emissions.</i></p> <p><i>In the baseline year of 2007 63% of employees travelled to work alone by car (as measured through the Annual Travel for Work Survey, undertaken in conjunction with the Cambridgeshire Travel for Work Partnership). If the headline target of 50% by 2010 is achieved this will amount to a saving of 130 tonnes of CO₂ or 65 tonnes per annum, based of the following formula:-</i></p> <p><i>Average number of working days per annum (250) x Average return journey to work (30km) x average CO₂ emissions from Private UK car (167.2g/km) x % of employees Travelling to work alone by car (63% in 2007 –50% in 2010 based on 794 total full time, part time and temporary employees in 2007)</i></p> <p><i>The following projects contained within the plan are together designed to achieve the overall modal shift and necessary reduction in carbon emissions:</i></p> <ul style="list-style-type: none"> <i>• Camshare – promoting car sharing</i> <i>• Cycling and walking promotions</i> <i>• Introduction of Site Specific Travel Plans</i> <i>• Home working</i> <i>• Public Transport</i> <p><i>• CO₂ Emissions reduction: 65 tonnes of CO₂ pa</i></p> |
| Benefits | <ul style="list-style-type: none"> <i>• Financial savings: £29,000</i> <i>• Payback period: 0</i> <i>• CO₂ Emissions reduction: 65 t 2008, 130t 2009, 2010, 2011, 2012.</i> |
| Funding | <ul style="list-style-type: none"> <i>• Financial investment – £12,500</i> |
| Resources | <ul style="list-style-type: none"> <i>• Project will be delivered within current resources</i> |
| Ensuring Success | <ul style="list-style-type: none"> <i>• Site specific employee travel plans to be implemented at each of the Council's main sites</i> <i>• Principal risks: Lack of officer time to prepare site specific plans</i> |
| Measuring Success | <ul style="list-style-type: none"> <i>• Modal shift away from sole occupant use of the private car</i> <i>• Measured by annual Travel for Work Survey</i> <i>• Review of the Corporate Travel Plan in 2010/11</i> |
| Project Timescales | <ul style="list-style-type: none"> <i>• Ongoing project with targets until 2009/10 – Then reassessed</i> |

Reducing HDC's Environmental Footprint: Project Definition

Ref: 6

| | |
|---------------------------|---|
| Project: | <i>Re-commission of 2006 Radiators at Sawtry Leisure Centre</i> |
| Reference: | |
| Project Management | <i>Environment Team</i> |
| Lead officer | <i>Pete Corley</i> |
| Department | <i>Leisure Services</i> |
| Description | <p><i>During the Carbon Trust survey it was noticed that the radiators were on in the newer (2006) building area because the controls and valve gear have not been correctly commissioned.</i></p> <p><i>It is therefore recommended that the controls etc are re-commissioned to operate correctly.</i></p> |
| Benefits | <ul style="list-style-type: none"> • Financial savings: £217 pa • Payback period: 0 years-Immediate • Energy saving: 7,500 kWh's/yr • CO₂ Emissions reduction: 1 tonnes of CO₂ pa • Operational life of the project (before renewal): 15 years |
| Funding | <ul style="list-style-type: none"> • Financial investment: £0 • Operational costs: £50 pa • <i>The decision was granted in August 2008 for plant survey.</i> |
| Resources | <ul style="list-style-type: none"> • <i>Additional resource: Time will be given to Andy Bainbridge to accompany the engineer from Universal Systems and Controls Ltd during the survey.</i> |
| Ensuring Success | <ul style="list-style-type: none"> • <i>Key success factors: The completion of the survey done by Universal Systems and Controls Ltd.</i> |
| Measuring Success | <ul style="list-style-type: none"> • <i>Metre Readings.</i> • <i>Noticeable internal environmental conditions improve.</i> • <i>Reduction of reactive maintenance work in the coming years.</i> |
| Project Timescales | <ul style="list-style-type: none"> • <i>Milestones / key dates e.g.</i> <ul style="list-style-type: none"> ○ <i>Programmed around operations and the school.</i> ○ <i>Delivery of survey September 2008.</i> ○ <i>Will deliver savings as soon as re-commissioning has taken place.</i> ○ <i>The time needed to chase up the original installers.</i> |
| Notes | <p><i>The survey will be of the whole building; this may highlight other areas that need to be re-commissioned. The pool hall and the changing areas have currently got environmental temperature issues, with the knowledge gained from the survey a further plan will be made to action the re-commissioning of the old building's plant and AHU.</i></p> |

Reducing HDC's Environmental Footprint: Project Definition

Ref: 7

| | |
|---------------------------|---|
| Project: | <i>Re-commission AHU's in 2006 build at Sawtry Leisure Centre</i> |
| Reference: | |
| Project Management | <i>Environment Team</i> |
| Lead officer | <i>Pete Corley</i> |
| Department | <i>Leisure Services</i> |
| Description | <p><i>During the Carbon Trust survey it was reported that the air handling unit (AHU) heater batteries were always on even during hot weather because the controls and valve gear has not been correctly commissioned.</i></p> <p><i>It is therefore recommended that the controls etc are re-commissioned to operate correctly.</i></p> <p><i>The actual consumption by these units has been estimated using information provided and some assumptions. Potential savings have been estimated at 20%</i></p> |
| Benefits | <ul style="list-style-type: none"> • Financial savings: £2,896 pa • Payback period: 0 years- Immediate • Energy saving: 100,214 kWh's/yr • CO₂ Emissions reduction: 19 tonnes of CO₂ pa • Operational life of the project (before renewal): 10 years |
| Funding | <ul style="list-style-type: none"> • Financial investment: £ 0 • Operational costs: £200 pa. • <i>The decision was granted in August 2008 for plant survey.</i> |
| Resources | <ul style="list-style-type: none"> • <i>Additional resource: Time will be given to Andy Bainbridge to accompany the engineer from Universal Systems and Control Ltd during the survey.</i> |
| Ensuring Success | <ul style="list-style-type: none"> • <i>Key success factors: The completion of the survey done by Universal Systems and Control Ltd.</i> |
| Measuring Success | <ul style="list-style-type: none"> • <i>Metre Readings.</i> • <i>Noticeable internal environmental conditions improve.</i> • <i>Reduction of reactive maintenance work in the coming years.</i> |
| Project Timescales | <ul style="list-style-type: none"> • <i>Milestones / key dates e.g.</i> <ul style="list-style-type: none"> ○ <i>Programmed around operations and the school.</i> ○ <i>Delivery of survey in September 2008.</i> ○ <i>Will deliver savings as soon as the re-commissioning has taken place.</i> ○ <i>The time needed to chase up the original installers.</i> |
| Notes | <p><i>The survey will be of the whole building; this may highlight other areas that need to be re-commissioned. The pool hall and the changing areas have currently got environmental temperature issues, with the knowledge gained from the survey a further plan will be made to action the re-commissioning of the old building's plant and AHU.</i></p> |

Reducing HDC's Environmental Footprint: Project Definition

Ref: 8

| | |
|---------------------------|--|
| Project Reference | Green Force |
| Project Management | <i>Environment Team</i> |
| Lead officer | <i>Tracy Martin</i> |
| Department | <i>Environmental Management</i> |
| Description | <i>A staff awareness campaign involving representatives from teams across the council planning, overseeing and coordinating a series of environmental projects.</i> |
| Benefits | <ul style="list-style-type: none"> • Financial savings: £7,887 pa • Payback period: 0 years • Energy saving: 91,706 kWh's/yr • CO₂ Emissions reduction: 49 tonnes of CO₂ pa • Operational life of the project (before renewal): 4 years |
| Funding | <ul style="list-style-type: none"> • Financial investment: £5,000 • Operational costs: £5,000 pa • <i>Source of funding: internal- MTP bid.</i> |
| Resources | <ul style="list-style-type: none"> • <i>This project will be delivered within current resources. The Green Champions scheme will be coordinated by the Environment Team.</i> |
| Ensuring Success | <ul style="list-style-type: none"> • <i>Key success factors: The successful recruitment of Green Force Reps across all directorates and a commitment to the programme over the lifetime of the project. To ensure the project is successful it will be necessary to have good support and feedback structures in place to maintain interest in the scheme.</i> • <i>Principal risks: We are unsuccessful in recruiting Green Force Reps and keeping them interested in the scheme.</i> |
| Measuring Success | <ul style="list-style-type: none"> • <i>Meter Readings</i> • <i>Annual Green Survey- illustrating behavioural change that the scheme results in.</i> • <i>Increasing number of individuals interested in the Green Force initiative.</i> |
| Project Timescales | <ul style="list-style-type: none"> • <i>Milestones / key dates</i> <ul style="list-style-type: none"> ○ <i>Recruitment Drive: Start May 2009</i> ○ <i>First Official Green Champions meeting: 5th June 2009</i> |
| Notes | <i>Please see Appendix C for associated Green Champions Communications Plan.</i> |

Reducing HDC's Environmental Footprint: Project Definition

Ref: 9

| | |
|---------------------------|---|
| Project: | <i>Wind Power at the St Ivo Leisure Centre</i> |
| Reference: | |
| Project Management | <i>Environment Team</i> |
| Lead officer | <i>Pete Corley</i> |
| Department | <i>Leisure Services</i> |
| Description | <i>Installation of wind turbines to provide the leisure centre with a proportion of its energy requirements</i> |
| Benefits | <ul style="list-style-type: none"> • Financial savings: £11,283 pa • Payback period: 8 years • Energy saving: 85,780 kWh's/yr • CO₂ Emissions reduction: 46 tonnes of CO₂ pa • Operational life of the project (before renewal): 25 years |
| Funding | <ul style="list-style-type: none"> • Financial investment: £122, 639 (50% grant funding will reduce Council funding required). • Operational costs: £1,000 pa • <i>Potential source of funding: E.ON Source Fund-up to £30,000, Low Carbon Buildings Programme Phase 2-up to 50% of total (requires planning approval first) HDC/CCC. BRE CSEP- up to £50k or 50% of total-application is complex and time consuming.</i> • <i>SRE Technologies can complete applications on our behalf, yes, but the application must come from the applicant not the consultant or the installer.</i> |
| Resources | <ul style="list-style-type: none"> • <i>Staff training is provided on completion of the project, i.e. emergency shutdown procedures in case of buildings etc.</i> • <i>This project will be delivered within current resources.</i> |
| Ensuring Success | <ul style="list-style-type: none"> • <i>Planning approval, Funding, DNO approval.</i> • <i>If any of the above were not approved, it would be difficult for the project to proceed. i.e. planning, funding and DNO approval.</i> |
| Measuring Success | <ul style="list-style-type: none"> • <i>Successful installation of turbines on site</i> • <i>Success in gaining grant funding</i> • <i>Energy Generation in line with projections</i> |
| Project Timescales | <ul style="list-style-type: none"> • <i>Milestones / key dates e.g.</i> <ul style="list-style-type: none"> ○ <i>LCBP Funding Application April 2009 – (Approved)</i> ○ <i>Planning Application (summer 2009)</i> ○ <i>completion Spring (2010)</i> |
| Notes | |

Reducing HDC's Environmental Footprint: Project Definition

Ref: 10

| | |
|---------------------------|---|
| Project Reference | Server Virtualisation |
| Project Management | <i>Environment Team</i> |
| Lead officer | <i>Simon Cunnell</i> |
| Department | <i>Information Management Division (IMD)</i> |
| Description | <p>The Consolidation of many physical servers into multiple Virtual environments hosted on a single platform</p> <p>This is done to Reduce Cost, Energy Consumption, Heat Output, Rack Space, rollout, time taken to support, as well as increase Resilience and Availability</p> <p>This can be attained due to the speed of modern Processors and the under utilisation of a single Operating system running on them (Typically as low as 5%). It is now possible to run 12 or more Virtual Operating Systems on a single Physical Host, pushing utilisation towards 60% and therefore leveraging investments.</p> <p>To remove the element of 'All your eggs in one Basket', Physical Hosts are configured in Farms, enabling Virtual Operating Systems to be run in the most efficient and resilient manor spread across the farm of hosts.</p> |
| Benefits | <ul style="list-style-type: none"> • Financial savings: £59,072 pa • Payback period: 4 years • Energy saving: 163,628h's/yr • CO₂ Emissions reduction: 88 tonnes of CO₂ pa • Operational life of the project (before renewal): 5 years |
| Funding | <ul style="list-style-type: none"> • Financial investment: £220,000 • Operational costs: £20,000 pa • <i>Source of funding: internal</i> • <i>MTP bid approved in March 2009</i> |
| Resources | <ul style="list-style-type: none"> • IMD – Project being delivered within current resources |
| Ensuring Success | <ul style="list-style-type: none"> • Project has been agreed and is in the process of being implemented |
| Measuring Success | <ul style="list-style-type: none"> • <i>End of ICM contract covering current hardware in place- saving £40,000pa.</i> • <i>Reduction in energy consumed by servers</i> |
| Project Timescales | <ul style="list-style-type: none"> • <i>Milestones / key dates e.g.</i> <ul style="list-style-type: none"> ○ <i>start of implementation: April 2009</i> |
| Notes | |

Reducing HDC's Environmental Footprint: Project Definition

Ref: 11

| | |
|---------------------------|---|
| Project Reference | <i>St Ives Enterprise Centre</i> |
| Project Management | <i>Environment Team</i> |
| Lead officer | <i>Barry LeBailly</i> |
| Department | <i>Environmental Management</i> |
| Description | |
| Benefits | <ul style="list-style-type: none"> • Financial savings: • Payback period: • Energy saving: • CO₂ Emissions reduction: • Operational life of the project (before renewal): |
| Funding | <ul style="list-style-type: none"> • Financial investment: • Operational costs: |
| Resources | |
| Ensuring Success | |
| Measuring Success | |
| Project Timescales | |
| Notes | |

Reducing HDC's Environmental Footprint: Project Definition

Ref: 12

| | |
|---------------------------|---|
| Project Reference | Variable Speed Drives (VSD) to supply motors at Sawtry Leisure Centre |
| Project Management | <i>Environment Team</i> |
| Lead officer | <i>Pete Corley</i> |
| Department | <i>Leisure Services</i> |
| Description | <p><i>Sawtry Leisure Centre operates 4 air handling units, each with supply and extract fans, plus a main pool pump.</i></p> <p><i>These fans and pump run continuously at full speed regardless of demand.</i></p> <p><i>If a variable speed device (VSD) i.e. inverter, were fitted to the motor, the fan/pump speed could be reduced to suit the requirement.</i></p> <p><i>Substantial savings can be made by fitting inverters to centrifugal fans and pumps and slowing them down by a small amount. A 10% reduction in speed results in a 30% reduction in motor energy consumption.</i></p> <p><i>Many systems are 'over engineered' and fan speeds can often be reduced a small amount without a detrimental effect on the operation of the system.</i></p> <p><i>An additional saving not included in these calculations is that the heat extracted from the building is reduced with lower fan speeds.</i></p> |
| Benefits | <ul style="list-style-type: none"> • Financial savings: £2,616 pa • Payback period: 1.5 years • Energy saving: 30,420 kWh's/yr • CO₂ Emissions reduction: 16 tonnes of CO₂ pa • Operational life of the project (before renewal):10 years |
| Funding | <ul style="list-style-type: none"> • Financial investment: £4,000 • Operational costs: £200 pa • <i>Source of funding: internal-maybe eligible for a CT loan.</i> • <i>Maybe eligible for Enhanced Capital Allowance.</i> |
| Resources | <ul style="list-style-type: none"> • <i>Approach manufacturers of inverters, they may be willing to demonstrate the potential savings on the sites extraction system. Implement this initiative if demonstration proves successful.</i> |
| Ensuring Success | <ul style="list-style-type: none"> • <i>The units will not require any user interaction once installed, the success should be noticed straight away with the first month of metre readings</i> |
| Measuring Success | <ul style="list-style-type: none"> • <i>Metre Readings</i> |
| Project Timescales | <ul style="list-style-type: none"> • <i>Milestones / key dates e.g.</i> <ul style="list-style-type: none"> ○ <i>Programmed around operations and the school</i> ○ <i>Conduct a trial period before installation.</i> ○ <i>Implementation in December 2009</i> |
| Notes | <p><i>The survey will be of the whole building; this may highlight other areas that need to be re-commissioned. The pool hall and changing areas have currently got environmental temperature issues, with the knowledge gained from the survey a further plan will be made to action the re-commissioning of the old building's plant and AHU.</i></p> |

Reducing HDC's Environmental Footprint: Project Definition

Ref: 13

| | |
|---------------------------|---|
| Project Reference | <i>Variable Speed Drives (VSD) to supply motors at Ramsey Leisure Centre</i> |
| Project Management | <i>Environment Team</i> |
| Lead officer | <i>Pete Corley</i> |
| Department | <i>Leisure Services</i> |
| Description | |
| Benefits | <ul style="list-style-type: none"> • Financial savings: • Payback period: • Energy saving: • CO₂ Emissions reduction: • Operational life of the project (before renewal): |
| Funding | <ul style="list-style-type: none"> • Financial investment: • Operational costs: |
| Resources | |
| Ensuring Success | |
| Measuring Success | |
| Project Timescales | <ul style="list-style-type: none"> • <i>Milestones / key dates e.g.</i> |
| Notes | |

Reducing HDC's Environmental Footprint: Project Definition

Ref: 14

| | |
|---------------------------|---|
| Project Reference | <i>Variable Speed Drives (VSD) to supply motors at Huntingdon Leisure Centre Site1 (wet)</i> |
| Project Management | <i>Environment Team</i> |
| Lead officer | <i>Pete Corley</i> |
| Department | <i>Leisure Services</i> |
| Description | |
| Benefits | <ul style="list-style-type: none"> • Financial savings: • Payback period: • Energy saving: • CO₂ Emissions reduction: • Operational life of the project (before renewal): |
| Funding | <ul style="list-style-type: none"> • Financial investment: • Operational costs: |
| Resources | |
| Ensuring Success | |
| Measuring Success | |
| Project Timescales | |
| Notes | |

Reducing HDC’s Environmental Footprint: Project Definition

Ref: 15

| | |
|---------------------------|---|
| Project Reference | <i>Variable Speed Drives (VSD) to supply motors at Huntingdon Leisure Centre Site2 (dry)</i> |
| Project Management | <i>Environment Team</i> |
| Lead officer | <i>Pete Corley</i> |
| Department | <i>Leisure Services</i> |
| Description | |
| Benefits | <ul style="list-style-type: none"> • Financial savings: • Payback period: • Energy saving: • CO₂ Emissions reduction: • Operational life of the project (before renewal): |
| Funding | <ul style="list-style-type: none"> • Financial investment: • Operational costs: |
| Resources | |
| Ensuring Success | |
| Measuring Success | |
| Project Timescales | |
| Notes | |

Reducing HDC's Environmental Footprint: Project Definition

Ref: 16

| | |
|---------------------------|---|
| Project Reference | <i>Variable Speed Drives (VSD) to supply motors at St Neots Leisure Centre</i> |
| Project Management | <i>Environment Team</i> |
| Lead officer | <i>Pete Corley</i> |
| Department | <i>Leisure Services</i> |
| Description | |
| Benefits | <ul style="list-style-type: none"> • Financial savings: • Payback period: • Energy saving: • CO₂ Emissions reduction: • Operational life of the project (before renewal): |
| Funding | <ul style="list-style-type: none"> • Financial investment: • Operational costs: |
| Resources | |
| Ensuring Success | |
| Measuring Success | |
| Project Timescales | |
| Notes | |

Reducing HDC's Environmental Footprint: Project Definition

Ref: 17

| | |
|---------------------------|---|
| Project Reference | <i>Variable Speed Drives (VSD) to supply motors at St Ivo Leisure Centre (Indoor)</i> |
| Project Management | <i>Environment Team</i> |
| Lead officer | <i>Pete Corley</i> |
| Department | <i>Leisure Services</i> |
| Description | |
| Benefits | <ul style="list-style-type: none"> • Financial savings: • Payback period: • Energy saving: • CO₂ Emissions reduction: • Operational life of the project (before renewal): |
| Funding | <ul style="list-style-type: none"> • Financial investment: • Operational costs: |
| Resources | |
| Ensuring Success | |
| Measuring Success | |
| Project Timescales | |
| Notes | |

Reducing HDC's Environmental Footprint: Project Definition

Ref: 18

| | |
|---------------------------|---|
| Project Reference | <i>Passive Infra-Red (PIR) sensors at Ramsey Leisure Centre</i> |
| Project Management | <i>Environment Team</i> |
| Lead officer | <i>Pete Corley</i> |
| Department | <i>Leisure Services</i> |
| Description | |
| Benefits | <ul style="list-style-type: none"> • Financial savings: • Payback period: • Energy saving: • CO₂ Emissions reduction: • Operational life of the project (before renewal): • Physical evidence to users of our environmental commitment to our carbon footprint (posters to be displayed when completed). |
| Funding | <ul style="list-style-type: none"> • Financial investment: • Operational costs: • |
| Resources | |
| Ensuring Success | |
| Measuring Success | |
| Project Timescales | |
| Notes | |

Reducing HDC’s Environmental Footprint: Project Definition

Ref: 19

| | |
|---------------------------|---|
| Project Reference | <i>Passive Infra-Red (PIR) sensors at Huntingdon Leisure Centre Site1 (wet)</i> |
| Project Management | <i>Environment Team</i> |
| Lead officer | <i>Pete Corley</i> |
| Department | <i>Leisure Services</i> |
| Description | |
| Benefits | <ul style="list-style-type: none"> • Financial savings: • Payback period: • Energy saving: • CO₂ Emissions reduction: • Operational life of the project (before renewal): • Physical evidence to users of our environmental commitment to our carbon footprint (posters to be displayed when completed). |
| Funding | <ul style="list-style-type: none"> • Financial investment: • Operational costs: |
| Resources | |
| Ensuring Success | |
| Measuring Success | |
| Project Timescales | |
| Notes | |

Reducing HDC's Environmental Footprint: Project Definition

Ref: 20

| | |
|---------------------------|---|
| Project Reference | <i>Passive Infra-Red (PIR) sensors at Huntingdon Leisure Centre Site2 (dry)</i> |
| Project Management | <i>Environment Team</i> |
| Lead officer | <i>Pete Corley</i> |
| Department | <i>Leisure Services</i> |
| Description | |
| Benefits | <ul style="list-style-type: none"> • Financial savings: • Payback period: • Energy saving: • CO₂ Emissions reduction: • Operational life of the project (before renewal): • Physical evidence to users of our environmental commitment to our carbon footprint (posters to be displayed when completed). |
| Funding | <ul style="list-style-type: none"> • Financial investment: • Operational costs: |
| Resources | |
| Ensuring Success | |
| Measuring Success | |
| Project Timescales | |
| Notes | |

Reducing HDC’s Environmental Footprint: Project Definition

Ref: 21

| | |
|---------------------------|---|
| Project Reference | <i>Passive Infra-Red (PIR) sensors at St Neots Leisure Centre</i> |
| Project Management | <i>Environment Team</i> |
| Lead officer | <i>Pete Corley</i> |
| Department | <i>Leisure Services</i> |
| Description | |
| Benefits | <ul style="list-style-type: none"> • Financial savings: • Payback period: • Energy saving: • CO₂ Emissions reduction: • Operational life of the project (before renewal): • Physical evidence to users of our environmental commitment to our carbon footprint (posters to be displayed when completed). |
| Funding | <ul style="list-style-type: none"> • Financial investment: • Operational costs: |
| Resources | |
| Ensuring Success | |
| Measuring Success | |
| Project Timescales | |
| Notes | |

Reducing HDC's Environmental Footprint: Project Definition

Ref: 22

| | |
|---------------------------|--|
| Project Reference | <i>Passive Infra-Red (PIR) sensors at St Ivo Leisure Centre (Indoor)</i> |
| Project Management | <i>Environment Team</i> |
| Lead officer | <i>Pete Corley</i> |
| Department | <i>Leisure Services</i> |
| Description | |
| Benefits | <ul style="list-style-type: none"> • Financial savings: • Payback period: • Energy saving: • CO₂ Emissions reduction: • Operational life of the project (before renewal) • Physical evidence to users of our environmental commitment to our carbon footprint (posters to be displayed when completed). |
| Funding | <ul style="list-style-type: none"> • Financial investment: • Operational costs: • |
| Resources | |
| Ensuring Success | |
| Measuring Success | |
| Project Timescales | |
| Notes | |



working with



Reducing HDC's Environmental Footprint: Project Definition

Ref: 23

| | |
|--------------------------------|--|
| Project: Reference: | <i>Voltage Reduction Devices at Sawtry Leisure Centre</i> |
| Project Management | <i>Environment Team</i> |
| Lead officer | <i>Pete Corley</i> |
| Department | <i>Leisure Services</i> |
| Description | <p>Most of the Leisure Centre areas are lit utilizing fluorescent strip lights or metal halide.</p> <p>Voltage reduction devices reduce the voltage on the lighting circuit by up to 15% after an initial 'warm-up' period on full voltage. This reduction in voltage can yield up to 25% reduction in energy consumption on high-pressure sodium lighting and up to 35% reduction in consumption on fluorescent lighting. There is a small reduction in lighting output but this is often either acceptable or unperceivable as many areas are over lit in the first instance. The above savings assume that the supply voltage is 240V, however, if the Power optimization initiative is implemented the supply voltage will be 220V and the potential saving will be lower. The saving potential in the figures shown above has been estimated to be 12%.</p> |
| Benefits | <ul style="list-style-type: none"> • Financial savings: £932 pa • Payback period: 1.5 years • Energy saving: 10,833 kWh's/yr • CO₂ Emissions reduction: 6 tonnes of CO₂ pa • Operational life of the project (before renewal): 10 years • The use of these controllers has also been shown to extend lamp life further when used in conjunction with tri-phosphor fluorescent tubes. |
| Funding | <ul style="list-style-type: none"> • Financial investment: £1,357 • Operational costs: £150pa • <i>Source of funding: internal- maybe eligible for CT loan.</i> • <i>Maybe eligible for Enhanced Capital Allowance.</i> |
| Resources | <ul style="list-style-type: none"> • <i>Conduct a trial installation in a selected area of one site. Measure power consumption and light levels in the selected area before and after the installation of the voltage controllers.</i> |
| Ensuring Success | <ul style="list-style-type: none"> • <i>The units will not require any user interaction once installed; the success should be noticed straight away with the first month of metre readings.</i> |
| Measuring Success | <ul style="list-style-type: none"> • <i>Metre Readings.</i> |
| Project Timescales | <ul style="list-style-type: none"> • <i>Milestones / key dates e.g.</i> <ul style="list-style-type: none"> ○ <i>Programmed around operations and the school.</i> ○ <i>Conduct a trial period before installation.</i> ○ <i>Installation 2009</i> |
| Notes | <i>It is vital that the process is monitored, it may not prove suitable in the sports hall if the light output is reduced too much, this will effect badminton sessions. There are some types of ballast that are not suitable for use with voltage controllers. The controllers will not work in conjunction with high frequency fittings.</i> |

Reducing HDC's Environmental Footprint: Project Definition

Ref: 24

| | |
|---------------------------|---|
| Project Reference | <i>Voltage Reduction Devices at Ramsey Leisure Centre</i> |
| Project Management | <i>Environment Team</i> |
| Lead officer | <i>Pete Corley</i> |
| Department | <i>Leisure Services</i> |
| Description | |
| Benefits | <ul style="list-style-type: none"> • Financial savings: • Payback period: • Energy saving: • CO₂ Emissions reduction: • Operational life of the project (before renewal): |
| Funding | <ul style="list-style-type: none"> • Financial investment: • Operational costs: |
| Resources | |
| Ensuring Success | |
| Measuring Success | |
| Project Timescales | |
| Notes | |

Reducing HDC's Environmental Footprint: Project Definition

Ref: 25

| | |
|---------------------------|---|
| Project Reference | <i>Voltage Reduction Devices at Huntingdon Leisure Centre Site1 (wet)</i> |
| Project Management | <i>Environment Team</i> |
| Lead officer | <i>Pete Corley</i> |
| Department | <i>Leisure Services</i> |
| Description | |
| Benefits | <ul style="list-style-type: none"> • Financial savings: • Payback period: • Energy saving: • CO₂ Emissions reduction: • Operational life of the project (before renewal): |
| Funding | <ul style="list-style-type: none"> • Financial investment: • Operational costs: |
| Resources | |
| Ensuring Success | |
| Measuring Success | |
| Project Timescales | |
| Notes | |

Reducing HDC's Environmental Footprint: Project Definition

Ref: 26

| | |
|---------------------------|---|
| Project Reference | <i>Voltage Reduction Devices at Huntingdon Leisure Centre Site2 (dry)</i> |
| Project Management | <i>Environment Team</i> |
| Lead officer | <i>Pete Corley</i> |
| Department | <i>Leisure Services</i> |
| Description | |
| Benefits | <ul style="list-style-type: none"> • Financial savings: • Payback period: • Energy saving: • CO₂ Emissions reduction: • Operational life of the project (before renewal): |
| Funding | <ul style="list-style-type: none"> • Financial investment: • Operational costs: |
| Resources | |
| Ensuring Success | |
| Measuring Success | |
| Project Timescales | |
| Notes | |

Reducing HDC's Environmental Footprint: Project Definition

Ref: 27

| | |
|---------------------------|---|
| Project Reference | <i>Voltage Reduction Devices at St Neots Leisure Centre</i> |
| Project Management | <i>Environment Team</i> |
| Lead officer | <i>Pete Corley</i> |
| Department | <i>Leisure Services</i> |
| Description | |
| Benefits | <ul style="list-style-type: none"> • Financial savings: • Payback period: • Energy saving: • CO₂ Emissions reduction: • Operational life of the project (before renewal): |
| Funding | <ul style="list-style-type: none"> • Financial investment: • Operational costs: |
| Resources | |
| Ensuring Success | |
| Measuring Success | |
| Project Timescales | |
| Notes | |

Reducing HDC's Environmental Footprint: Project Definition

Ref: 28

| | |
|---------------------------|---|
| Project Reference | <i>Voltage Reduction Devices at St Ivo Leisure Centre (Indoor)</i> |
| Project Management | <i>Environment Team</i> |
| Lead officer | <i>Pete Corley</i> |
| Department | <i>Leisure Services</i> |
| Description | |
| Benefits | <ul style="list-style-type: none"> • Financial savings: • Payback period: • Energy saving: • CO₂ Emissions reduction: • Operational life of the project (before renewal): |
| Funding | <ul style="list-style-type: none"> • Financial investment: • Operational costs: |
| Resources | |
| Ensuring Success | |
| Measuring Success | |
| Project Timescales | |
| Notes | |

Reducing HDC’s Environmental Footprint: Project Definition

Ref: 29

| | |
|---------------------------|---|
| Project Reference | <i>Install timers on vending machines, water coolers and other relevant equipment</i> |
| Project Management | <i>Environment Team</i> |
| Lead officer | |
| Department | |
| Description | |
| Benefits | <ul style="list-style-type: none"> • Financial savings: • Payback period: • Energy saving: • CO₂ Emissions reduction: • Operational life of the project (before renewal): |
| Funding | <ul style="list-style-type: none"> • Financial investment: • Operational costs: |
| Resources | |
| Ensuring Success | |
| Measuring Success | |
| Project Timescales | |
| Notes | |

Reducing HDC’s Environmental Footprint: Project Definition

Ref: 30

| | |
|---------------------------|---|
| Project Reference | <i>Install Cavity Wall Insulation at Ramsey Leisure Centre</i> |
| Project Management | <i>Environment Team</i> |
| Lead officer | <i>Pete Corley</i> |
| Department | <i>Leisure Services</i> |
| Description | |
| Benefits | <ul style="list-style-type: none"> • Financial savings: • Payback period: • Energy saving: • CO₂ Emissions reduction: • Operational life of the project (before renewal): |
| Funding | <ul style="list-style-type: none"> • Financial investment: • Operational costs: |
| Resources | |
| Ensuring Success | |
| Measuring Success | |
| Project Timescales | |
| Notes | |

Reducing HDC's Environmental Footprint: Project Definition

Ref: 31

| | |
|---------------------------|---|
| Project Reference | <i>Install Cavity Wall Insulation at Huntingdon Leisure Centre Site1 (wet)</i> |
| Project Management | <i>Environment Team</i> |
| Lead officer | <i>Pete Corley</i> |
| Department | <i>Leisure Services</i> |
| Description | |
| Benefits | <ul style="list-style-type: none"> • Financial savings: • Payback period: • Energy saving: • CO₂ Emissions reduction: • Operational life of the project (before renewal): |
| Funding | <ul style="list-style-type: none"> • Financial investment: • Operational costs: |
| Resources | |
| Ensuring Success | |
| Measuring Success | |
| Project Timescales | |
| Notes | |

Reducing HDC's Environmental Footprint: Project Definition

Ref: 32

| | |
|---------------------------|---|
| Project Reference | <i>Install Cavity Wall Insulation at Sawtry Leisure Centre</i> |
| Project Management | <i>Environment Team</i> |
| Lead officer | <i>Pete Corley</i> |
| Department | <i>Leisure Services</i> |
| Description | |
| Benefits | <ul style="list-style-type: none"> • Financial savings: • Payback period: • Energy saving: • CO₂ Emissions reduction: • Operational life of the project (before renewal): |
| Funding | <ul style="list-style-type: none"> • Financial investment: • Operational costs: |
| Resources | |
| Ensuring Success | |
| Measuring Success | |
| Project Timescales | |
| Notes | |

Reducing HDC's Environmental Footprint: Project Definition

Ref: 33

| | |
|---------------------------|---|
| Project Reference | <i>Install Cavity Wall Insulation at Huntingdon Leisure Centre Site2 (dry)</i> |
| Project Management | <i>Environment Team</i> |
| Lead officer | <i>Pete Corley</i> |
| Department | <i>Leisure Services</i> |
| Description | |
| Benefits | <ul style="list-style-type: none"> • Financial savings: • Payback period: • Energy saving: • CO₂ Emissions reduction: • Operational life of the project (before renewal): |
| Funding | <ul style="list-style-type: none"> • Financial investment: • Operational costs: |
| Resources | |
| Ensuring Success | |
| Measuring Success | |
| Project Timescales | |
| Notes | |

Reducing HDC’s Environmental Footprint: Project Definition

Ref: 34

| | |
|---------------------------|---|
| Project Reference | <i>Install Cavity Wall Insulation at St Neots Leisure Centre</i> |
| Project Management | <i>Environment Team</i> |
| Lead officer | <i>Pete Corley</i> |
| Department | <i>Leisure Services</i> |
| Description | |
| Benefits | <ul style="list-style-type: none"> • Financial savings: • Payback period: • Energy saving: • CO₂ Emissions reduction: • Operational life of the project (before renewal): |
| Funding | <ul style="list-style-type: none"> • Financial investment: • Operational costs: |
| Resources | |
| Ensuring Success | |
| Measuring Success | |
| Project Timescales | |
| Notes | |

Reducing HDC's Environmental Footprint: Project Definition

Ref: 35

| | |
|---------------------------|---|
| Project Reference | <i>Install Cavity Wall Insulation at St Ivo Leisure Centre (Indoor)</i> |
| Project Management | <i>Environment Team</i> |
| Lead officer | <i>Pete Corley</i> |
| Department | <i>Leisure Services</i> |
| Description | |
| Benefits | <ul style="list-style-type: none"> • Financial savings: • Payback period: • Energy saving: • CO₂ Emissions reduction: • Operational life of the project (before renewal): |
| Funding | <ul style="list-style-type: none"> • Financial investment: • Operational costs: |
| Resources | |
| Ensuring Success | |
| Measuring Success | |
| Project Timescales | |
| Notes | |

Reducing HDC’s Environmental Footprint: Project Definition

Ref: 36

| | |
|---------------------------|---|
| Project Reference | <i>Combined Heat and Power (CHP) at Ramsey Leisure Centre</i> |
| Project Management | <i>Environment Team</i> |
| Lead officer | <i>Pete Corley</i> |
| Department | <i>Leisure Services</i> |
| Description | <i>Installation of a combined heat and power system to provide the leisure centre with a proportion of its energy requirements.</i> |
| Benefits | <ul style="list-style-type: none"> • Financial savings: • Payback period: • Energy saving: • CO₂ Emissions reduction: • Operational life of the project (before renewal): |
| Funding | <ul style="list-style-type: none"> • Financial investment: • Operational costs: |
| Resources | |
| Ensuring Success | |
| Measuring Success | |
| Project Timescales | |
| Notes | |

Reducing HDC's Environmental Footprint: Project Definition

Ref: 37

| | |
|---------------------------|---|
| Project Reference | <i>Combined Heat and Power (CHP) at St Ivo Leisure Centre (Indoor)</i> |
| Project Management | <i>Environment Team</i> |
| Lead officer | <i>Pete Corley</i> |
| Department | <i>Leisure Services</i> |
| Description | <i>Installation of a combined heat and power system to provide the leisure centre with a proportion of its energy requirements.</i> |
| Benefits | <ul style="list-style-type: none"> • Financial savings: • Payback period: • Energy saving: • CO₂ Emissions reduction: • Operational life of the project (before renewal): |
| Funding | <ul style="list-style-type: none"> • Financial investment: • Operational costs: |
| Resources | |
| Ensuring Success | |
| Measuring Success | |
| Project Timescales | |
| Notes | |

Reducing HDC's Environmental Footprint: Project Definition

Ref: 38

| | |
|---------------------------|---|
| Project Reference | <i>Combined Heat and Power (CHP) at Sawtry Leisure Centre</i> |
| Project Management | <i>Environment Team</i> |
| Lead officer | <i>Pete Corley</i> |
| Department | <i>Leisure Services</i> |
| Description | <i>Installation of a combined heat and power system to provide the leisure centre with a proportion of its energy requirements.</i> |
| Benefits | <ul style="list-style-type: none"> • Financial savings: • Payback period: • Energy saving: • CO₂ Emissions reduction: • Operational life of the project (before renewal): |
| Funding | <ul style="list-style-type: none"> • Financial investment: • Operational costs: |
| Resources | |
| Ensuring Success | |
| Measuring Success | . |
| Project Timescales | |
| Notes | |

Reducing HDC's Environmental Footprint: Project Definition

Ref: 39

| | |
|---------------------------|---|
| Project Reference | <i>Combined Heat and Power (CHP) at St Neots Leisure Centre</i> |
| Project Management | <i>Environment Team</i> |
| Lead officer | <i>Pete Corley</i> |
| Department | <i>Leisure Services</i> |
| Description | <i>Installation of a combined heat and power system to provide the leisure centre with a proportion of its energy requirements.</i> |
| Benefits | <ul style="list-style-type: none"> • Financial savings: • Payback period: • Energy saving: • CO₂ Emissions reduction: • Operational life of the project (before renewal): |
| Funding | <ul style="list-style-type: none"> • Financial investment: • Operational costs: |
| Resources | |
| Ensuring Success | |
| Measuring Success | |
| Project Timescales | |
| Notes | |

Appendix C: Green Force Communications Plan

| w/c | March | | | | | April | | | | May | | | | June | | | | | |
|--|-------|-----|------|------|------|-------|------|------|------|-----|------|------|------|------|-----|------|------|------|--|
| | 2nd | 9th | 16th | 23rd | 30th | 6th | 13th | 20th | 27th | 4th | 11th | 18th | 25th | 1st | 8th | 15th | 22nd | 29th | |
| Member Green Force Survey live on intranet | | | | | | | | | | | | | | | | | | | |
| Intranet page created and completed | | | | | | | | | | | | | | | | | | | |
| April- Team News Article | | | | | | | | | | | | | | | | | | | |
| Promote Staff Green Day-Posters/Intranet/ E-mails/Stand in Pathfinder House | | | | | | | | | | | | | | | | | | | |
| Green Day | | | | | | | | | | | | | | | | | | | |
| Green Force project promoted on HDC's website | | | | | | | | | | | | | | | | | | | |
| May- Team News Article | | | | | | | | | | | | | | | | | | | |
| Hold introductory Green Force Meeting (2nd May 2009) | | | | | | | | | | | | | | | | | | | |
| First Official Green Force Meeting (5th June 2009) | | | | | | | | | | | | | | | | | | | |
| June- Team News Article | | | | | | | | | | | | | | | | | | | |

Team News Articles

| |
|--|
| April- Promote Staff Green Day |
| May- Highlight success of launch and promote first Green Force meeting |
| June- Report on first Green Force meeting held |

Future Green Force meeting dates (TBC)

9th October 2009
5th February 2010

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**PERFORMANCE MONITORING
(Report by the Head of People, Performance & Partnerships)**

1. INTRODUCTION

- 1.1 The purpose of this report is to present to Members performance management information on "Growing Success" – the Council's Corporate Plan.

2. BACKGROUND INFORMATION

- 2.1 In September 2008 the Council adopted an updated Plan which includes 37 short, medium and long term objectives to help achieve aims and ambitions for Huntingdonshire's communities and the Council itself. In addition the Council identified eight of these objectives which were considered to be a priority for the immediate future.

3. PERFORMANCE MANAGEMENT

- 3.1 Progress against all 37 objectives is reported to Chief Officers Management Team quarterly on a service basis. A progress report from each Division includes performance data in the form of achievement against a target for each of the objectives that those services contribute towards. This is supported by narrative on achievements, other issues or risks and budgeting information. In addition, a working group jointly appointed by the Panels continues to meet quarterly to monitor progress in the achievement of the Plan and to consider development issues.
- 3.2 Members of the Overview & Scrutiny Panels have an important role in the Council's Performance Management Framework and the process of regular review of performance data has been established. In adopting the updated version of Growing Success, and in particular in prioritising objectives, it was intended that Members should concentrate their monitoring on a small number of objectives to enable them to adopt a strategic overview while building confidence that the Council priorities are being achieved.
- 3.3 Members of the Panels will also find broader performance information of help to them in undertaking their review and scrutiny functions. This information can be provided on a regular or ad-hoc basis.
- 3.4 The priority objectives have been allocated between Panels as follows:

| SOCIAL WELL-BEING | ENVIRONMENTAL WELL-BEING | ECONOMIC WELL-BEING |
|---|---|--|
| To enable the provision of affordable housing | To help mitigate and adapt to climate change | Effective Partnership |
| To achieve a low level of homelessness | To promote development opportunities in and around the market towns | To be an employer people want to work for |
| To promote active lifestyles | | Maximise business and income opportunities including external funding and grants |

4. PERFORMANCE MONITORING

4.1 The following performance data is appended for consideration:

Annex A - a summary of achievements, issues and risks relating to the objectives identified by the Heads of Service.

Annex B - Performance data from services which contribute to the Council objectives. For each measure there is a target, actual performance against target, forecast performance for the next period and a comments field. The data is colour coded as follows:

- green – achieving target or above;
- amber – between target and an “intervention level (the level at which performance is considered to be unacceptable and action is required);
- red – the intervention level or below; and
- grey - data not available

5. RECOMMENDATION

5.1 Members are recommended to;

Consider the results of performance for priority objectives and to comment to Cabinet as appropriate.

BACKGROUND INFORMATION

Performance Management reports produced from the Council’s CPMF software system

Growing Success: Corporate Plan

Contact Officer:

Howard Thackray, Policy & Research Manager



01480 388035

| Objective | | Comments from appropriate Head of Service |
|---|---------------|--|
| To help to mitigate and adapt to climate change | Achievements: | <p><u>Environmental Management:</u></p> <p>Energy efficiency:</p> <ul style="list-style-type: none"> • Local energy efficiency events/promotions ongoing: including Watts going down in Warboys. • Caxton Road Enterprise Centre/units Project funding shortfall being investigated to find funds to fill gap. Design incorporates a range of green measures including a green roof and innovative energy efficient lighting measures. • Extensive data collection work in relation to key indicators ongoing (eg NI 187: fuel poverty) <p>Renewable energy</p> <ul style="list-style-type: none"> • HDC Solar grants scheme uptake continues. <p>Travel and emissions to air</p> <ul style="list-style-type: none"> • Huntingdon Mill Common: design started on cycleway • Yaxley cycleway and Sallowbush to Oxmoor Lane cycleway works starting. • St Neots, Barford Rd: design started on cycleway. • Huntingdon bus station design progressing <p>Adapting to climate change</p> <ul style="list-style-type: none"> • Development of climate change adaptation work with Environment Agency and County (NI 188). A Local Climate Impact Profile is being developed and will help define cost of climate change threats to HDC services. <p><u>Planning Services:</u></p> <p>The Local Development Framework preparation process has progressed significantly – with the Core Strategy Examination, which lasted for three weeks in March and April, now completed and the Inspectors binding report anticipated by the end of July. Should he find the Submitted Core Strategy to be sound then that outcome will need to be formally reported to Council (so that they can adopt the Core Strategy). The preparation of other related Development Plan Documents is on-going with the Huntingdon West AAP now at the ‘preferred approach’ stage.</p> |
| | Issues: | <p><u>Environmental Management:</u></p> <ul style="list-style-type: none"> • Initiation of St Neots energy decentralised and renewable energy study with Renewables East and Cambridgeshire Horizons. 27 tenders received for review. • Finalise input to Strategic Flood Risk Assessment and enhance input to Draft Huntingdonshire water cycle strategy. • Input to strategic facilities management policy. • Shared services opportunity for Building Control to work on schools refurbishment programme being developed. • ‘Structural calculation checking agreement’ being re-tendered with a possibility of joint working contract with Fenland DC • Potential EERA allocation for retrofit funding to be investigated. • Implications of Pitt (flooding) Review and Water Framework Directive require examination. Close working required with the Environment Agency at a project and policy level essential. |

| Objective | | Comments from appropriate Head of Service |
|---|---------------|---|
| | Risks: | <p><u>Environmental Management:</u></p> <ul style="list-style-type: none"> • Any reduction in capital programme could affect design staff requirements. • Closer integration of key findings of the Carbon appraisal of the Cambridge sub region LTDP and HDC LIF continue to be critical to the delivery of long term carbon reduction measures to meet targets for: energy saving, combating climate change and meeting government targets NI 186 and 188. St Neots energy study should contribute in this area. • Ongoing lack of guidance from DEFRA means potential failure to report on NI 187 (fuel poverty). • Failure to gain planning permission for 2-storey extension at St Ives retrofit property. • Risk management approach for climate change activities not fully developed. Close working with Environment Agency required, fails to materialise. • Failure to find funds to meet Caxton Rd Project shortfall. |
| To promote development opportunities in and around the market towns | Achievements: | <p><u>Planning Services:</u></p> <ul style="list-style-type: none"> • Our specialist retained planning, engineering and property consultants (EDAW + Faber Maunsell + Drivers Jonas) have completed work on the Huntingdonshire Local Investment Framework and are making good progress in respect of completing other projects i.e. the Huntingdon West Link Road; the St Neots Healthcheck; and the Huntingdonshire Water Cycle Strategy. |
| | Issues: | <p><u>People, Performance & Partnerships: (formerly Policy & Strategic Services):</u></p> <p>The Integrated Development Plan for Cambridgeshire is currently being circulated for consultation with partners. The document assesses and sets out how spatial policy and economic development packages and key projects will deliver the required levels of growth for the County. It is crucial that the plan reflects all Huntingdonshire's development aspirations and challenges. A coordinated response is being put together for the Council and will be fed back through the planning and economic development channels.</p> |
| | Risks: | <p><u>People, Performance & Partnerships: (formerly Policy & Strategic Services):</u></p> <p>The development of a viable Community Workspace facility in Oxmoor may be compromised due to current market conditions and external funding availability. The £385k 'Investing in Communities' funding has been provisionally offered to the Council on the condition that partners match funding can be guaranteed and we can demonstrate intent that the project will be delivered by the end of the financial year or soon after.</p> |

| Community/Council Aim : A Clean, Green and Attractive Place | | | | | |
|---|---|---------|---------|-----------|---|
| Objective : To help mitigate and adapt to climate change | | | | | |
| Division : Environmental Management | | | | | |
| Divisional Objective : To help mitigate and adapt to climate change | | | | | |
| Key Activity(s) only to deliver service objective: | Key Measure: | Target: | Actual: | Forecast: | Comments: |
| ((NI186) Promote energy efficiency and use of renewable energy to householders | Number of tonnes of CO2 saved through installation of energy efficiency measures and renewables in domestic properties (cumulative quarterly measure) | 50 | 381 | | Contributing schemes include: Warmer Homes for Life, British Gas Rebate scheme, Solar Hot Water Scheme Free insulation for Pensioners Cumulative figures to date for financial year 2008/09: 61 Homes with cavity wall insulation 118 Homes with loft insulation 84 Homes with heating Controls 7 Homes with solar hot water and a total of 234 homes in the district were improved by these measures This saved 381 Tonnes of CO2 saved |
| (NI 185) Identify opportunities to reduce CO2 emissions from the Council's own operations | Achieve a 6% carbon saving from council estate.(cumulative quarterly measure) | 1 | 1 | | Baseline CO2 production for 2007 has been established, Carbon Management Plan now in place which includes a target for reducing the Council's Carbon emissions by 30% over five years, with the necessary year on year reductions identified. |
| | Production of HDC Carbon Management Plan by 31st March 2009 (on target) | 1 | 1 | | Final Carbon Management Plan completed in March 2009. The plan will now be presented to Overview and Scrutiny and |

| | | | | |
|--|--|----|----|---|
| | 1=Yes, 0 = No) | | | |
| (NI 188) Undertake risk-based assessment of current vulnerabilities to weather and climate changes and identify adaptation responses | Local risk based assessment complete by Sept 09 to achieve level 1 of NI188 on target (1=Yes, 0 = No) | 1 | 1 | <p>to Cabinet in June 2009 before final submission to the Carbon Trust.</p> <p>Huntingdonshire District Council in conjunction with the Cambridgeshire Climate Change Partnership is currently conducting research to establish how severe weather events have affected the district over the past 10 years. By examining media articles to assess the impacts of severe weather, the Council along with key partners will plan for the risks associated with climate change in the district and adapt to them.</p> <p>This initial report and the work completed so far, focuses on phase one of NI 188 (Adaptation to Climate Change).</p> <p>54 requests received only one not dealt with within 5 working days (6 days taken)</p> <p>Both properties now purchased (a two bedroom 1970s detached in St Ives and a 3 bedroom semi-detached in St Neots). Thermal and acoustic testing undertaken at both properties and tender specification for refurbishment being finalised for a proposed start on site in summer 2009</p> <p>Regular monthly project meetings throughout 2009 to ensure project remains on track.</p> |
| (NI186) Promote Energy Efficiency to householders through the Warmer Homes For Life Scheme | % of applications for loft and Cavity Wall Insulation received under the scheme replied to within 5 working days | 95 | 98 | QRT |
| (NI186) Retro fit project - procurement of Housing stock | Retro fit project - procurement of Housing stock by March 09 (on target 1 = Yes, 0 = No) | 1 | 1 | QRT |

| | | | | | |
|--|--|-----------|-----------|--|------------|
| <p>(N1186) Update existing and extend Travel Plans to all of the Council's employment sites and implement to achieve a modal shift away from single occupant car use</p> | <p>% of council employees travelling alone to work by car (previously 65%)</p> | <p>65</p> | <p>65</p> | <p>Working in partnership with the Buildings Research Establishment (BRE) to deliver the project. Annual measure monitored through the Cambridgeshire Travel to Work survey which provides a breakdown of HDC employees travel to work habits by mode.</p> | <p>YRL</p> |
| <p>Complete an annual review & update of Growing Awareness a plan for our environment & ensure that the MTP funding is committed by the Council to deliver on going carbon dioxide reduction</p> | <p>Year 1 actions identified in Environment Strategy on target (1=Yes, 0=No)</p> | <p>1</p> | <p>1</p> | <p>Year one funded Environment Strategy Projects eight out of nine on track - Performance against the first year targets will be published in the first annual review of the strategy which will be published in autumn 2009.</p> | <p>QRT</p> |
| <p>Identify areas of joint working with stakeholders to help deliver aims of Growing Awareness.</p> | <p>HSP Environment Forum to meet at least twice annually (1=Yes, 0 = No)</p> | <p>1</p> | <p>1</p> | <p>Environment Forum meetings held on 27.01.09 & 31.03.09. Further dates agreed for the coming financial year, 09.06.09, 22.09.09 & 01.12.09</p> | <p>QRT</p> |
| <p>Oversee the implementation of the Environment Strategy projects</p> | <p>% of Environment Strategy Year 1 projects on target</p> | <p>75</p> | <p>89</p> | <p>Year one funded Environment Strategy Projects eight out of nine on track - Mayfield Road Showcase Eco-homes (On track) Sustainable Homes Retro-fit Project (on track) Godmanchester Nursery - Renewables (on track) Renewables at HDC owned Sites (on track) Schools Recycling Scheme (on track) River Clean-up work (on track) Local Food & Countryside Event (on track) Smart Metering (on track) Battery Recycling (re-evaluating)</p> | <p>QRT</p> |

| | | | | |
|---|--|----------------|----------------|--|
| Division : Planning | | | | |
| Divisional Objective : To encourage sustainable forms of development | | | | |
| Key Activity(s) only to deliver service objective: | Key Measure: | Target: | Actual: | Forecast: |
| Include sustainable policies within LDF (to set a sustainable policy framework) | Core Strategy – Adherence to LDF timetable, on target to be adopted by August 2009 (1=Yes, 0=No) | 1 | 1 | |
| Community/Council Aim : Developing communities sustainably | | | | |
| Objective : To promote development opportunities in and around the market towns | | | | |
| Division : Planning | | | | |
| Divisional Objective : To promote development opportunities in and around the market towns | | | | |
| Key Activity(s) only to deliver service objective: | Key Measure: | Target: | Actual: | Forecast: |
| Develop strategic policy to promote well being of our market towns | Adoption of Core Strategy on target to be adopted by August 2009 (1=Yes, 0=No) | 1 | 1 | |
| Division : Policy and Strategic Services | | | | |
| Divisional Objective : To promote development opportunities in and around the market towns | | | | |
| Key Activity(s) only to deliver service objective: | Key Measure: | Target: | Actual: | Forecast: |
| Review the Local Economy strategy & identify priorities | % of LES actions/milestones on track | 90 | 100 | 100 |
| Divisional Objective : To support town centres to be economically viable and vibrant | | | | |
| Key Activity(s) only to deliver service objective: | Key Measure: | Target: | Actual: | Forecast: |
| Support the sustainable development of Town Centre Partnerships | % of town centre projects on track as specified in their annual action plans | 90 | 96.90 | 96.9 |
| Comments: | | | | |
| | | | | 09/10 Service Level |
| | | | | Agreements are in the process of being agreed. We are undertaking retail marketing work to support our town centres. |
| QRT | | | | |

OVERVIEW AND SCRUTINY PANEL (ENVIRONMENTAL WELL-BEING)

9TH JUNE 2009

OVERVIEW AND SCRUTINY REMITS AND STUDIES (Report by the Head of Democratic and Central Services)

1. INTRODUCTION

- 1.1 The purpose of this report is to acquaint Members with their remit following the introduction of changes to the structure of overview and scrutiny, review the programme of studies, provide an opportunity for Members to plan their work programme for the forthcoming year and set out additional responsibilities that the Panels now have in terms of scrutinising strategic partnership working.

2. WORK PROGRAMME

(a) Internal Scrutiny

- 2.1 The Council's services are divided into portfolios, which are the responsibility of Executive Members. In the past the portfolios have been simply divided between the Scrutiny Panels. Following the democratic structure review a new structure for overview and scrutiny has been introduced. This structure is based on the broad themes of Social, Environmental and Economic Well-Being. The allocation of Council services under these themes is represented in Appendix A.

(b) External Studies

- 2.2 The Council has a duty to promote the economic, social and environmental well-being of the District and, in order to demonstrate that the Council closely complies with the duty, this has been reflected in the new structure for overview and scrutiny. It gives the Panel a wide remit to examine any issues that affect the District by conducting in-depth studies. A number of such studies have been completed in the past, such as the investigation into flooding in the District.

(c) Study Programme

- 2.3 At the first meeting in the Municipal calendar, it is usual for the Overview and Scrutiny Panels to give detailed consideration to a programme of studies that they intend to undertake in the course of the year. Members are requested to consider whether any studies or investigations of single issues within their remit might usefully be undertaken. These might be topical or contentious matters, for example, it could be an issue that has arisen in the course of a Member's contact with constituents.
- 2.4 Performance data, which is regularly submitted to the Panel, and the Decision Digest, also can be used to identify study areas. The latest performance report appears elsewhere on the Agenda.
- 2.5 At each meeting the Panel's discuss a progress report their programme of studies. This report is reproduced at Appendix B.

(d) Study Methodology

- 2.6 Following a recent audit a report template to guide studies has been adopted. The template appears at Appendix C. It will be seen that there is considerable flexibility in the way studies may be conducted. It is also important to note that the Panels have a budget with which to pursue their study aims, for example, by obtaining expert opinion on a particular issue.
- 2.7 A number of working groups already exist to undertake some of these studies. It has been the practice for the membership of working groups to continue to the completion of studies and it is suggested that this principle should continue.

(e) Completed Studies

- 2.8 Since the establishment of Overview and Scrutiny Panels in June 2000, a number of studies have been completed. These are listed below:

- Anti-Social Behaviour Orders
- Vandalism
- Cemetery Administration
- Arts Provision in Huntingdonshire and Major Events Promoted by the Council
- Registered Social Landlord Rent Levels
- Bus Stations/Bus Services
- Bus Shelters
- Bus Information/Publicity
- Flooding
- Post Office Network and Services
- Fly Posting
- Fly Tipping
- Trees and Hedgerows
- Emergency Planning
- Sun Beds in Leisure Centres
- The Council's Charging Policy
- Tourism
- Market Services
- Best Value Review on Access to Services
- Council's Budget and Expenditure
- Member Development
- Street Naming and Numbering
- Levels of Affordable Housing on Land Sold By The Council
- Procedural Arrangements for Development Control
- Local Procurement
- Town Centre Initiatives
- St Ives (Environmental Improvements Schemes)
- County Council Highway Standards
- Consumption of Alcohol in Public Places
- Safer Routes to Schools
- Rent Levels at Paines Mill Foyer, St Neots
- West Huntingdon Rural Transport Study
- Benefit Fraud
- Service Provision for the Elderly
- Health and Safety Management
- Member Involvement and Consultation Procedures in the Local Plan Process
- Substance Misuse in Huntingdonshire
- Play Equipment
- Abandoned Vehicles
- Services for Young People
- The Big Gig
- Biodiversity
- Council's Complaints Procedure
- The Budget and Medium Term Plan
- Rural Economy and Services
- District Council's Twinning Links
- Hear By Right
- Dentistry Services
- Promoting Better Health in Older People Through Physical Activity

- Cycling in Huntingdonshire
- District Council's Travel Plan
- Electronic Communication
- Youth Forum
- Social consequences of alcohol abuse
- Section 106 process
- Small Scale Environmental Improvements
- State of the District Engagement Events
- Grant Aid
- Leisure facilities for older people

3. SCRUTINISING STRATEGIC / PARTNERSHIP WORK

- 3.1 The Local Government and Public Involvement in Health Act 2007 Act introduced changes from April 2009 to secure effective scrutiny of strategic partnership working and of local area agreements. The thematic groups under the Huntingdonshire Strategic Partnership have been aligned to the terms of reference of scrutiny panels. The Environmental Well-Being Panel will be responsible for the Environment and Growth and Infrastructure thematic groups of the Strategic Partnership. The Huntingdonshire Strategic Partnership itself is to be held to account through the full Council.
- 3.2 The Panel's remit also contains reference to the Council's corporate priorities and goals as they appear in the Corporate Plan. Specifically, this means that the Panel will be responsible for scrutinising the Clean, Green and Attractive Place and Developing Sustainable Communities aims of the Council's corporate plan 'Growing Success'. As has been said, a report monitoring progress against each of these aims appears elsewhere on the Agenda. Finally, the Panel will have the task of scrutinising the Managing Growth and Environmental Sustainability priorities of the Countywide Sustainable Community Strategy (Cambridgeshire's Vision).
- 3.3 Details of how it is suggested that these strategic / partnership areas of work might be undertaken will be the subject of a report at a future meeting.

3. RECOMMENDATIONS

The Panel is

RECOMMENDED

- a. to note the contents of the report;
- b. to review the existing programme of studies for the forthcoming year; and
- c. to consider the addition of new subject areas to the programme of studies.

BACKGROUND PAPERS

Previous reports to the Overview and Scrutiny Panels.

Contact Officer: Miss H Ali – Democratic Services Officer (01480) 388006

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SOCIAL WELL-BEING - Portfolios for housing and public health, leisure and operational and countryside services;

Housing (Head of Service, Mr Steve Plant)

Housing strategies/policies
Relations with housing providers/associations
Maintenance of housing register/nominations
Homelessness
Housing grants, including disabled facilities grants
Home Improvement Agency
Private sector housing

Community (Head of Service, Dr Susan Lammin)

Private sector housing
Caravan sites
Community Safety
Community Initiatives/development/grants, etc
Arts
Leisure Development

Leisure Centres (Head of Service, Mr Simon Bell)

Huntingdon
Ramsey
Sawtry
St Ivo
St Neots

Operations (Head of Service, Mr Robert Ward)

Streetscene
Car parks, public conveniences
Grounds maintenance, grass cutting
Parks, Open Spaces, Countryside Services
Emergency Planning/CCTV

Democratic & Central Services (Head of Service, Mr Roy Reeves)

Democratic Services
Elections/Electoral Registration
Member Support

People, Performance & Partnerships (Head of Service, Mrs Corrine Garbett)

Safeguarding
Diversity and Equalities
Consultation, Engagement and Research

Children & young people, health & well-being and inclusive, safe & cohesive communities thematic groups of the Huntingdonshire Strategic Partnership.

Safer & stronger communities priority of Cambridgeshire Vision.

The housing that meets individuals' needs, safe, vibrant & inclusive communities and healthy living aims of the Council's corporate plan 'Growing Success'.

ENVIRONMENTAL WELL-BEING - Portfolios for resources & policy and planning strategy and transport;

Environmental & Technical Services (Head of Service: Dr Paul José)

Strategy Implementation
Home Energy Conservation
Sustainability
Environmental improvements
Project/Contractual management
Architectural/design work
Land drainage
Residual highway responsibilities/public utilities
Street naming and property numbering
Building Control/dangerous structures/disabled access
Facilities Management
Travel Plan

Planning Services (Steve Ingram)

Development control/planning applications
Planning enforcement
Development plans/policies
Planning briefs/studies
Conservation/listed buildings
Trees and footpaths
Transportation

Environmental Health (Head of Service, Dr Susan Lammin)

Air quality/noise/pollution
Animal welfare/pest control
Commercial: health & safety promotion/food safety
Infectious diseases
Smoke-free initiatives

Operations (Head of Service, Mr Robert Ward)

Waste/refuse collection
Recycling
Vehicle fleet management
Abandoned vehicles
Waste Stream policy
Cleansing

Environment, and growth & infrastructure thematic groups of the Huntingdonshire Strategic Partnership.

Managing growth and environmental sustainability priorities of Cambridgeshire Vision.

A clean, green & attractive place and developing sustainable communities aims of the Council's corporate plan 'Growing Success'.

ECONOMIC WELL-BEING - Portfolios for customer services & information technology and finance & environment;

Information Management (Head of Service, Mr Chris Hall)

Website
Freedom of Information
ICT network & systems
Intranet
ICT Help Desk
Local Land & Property Gazetteer (LPG)
Customer Relationship Management (CRM) system
Geographic Information Systems (GIS)
Customer First programme
Business analysis/improvement

Finance (Head of Service, Mr Steve Couper)

Financial forecasting
Budget preparation and monitoring
Final accounts
Financial advice
Payment of Creditors
Audit
Risk management
Procurement
Treasury Management (Borrowing and Investments)
Debt Recovery

Customer Service and Call Centres (Head of Service, Ms Julia Barber)

Call Centre, St Ives
Customer Service Centre, *currently located at Centenary House*
Information Centres at Ramsey, St Ives, St Neots and Yaxley

Revenues (Head of Service, Ms Julia Barber)

Local taxation
Revenue collection
Benefits assessments/payments/fraud
NNDR

Democratic & Central Services (Head of Service, Mr Roy Reeves)

Land Charges
Document Centre
Licensing

Law, Property & Governance (Head of Service, Mr Colin Meadowcroft)

Legal advice
Conveyancing
Prosecutions and litigation
Representation at Planning and other Inquiries
Estates/property management/acquisition/sales
Data Protection/Regulation of Investigatory Powers
Contracts

People, Performance & Partnerships (Head of Service, Mrs Corrine Garbett)

Recruitment/retention

Health & Safety

Training/development

Personnel management/advice/contractual arrangements

Payroll

Communications and Marketing

Economic Development

Town Centre Management

External Funding

Performance Management

Comprehensive Area Assessment: Corporate Coordination across the organisation

Community Strategy/Huntingdonshire Strategic Partnership

Corporate Policy ("Growing Success")

Comprehensive Area Assessment: Corporate Coordination across the organisation (Head of Service, Corrine Garbett)

Democratic Structure Review: Implementation (Head of Service, Roy Reeves)

HQ/Accommodation: Deputy Leader Councillor Mike Simpson (Head Of Service, Mr Richard Preston)

Economic prosperity and equality & inclusion thematic groups of the Huntingdonshire Strategic Partnership.

A strong local economy, improving systems & practices, learning & developing and maintaining sound finances aims of the Council's corporate plan 'Growing Success'.

| Panel Date | Decision | Action | Response | Date |
|------------|---|--|--|----------|
| | <p><u>Heavy Goods Vehicle Parking In The District</u></p> <p><i>This item was transferred from the former Overview and Scrutiny Panel (Service Support)</i></p> | | | |
| 10/06/08 | <p>Endorsed the Working Group's report and recommendations for submission of the Cabinet.</p> | <p>Recommendations endorsed by the Cabinet at their meeting on 26th June 2008.</p> | <p>Agreed with Chairman / Vice Chairman that issue be taken forward by the Freight Quality Partnership.</p> <p>Matter included for discussion on agenda for LAA Reference Group.</p> | Jan 2009 |
| 09/09/08 | <p>Head of Administration was asked to establish the current position with regard to the Panel's recommendations following their referral to the Freight Quality Partnership.</p> | <p>Freight Quality Partnership has now met.</p> | <p>Update to be circulated at January meeting. Three County Group established to pool information and develop a strategy for future provision post 2015.</p> | |
| 13/01/09 | <p>The outcome of discussions at the first meeting of the three county group to be reported.</p> | <p>Information on Alconbury Site provided to February meeting. Further information on the outcome of 3 county group still awaited.</p> | <p>The Transport Team Leader has reported that although nothing has come forward from the 3 county group, the County Council are developing a County advisory route network for HCVs, which they will be consulting the District Council on.</p> | |

| Panel Date | Decision | Action | Response | Date |
|------------------------|--|--|--|--|
| <p>08/07/08</p> | <p><u>Petition By St Audrey Lane Area Residents, St Ives</u></p> <p><i>This item was transferred from the former Overview and Scrutiny Panel (Service Support)</i></p> <p>Representatives from Anglian Water in attendance at Panel's July meeting. Requested that an update be provided in 6 months time and that residents be informed of the outcome of their investigations.</p> | <p>Email requesting update sent – 21/10/08</p> | <p>CCTV survey of St Audrey Lane and Pig Lane Surface Water sewer completed. Funding now available to Jet Sewer – will be carried out shortly.</p> | <p>April 2009</p> |
| <p>10/02/09</p> | <p>Panel made aware of further problems in recent weather. Agreed to seek further update as to what work has and hasn't been completed.</p> | <p>Response to be sought from Anglian Water for April meeting.</p> | <p>Update received from Anglian Water and circulated by email to all Panel Members.</p> | |
| <p>14/10/08</p> | <p><u>Petition To Control Commuter Parking In The Longsands Area Of St Neots And Discussion On Huntingdon Train Station</u></p> <p><i>This item was transferred from the former Overview and Scrutiny Panel (Service Support)</i></p> <p>Chairman to write to the Chairman of Huntingdonshire Traffic Management Area Joint Committee outlining the Panel's concerns and requesting that the matter be progressed at the earliest opportunity.</p> <p>A representative from First Capital Connect to be invited to attend a future meeting to discuss their expansion plans for the car parks at Huntingdon and St Neots.</p> | <p>Update provided to February meeting. Further investigative work being undertaken by the County Council in advance of April Area Joint Committee. Further update expected in April 2009.</p> <p>Letter sent 21/10/08</p> | <p>Item deferred until a later date. District Council still awaiting a response from the Minister on the issue of permitted</p> | <p>April 2009</p> <p>Spring 2009</p> |

| Panel Date | Decision | Action | Response | Date |
|------------|---|---|---|-------------|
| 10/03/09 | Members questioned whether planning permission had been granted for the car parking being constructed at Huntingdon Train Station. | Clarification sought from the Development Control Manager as to the status of the construction. | development. The development does not have permission although it is understood that an application is to be submitted shortly. The use of the land for car parking for up to 28 days in a calendar year would be permitted development. | |
| 12/02/08 | Cycling In Huntingdonshire <i>This item was transferred over from the former Overview and Scrutiny Panel (Service Support)</i> Endorsed the Working Group's report and recommendations for submission of the Cabinet and requested that the study recommendations be placed on the progress report for future monitoring. <i>[Recommendations are appended to this report].</i> | Considered by the Cabinet at their meeting on 12 th February 2008. Cabinet noted the recommendations and requested a further report by officers addressing the wider issue of Section 106 funding and partnership working. Agreed that discussions should be held with Cambridgeshire County Council regarding their offer to update the Huntingdonshire Cycling Strategy and the issue of partnership working on cycling provision. | Report updating the Panel on the current position the review of the Cycling Strategy and the provision for funding for Huntingdonshire in the LTP included on Agenda for the meeting for June 08 meeting. | June 2008 |
| 10/06/08 | Asked the Transportation Team Leader to email all Members of the Council asking about any specific issues with regard to cycle routes in their wards. Requested sight of the draft report on the prioritisation | Since the June Panel meeting, it has come to light that the list of potential cycle routes have already been scored and prioritised. A report will be | Priority List endorsed by the AJC. District Council members will be contacted in June 2009, before the next review to ask | Spring 2009 |

| Panel Date | Decision | Action | Response | Date |
|-----------------|---|--|---|------------------|
| | of cycle schemes before any consideration by the AJC. | considered by the AJC at their meeting on 7 th July 2008, seeking ratification of the cycle routes as scored. Requests have been made for reviews to be undertaken annually, with the first review with Members to start in the autumn. | about specific issues within their ward. | |
| 13/05/09 | <u>Adoption of Roads and Sewers</u> This item was transferred from the former Overview and Scrutiny Panel (Service Delivery), who had decided to undertake a study into the processes and procedures involved with the adoption of roads and sewers. A Working Group comprising Councillors J D Ablewhite, Mrs P A Jordan, M F Shellens, P K Ursell and J S Watt was therefore appointed to conduct the review. | A number of meetings have been held by the Working Group. | The final report of the Working Group will be presented to a future meeting of the Panel. | July 2009 |
| 13/05/09 | <u>Corporate Plan – Growing Success</u> Councillors P M D Godfrey and D Harty appointed to Corporate Plan Working Group. | Quarterly reports submitted to all Overview & Scrutiny Panels. | This item appears elsewhere on the Agenda. | June 2009 |
| 15/01/08 | <u>Local Area Agreements</u> Minutes of future meetings of the Cambridgeshire Together Joint Accountability Committee should be circulated to all Panel Members. | Minutes of the meeting held on 24 th February 2008 have been circulated. | | Feb 2009 |
| 13/05/09 | Councillor P M D Godfrey appointed to Joint Accountability Committee. Substitute Members to be | | | |

| Panel Date | Decision | Action | Response | Date |
|-----------------|--|---|---|---|
| | appointed in consultation with the Head of Democratic and Central Services. | | | |
| 14/04/05 | <u>Monitoring Of Section 106 Agreements</u> <i>This item was transferred over from the former Overview and Scrutiny Panel (Service Support)</i> | | | Mar 2009 |
| 10/02/09 | Quarterly reports to be submitted to the Panel. Subject to minor amendments endorsed the Final report for consideration by the Cabinet. | Report considered by the Cabinet at their meeting on 12 th March 2009. | The Cabinet endorsed the recommendations and resolved that the Section 106 working group be invited to consider the likely effects of the introduction of the Community Infrastructure Levy and make recommendations on processes to implement the system. The Working Group comprised Councillors P J Downes, D Harty, M F Newman and R J Tuplin. Councillor T D Sanderson was co-opted to the Group as a result of his interest in the subject matter. As the Panels have been changed, Members may decide to reappoint to this Working Group. | Feb 2009 June 2009 |

| Panel Date | Decision | Action | Response | Date |
|------------|--|---|--|-------------|
| | Regional Scale Settlement Study <i>This item was transferred from the former Overview and Scrutiny Panel (Service Support)</i> | | | |
| 10/02/09 | Head of Planning Services to report back on outcome of Cambridgeshire Development Study and HDC response to Regional Scale Settlement Study. | Report to be received from the Head of Planning Services. | This item appears elsewhere on the Agenda. | April 2009 |
| 14/04/09 | Head of Planning Services attended to give an update. | The Panel endorsed a recommendation that the District Council should adopt the six principles suggested when responding to the EERA proposal. | Awaiting further developments. | |
| | Great Fen Project | | | |
| | <i>This item was transferred from the former Overview and Scrutiny Panel (Service Support)</i> | | | |
| 08/07/08 | Director of Environmental & Community Services to make presentation to future meeting. All Scrutiny Members to be invited. | Comments submitted to Cabinet meeting on 20 th November 2008. | | TBA |
| 11/11/08 | Report on the content of the collaboration agreement to be submitted to a future Panel meeting before its consideration by Cabinet. | Presentation to be given to all Members in April. | | |
| 14/04/09 | A presentation on the Great Fen was given to all Members. | Collaboration Agreement anticipated in July, and the Great Fen Master Plan anticipated in September. | | Summer 2009 |

| Panel Date | Decision | Action | Response | Date |
|------------|---|--|---|--------------|
| 15/05/09 | <p><u>Retrofit Project</u></p> <p>This item was transferred over from the Overview and Scrutiny Panel (Service Delivery). The Corporate Plan Working Group requested submission of a report on the retrofit project to be submitted to a future Panel meeting.</p> | Request submitted to the Head of Environmental Management. | This item has been acknowledged and will be presented to the Panel at a future meeting. | TBC |
| | <p><u>Forward Plan</u></p> <p><i>The following items were transferred from the former Overview and Scrutiny Panels (Service Support and Service Delivery) who requested that these items should be considered at future meetings of the Panel.</i></p> | | | |
| 13/11/07 | <p>Parish Plans and Local Plan Policy</p> <p>Circulate report when this becomes available.</p> | | | TBA |
| 08/07/08 | <p>Developer Contributions SPD</p> <p>Requested that report should be considered at a future meeting of the Panel.</p> | | | Sep 2009 |
| 14/10/08 | <p>A14 Statutory Orders – Consultations</p> <p>Requested that the report should be considered at a future meeting of the Panel.</p> | | | July 2009 |
| 13/01/09 | <p>Great Fen Masterplan</p> <p>Requested that the report should be considered at a future meeting of the Panel.</p> | Presentation given to all Members in April. | | Jul/Sep 2009 |
| 07/04/09 | <p>Carbon Management Plan</p> <p>Requested that the report should be considered at a future meeting of the Panel.</p> | | This item appears elsewhere on the agenda | June 2009 |

| Panel Date | Decision | Action | Response | Date |
|------------|--|--------|----------|------|
| 14/04/09 | <p>Proposed Changes to Policy of Gypsies and Travellers in East of England Plan. The Panel requested sight of comments made retrospectively.</p> | | | TBA |

RECOMMENDATIONS ARISING FROM CYCLING IN HUNTINGDONSHIRE

- (a) that the offer by the County Council to update the Council's existing cycling strategy and to prepare an action plan for its implementation be welcomed and officers requested to conclude this work within the next six months;
- (b) that, following completion of the strategy and action plan, specific contributions be sought in Section 106 Agreements for cycleway provision in Huntingdonshire in appropriate cases;
- (c) that contributions negotiated under (b) above be retained by the District Council for expenditure on implementation of the cycling strategy action plan;
- (d) that the District Council seek the allocation of specific funding through the Local Transport Plan for cycleway provision in Huntingdonshire;
- (e) that the approval of individual cycleway schemes continue to be the responsibility of the Huntingdonshire Traffic Management Area Joint Committee with District Council expenditure continuing to be allocated on a scheme by scheme basis.

**OVERVIEW AND SCRUTINY
(ENVIRONMENTAL WELLBEING)
WORKING GROUP STUDY**

| AREA OF REVIEW | DETAILS/COMMENTS |
|--|------------------|
| Title of Study (name of Working Group) | |
| Appointing Panel | |
| Members Assigned (including date Working Group appointed) | |
| Possible Co-Options to the Group | |
| Interests Declared | |
| Rapporteur | |
| Officer Support | |
| Purpose of Study / Objective (specify exactly what the study should achieve) | |
| Rationale (key issues and/or reason for conducting a study) | |
| Terms of Reference | |
| Links to Council Policies/Strategies | |

| | |
|---|--|
| | |
| Methodology / Approach (what types of enquiries will be used to gather evidence) | |
| External/Specialist Support | |
| Existing Documentation | |
| Evidence to be Obtained (e.g. witnesses, documents, site visits, consultation, research, etc) | |
| Reference Sites | |
| Investigations | |
| Witnesses | |
| Site Visits (if necessary) (where and when) | |

**OVERVIEW AND SCRUTINY
(ENVIRONMENTAL WELLBEING)
WORKING GROUP STUDY**

| | |
|--|--|
| Meetings of the Working Group | |
| Costs (resource requirements, additional expenditure, time) | |
| Possible Barriers to the Study (potential weaknesses) | |
| Projected Timescale (Start and end times) | |

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Decision Digest

Edition 94

Monthly summary of the decisions taken at meetings of the Council, Cabinet, Overview & Scrutiny and other Panels for the period 14th April to 14th May 2009.

REVIEW OF THE HOME-LINK SCHEME AND THE COUNCIL'S LETTINGS POLICY

The outcome of a review of Home-Link, the choice based lettings scheme, has been considered by the Overview and Scrutiny Panel (Service Delivery). The review examined strategic and operational aspects of the scheme and involved consultation with housing association partners, statutory and voluntary agencies and customers of the scheme. The reported level of users' satisfaction with the scheme was welcomed by the Panel. However the review has revealed that some customers have difficulty in understanding the mechanics of the scheme and that some users require assistance to bid for properties. Continued efforts will be made to inform potential users and raise awareness generally of the support that is available, particularly for those on the Housing Register.

The Panel was encouraged that the review concluded that the Council's Lettings Policy was adequate to meet local need and that only a minor amendment was required. The amendment related to the re-prioritisation of homeless persons by awarding them a Band B priority.

This change was subsequently supported by the Panel. The Panel's views have been considered at a meeting of the Cabinet, where the contents of the revised lettings policy for the Council along with a series of planned enhancements to the Home-link scheme were approved.

SPORTS FACILITY STRATEGY

The Cabinet has approved the contents of the Sports Facility Strategy for Huntingdonshire 2009-2014. The Strategy will help to achieve an adequate range of sports facilities to meet future need.

An attempt has been made to identify all sports facilities available across Huntingdonshire, inclusive of those owned by the private, voluntary and education sectors. Comparisons have been made with national recommended levels of provision and the outcome will be used to inform future provision of facilities in the District. The document has been considered by the Overview and Scrutiny Panel (Service Delivery); they recommended to Cabinet that the strategy be adopted on the understanding that the Council will not be solely responsible for being the provider of such facilities.

ENVIRONMENTAL IMPROVEMENTS TO ST IVES TOWN CENTRE

The outcome of a consultation exercise undertaken by the Council as part of the second phase of environmental improvements to the Market Hill and Bridge Street areas of St Ives has been considered by the Overview and Scrutiny Panel (Service Delivery). The Panel's role is to ensure that the Environmental Improvements Protocol has been adhered to in advance of any works being carried out.

The consultation reveals that there is no clear majority amongst respondents for any of the three options presented for consultation. The Advisory Group which was set up to oversee the environmental improvements scheme has scrutinised the results of the consultation and has suggested, as there appears to be no consensus for any of the options, that the scheme should be deferred from its planned start date of January 2010 to enable a review of the options to take place. The deferment would also be timely given the current economic climate and the impact that works would have on local retailers within the town. In addition, works might adversely affect planned celebrations of the Town's 800th Anniversary.

The Panel has expressed their satisfaction that the Environmental Improvements Protocol has been adhered to and has suggested to the Cabinet that deferral of the scheme is the preferred course of action to take. This would enable the formulation of a scheme which

more adequately suits the requirements of the Town. In addition, the Panel has suggested that financial contributions towards the cost of the scheme should be sought from the County and Town Councils.

Having considered the views of the Panel, the Cabinet has agreed to defer the project for three years to allow time for the production of a scheme which meets the majority of requirements of the interested parties and not to proceed without commitments by the County Council and St. Ives Town Council to make financial contributions to the project. The Cabinet has requested also that the results of the Bridge Street consultation be sent to the County Council to enable them to amend their parking orders relating to loading and disabled bays.

RECYCLING

The Overview and Scrutiny Panel (Service Delivery) has been updated with the outcome of recent negotiations on the contract for the processing and onward sale of recyclable materials. In light of recent trends within the market, the terms of the current contract in respect of gate fees has been varied. This contract would cease in November 2009. A tendering process is currently being undertaken for a new contract in conjunction with Fenland District Council and Cambridge City Council.

LOCAL GOVERNMENT AND PUBLIC INVOLVEMENT IN HEALTH ACT 2007 -

IMPLICATIONS FOR OVERVIEW AND SCRUTINY

The Overview and Scrutiny Panels and the Corporate Governance Panel have been acquainted with legislative changes affecting Overview and Scrutiny, which have arisen from the Local Government and Public Involvement in Health Act 2007. The changes introduce a Councillor Call for Action, which enables any Member of the Council to refer to an Overview and Scrutiny Panel any local government matter relevant to the functions of that Panel. The changes require alterations to the Council Procedure Rules and the Overview and Scrutiny Procedure Rules contained within the Constitution. Both Scrutiny Panels have endorsed the content of a guide outlining the process for making a Councillor Call for Action, and this has subsequently been recommended for adoption by the Corporate Governance Panel to Council.

Attention has been drawn to changes which affect the scope of Scrutiny Panel work and the way in which Overview and Scrutiny reports and recommendations must be responded to. In addition, there now exist provisions for joint Overview and Scrutiny arrangements between the County and District Councils. These changes have taken effect from 1st April 2009. Legislation relating to the scrutiny of crime and disorder matters is likely to come into force at the end of April 2009.

NHS CAMBRIDGESHIRE: STRATEGIC PLAN 2009 - 2014

The Overview and Scrutiny Panel (Service Delivery) has received details of a consultation being undertaken by NHS Cambridgeshire on the content of their Strategic Plan for the period 2009 - 2014. In advance of submitting a response to the consultation, the Panel has decided to meet with a representative of NHS Cambridgeshire to discuss the proposals contained within the Plan in detail. The consultation period ends on 29th May 2009.

LOCAL GOVERNMENT ACT 2000 - FORWARD PLAN

The Overview and Scrutiny Panel (Service Delivery) has requested sight of items entitled St Ivo and St Neots Leisure Centres - Proposals for Development, Carbon Management Plan, Sustainable Communities Act and Leisure Centres Performance Monitoring Report prior to their consideration by the Cabinet.

The Overview and Scrutiny Panel (Service Support) has requested sight of the comments on the proposed changes to the policy for gypsies and travellers in the East of England Plan.

PROPOSALS FOR RIVERSIDE PARK, HUNTINGDON

The Overview and Scrutiny Panel (Service Support) has considered a report by the Heads of Planning, Operations and Environmental Management Services on the outcome of a consultation exercise on proposed improvements to the Riverside Park, Huntingdon. The Panel has been advised that the

improvements scheme has been split into two phases to reflect the views expressed during the consultation and the financial situation of the Council. The Panel has raised concerns over the allocation of £15,000 for the 'greening' of the traffic island at the Bridge Hotel, as this forms part of the highway, and as such is considered to be the responsibility of the County Council. The Panel has expressed a view that the amount allocated for planting is excessive, and does not support the proposed ongoing revenue expenditure of £20,000 per annum for improved maintenance of the wildlife area at the park. The Panel broadly welcome the scheme but feel that Phase II of the improvements should be regarded as aspirational only at this stage.

Having considered the views of the Panel and the outcome of the consultation exercise, the Cabinet has authorised the Head of Operations to undertake a programme of maintenance only at the park and to liaise with the Executive Councillors for Finance & Environment, Planning Strategy & Transportation and Operational & Countryside Services over the extent and cost of the work to be done.

MASTERPLAN FOR LAND EAST OF SAPLEY SQUARE, OXMOOR

The Overview and Scrutiny Panel (Service Support) has endorsed a report and proposed masterplan, which has been drafted following public consultation on the preferred

options for Sapley East and the development of a community enterprise centre. The Panel has commented on the success of the consultation exercise and has noted that local residents welcome the proposals in the masterplan. Subsequently the document has been approved as informal planning guidance by the Cabinet.

HUNTINGDON WEST AREA ACTION PLAN

The Overview and Scrutiny Panel (Service Support) has considered a report by the Head of Planning Services on the preferred approach for taking forward the Huntingdon West Area Action Plan. Although the Panel has welcomed the proposals, concerns have been raised over the highway implications of the proposals and the possibility that the removal of the viaduct at the Railway station would create an increase in traffic congestion. The Panel has suggested that a more aspirational approach could be taken to secure highway improvements as part of the action plan.

Subsequently, the Plan has been approved for public consultation by the Cabinet.

THE RSS REVIEW – THE CAMBRIDGESHIRE DEVELOPMENT STUDY

The Overview and Scrutiny Panel (Service Support) has been acquainted with the basis of a response to the East of England Regional Assembly (EERA) by the Joint Cambridgeshire Review Panel (CRoSSP) on the review of the

regional spatial strategy. The Panel remain concerned over the proposals and their implications for Huntingdonshire.

The Panel supports the concept of development occurring where employment opportunities exist, and feel that the proposals do not pay sufficient regard to the substantial improvement to public transport in the county. The Panel has been reminded that the District Council will be commissioning its own independent consultants to inform the Council's response to the proposals and evidence at the subsequent examination in public on the regional plan proposals. The Panel has endorsed a recommendation by the Head of Planning Services that the District Council should adopt the following principles when responding to the EERA proposal -

- (i) that the emerging 'Cambridgeshire Growth Strategy' is underpinned by a positive commitment to a highly sustainable approach that will both direct policy development and influence the proposed spatial pattern of development;
- (ii) that the emerging 'Cambridgeshire Growth Strategy' principally reinforces and builds upon the established sequential approach to the direction of further growth within Cambridgeshire;
- (iii) that the emerging 'Cambridgeshire Growth Strategy' acknowledges that

there is limited capacity for additional growth above the established RSS levels and therefore any targets for growth up to 2031 must reflect the lower rather than the higher NHPAU scenarios;

- (iv) that the emerging 'Cambridgeshire Growth Strategy' acknowledges the need to utilise the capacity, of, and the opportunities created by, existing and committed transport and other infrastructure provision;
- (v) that the emerging 'Cambridgeshire Growth Strategy' acknowledges the essential needs to co-locate homes with jobs. As the economic models favour jobs growth in the south of the county and acknowledge the challenges associated with the potential job creation in the north of the County, then that is where the majority of new homes need to be located; and
- (vi) that the emerging 'Cambridgeshire Growth Strategy' recognises that whilst the market towns could sustainably accommodate further growth, and indeed such growth could aid their regeneration, these market towns do have environmental capacities that need to be respected.

These principles together with a suggestion for testing options for higher growth have been endorsed by the Cabinet. At the same time,

the Cabinet has requested the County Council's Cabinet to take appropriate account of the District Council's statements of support and concerns and to amend the basis of its suggested advice to EERA accordingly.

SMALL BUSINESS ENGAGEMENT ACCORD

The Cabinet has agreed to adopt the Federation of Small Businesses Accord, a voluntary code of practice for local authorities which seeks to maintain or encourage a productive dialogue with local businesses.

ENFORCEMENT ACTION

The Development Control Panel has noted action taken by the Council to obtain an injunction to prevent unauthorised occupation of a site for residential development off the A1123, Needingworth Road, Bluntisham. No further development has subsequently taken place on site.

DEVELOPMENT CONTROL - PERFORMANCE MONITORING

Having considered the level of activity of the Development Control Services during the period 1st October to 31st December, 2008, the Development Control Panel has welcomed a report that Government performance targets for the determination of major, minor and other applications within the prescribed timescales had all been exceeded over this period.

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