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3 March 2015

To: Councillor Ray Manning, Portfolio Holder

Lynda Harford  
Bridget Smith  
John Williams

Scrutiny and Overview Committee  
Opposition Spokesman  
Opposition Spokesman

Dear Sir / Madam

You are invited to attend the next meeting of **LEADER'S PORTFOLIO MEETING**, which will be held in **SWANSLEY ROOM A, GROUND FLOOR** at South Cambridgeshire Hall on **WEDNESDAY, 11 MARCH 2015 at 10.00 a.m.**

Yours faithfully  
**JEAN HUNTER**  
Chief Executive

**Requests for a large print agenda must be received at least 48 hours before the meeting.**

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<b>AGENDA</b>		<b>PAGES</b>
<b>PROCEDURAL ITEMS</b>		
1.	<b>Declarations of Interest</b>	
2.	<b>Minutes of Previous Meeting</b> The Portfolio Holder is asked to sign the minutes of the meeting held on 29 January 2015 as a correct record.	<b>1 - 6</b>
<b>DECISION ITEMS</b>		
3.	<b>Community Chest: Eligibility Criteria for 2015/16</b>	<b>7 - 14</b>
4.	<b>Home Energy Efficiency Act: Progress Report</b>	<b>15 - 24</b>
<b>INFORMATION ITEMS</b>		
5.	<b>Forward Plan</b>	<b>25 - 28</b>
<b>STANDING ITEMS</b>		
6.	<b>Date of Next Meeting</b> Please bring your diaries.	

## **OUR LONG-TERM VISION**

South Cambridgeshire will continue to be the best place to live, work and study in the country. Our district will demonstrate impressive and sustainable economic growth. Our residents will have a superb quality of life in an exceptionally beautiful, rural and green environment.

## **OUR VALUES**

We will demonstrate our corporate values in all our actions. These are:

- Working Together
- Integrity
- Dynamism
- Innovation

## **GUIDANCE NOTES FOR VISITORS TO SOUTH CAMBRIDGESHIRE HALL**

### **Notes to help those people visiting the South Cambridgeshire District Council offices**

While we try to make sure that you stay safe when visiting South Cambridgeshire Hall, you also have a responsibility for your own safety, and that of others.

#### **Security**

When attending meetings in non-public areas of the Council offices you must report to Reception, sign in, and at all times wear the Visitor badge issued. Before leaving the building, please sign out and return the Visitor badge to Reception.

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#### **Emergency and Evacuation**

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- **Do not** re-enter the building until the officer in charge or the fire brigade confirms that it is safe to do so.

#### **First Aid**

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#### **Access for People with Disabilities**

We are committed to improving, for all members of the community, access to our agendas and minutes. We try to take all circumstances into account but, if you have any specific needs, please let us know, and we will do what we can to help you. All meeting rooms are accessible to wheelchair users. There are disabled toilet facilities on each floor of the building. Infra-red hearing assistance systems are available in the Council Chamber and viewing gallery. To use these, you must sit in sight of the infra-red transmitter and wear a 'neck loop', which can be used with a hearing aid switched to the 'T' position. If your hearing aid does not have the 'T' position facility then earphones are also available and can be used independently. You can get both neck loops and earphones from Reception.

#### **Toilets**

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#### **Recording of Business and Use of Mobile Phones**

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#### **Disturbance by Public**

If a member of the public interrupts proceedings at a meeting, the Chairman will warn the person concerned. If they continue to interrupt, the Chairman will order their removal from the meeting room. If there is a general disturbance in any part of the meeting room open to the public, the Chairman may call for that part to be cleared. The meeting will be suspended until order has been restored.

#### **Smoking**

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# Agenda Item 2

## SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

Minutes of the Leader's Portfolio Meeting held on  
Thursday, 29 January 2015 at 11.00 a.m.

Portfolio Holder: Ray Manning

### **Councillors in attendance:**

Scrutiny and Overview Committee monitors: Lynda Harford

Opposition spokesmen: Bridget Smith

Also in attendance: Simon Edwards, Caroline Hunt, Robert Turner and  
Bunty Waters

### **Officers:**

Patrick Adams

Senior Democratic Services Officer

Gemma Barron

Sustainable Communities & Partnerships Manager

## **1. DECLARATIONS OF INTEREST**

Councillor Lynda Harford declared a non-pecuniary interest in item 3, Community Chest Grants, as a Trustee of Cottenham Charities, one of the applicants. Councillor Harford left the room while this grant was being decided.

Councillor Ray Manning declared a non-pecuniary interest in item 3, Community Chest Grants. One of the applicants was the 1st Willingham Scout Group and as a local member for Willingham Councillor Ray Manning left the room whilst this item was discussed. The decision was taken by the Deputy Leader.

## **2. MINUTES OF PREVIOUS MEETING**

The minutes of the meeting held on 27 November 2014 were agreed as a correct record.

## **3. COMMUNITY CHEST GRANTS 2014/15**

The Sustainable Communities and Partnerships Manager introduced this item which considered the final applications for funding from the Community Chest Grants Scheme during 2014/15.

### **1<sup>st</sup> Willingham Scout Group**

It was noted that a grant of £1,500 had been awarded for internal building works, but this had not received planning permission and so the 1<sup>st</sup> Willingham Scout Group had applied for a change of use of the grant funding to camping equipment. As a local member for Willingham, the Leader left the room and the Deputy Leader chaired the meeting. The following points were made:

- £1,500 appeared to be a large amount of money for camping equipment.
- It was unclear if other funding schemes had been considered for this equipment.
- There was no clear demonstration of need for this equipment.
- The 2015/16 Community Chest Grant funding would become available from April.

The Deputy Leader

**AGREED** To defer making a decision with regard to the grant request from 1<sup>st</sup>

Willingham Scout Group, as more information was required on the change of grant use.

The £1,500 was returned to the 2014/15 Community Chest Grant fund, bringing the total amount available to £9,461.

The Leader highlighted the fact that £18,994 had been applied for but only £9,641 was available. For this reason he stated that the maximum individual grant he would award on this occasion was £1,000. He considered each grant in turn.

**Fen Drayton Parish Council: Upgrade showers in the pavilion**

The Leader expressed his support for this grant, as it would encourage greater use of the pavilion and had the potential to benefit a wide range of organisations. Additionally Fen Drayton was a relatively small parish.

**1<sup>st</sup> Highfields Caldecote Scouts and Barrington Scouts: camping equipment**

The Leader expressed his support for the Scouts and for these two applications. It was suggested that £1,500 was a large amount of money for camping equipment, in comparison to the other applications. It was recommended that the applicants could attempt to do a joint bulk purchase of camping equipment.

**Girton Parish Council: install a footpath for school children**

The Leader stated that funding towards this initiative should be the responsibility of the County Council and not this authority.

**Longstanton Parish Council: restoration of two village pumps**

The Leader expressed his support for the restoration of these two Grade 2 listed village pumps.

**Over Community Association: refurbishment of toilets**

It was suggested that Over Community Association should ensure that the charges for use of their facilities cover the costs of refurbishments.

**St Thomas Indian Orthodox Church: renovation work**

The Leader expressed his reservations with regard to this application as he considered that alternative funding could be available, possibly from Papworth Everard Parish Council.

**Longstowe Parish Council: installation of notice boards**

The Leader expressed his support for this application as it helped communication in a relatively small parish.

**The Countryside Restoration Trust: purchase of picnic benches**

The Leader expressed his support for this application which would encourage visits from children.

**Cottenham Charities: gate at allotment entrance**

Councillor Lynda Harford explained, as a Trustee of Cottenham Charities, that the gate would improve security at the allotments which has suffered recently from thefts. Councillor Harford then left the room whilst the decision was made. The Leader expressed his support for this crime prevention initiative.

**Weston Colville Parish Council: installation of play equipment**

The Leader supported this application, as the Council had funded several similar initiatives.

**Sawston Youth Group: contribution to annual residential event**

The Leader expressed his reservations for this application as he thought it was for ongoing revenue costs and so did not meet the conditions of the scheme. He considered that alternative funding streams were available.

**Gamlingay & Hatley PCC: installation of disabled toilet in churchyard**

The Leader expressed his support for this application, as the facilities were used by the wider community. It was noted that the toilet would be non-flushing and eco-friendly.

**The Gamlingay Post: IT equipment to produce a local newsletter**

The Leader supported this application which would greatly assist communication in the village. He noted that the grant would be used to purchase a MacBook and recommended that if the project folded, the MacBook should be given to the parish council. It was hoped that a newsletter could mention the grant awarded by the Council in one of its editions.

The Leader **AGREED** the following grants

<b>Name of applicant</b>	<b>Project description</b>	<b>Type of project</b>	<b>Total cost of project (£)</b>	<b>Total applied for (£)</b>	<b>Total grant awarded (£)</b>
Fen Drayton Parish Council	Upgrade showers at pavilion	Improvements to community facilities	2,685	1,500	1,000
1 <sup>st</sup> Highfields Caldecote Scout Group	Purchase of tents	Equipment/ capital purchase	1,560	1,500	750
Girton Parish Council	Install footpath for school children	Improvements to community facilities	52,000	1,500	0
Barrington Scout Group	Purchase of tents	Equipment/ capital purchase	1,800	1,500	750
Longstanton Parish Council	Restoration of 2 Grade 2 Listed village pumps	Repairs to historic buildings/ monuments/ memorials	3,212	1,500	1,000
Over Community Association	Refurbishment of toilets	Improvements to community facilities	1,500	1,500	0
St Thomas Indian Orthodox Church	Renovation of church	Repairs to historic buildings/ monuments/ memorials	70,000	1,500	0

Longstowe Parish Council	Installation of notice boards	Equipment/ capital purchase	2,700	1,500	1,000
The Countryside Restoration Trust	Purchase of picnic benches for school visits	Equipment/ capital purchase	675	675	675
Cottenham Charities	Erect gate at allotment entrance	Equipment/ capital purchase	1,544	1,000	1,000
Weston Colville Parish Council	Install play/ exercise equipment for children & adults	Equipment/ capital purchase	11,000	1,500	1,000
Sawston Youth Group	Contribution towards annual residential	Equipment/ capital purchase	11,484	1,000	0
Gamlingay & Hatley PCC	Installation of disabled toilet in churchyard	Equipment/ capital purchase	3,700	1,500	1,000
The Gamlingay Post	IT equipment and software to produce a local newsletter	Start-up costs	14,819	1,319.44	1,000*
<b>TOTAL</b>				<b>9,175</b>	

\*The Leader **AGREED** that in the event of The Gamlingay Post project folding, the capital equipment purchased with the grant should be given to the parish council.

The Leader **AGREED** that the £286 remaining in the budget, should be carried forward into next year's funds.

**4. VOLUNTARY SECTOR SERVICE SUPPORT GRANTS (COMMUNITY TRANSPORT THEME) APPLICATIONS FOR DECISION**

The Sustainable Communities and Partnerships Manager introduced this item, which invited the Leader to decide the grants to be awarded to applications for a second wave of funding from the three year Service Support Fund (2013/14-2015/16) under the theme of Community Transport.

The Leader **AGREED** to make the following awards to these Community Transport Operators:

Community Transport Organiser / Operator	FY 14/15 (£)	FY 15/16 (£)



CareNetwork	215	4,835
HACT	1,388	
The Voluntary Network / 3CT	2,023	
<b>Totals</b>	<b>3,626</b>	<b>4,835</b>

**5. DATE OF NEXT MEETING**

It was agreed that the next meeting should be held in March, with the exact date to be determined.

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**The Meeting ended at 11.45 a.m.**

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# Agenda Item 3



South  
Cambridgeshire  
District Council

**Report To:** Leader's Portfolio Holder Meeting  
**Lead Officer:** Director, Health and Environmental Services

11 March 2015

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## COMMUNITY CHEST: ELIGIBILITY CRITERIA FOR 2015/16

### Purpose

1. To agree the eligibility criteria for the Community Chest 2015/16 grant funding scheme and approve the carry forward of uncommitted balances.
2. This is not a key decision, however, has been brought before the Leader because the Constitution states that
  - (a) policies and criteria for the approval of grant schemes under which no award exceeds level one (£5,000) are for decision by the Portfolio Holder and the Portfolio Holder.
  - (b) approval to carry forward uncommitted balances on reserve account for grants is for decision by the Portfolio Holder.

### Recommendations

3. It is recommended that the Leader:
  - (a) agrees eligibility criteria for the Community Chest 2015/16, making the following amendments to the existing scheme:
    - (i) removal of parish paths scheme, and
    - (ii) add specific mention of leaflets under 'ongoing revenue costs or overheads' in the 'what cannot be funded' section.
  - (b) agrees to carry forward the additional £20,000 allocated to the Community Chest by Cabinet on 12 February.

### Reasons for Recommendations

4. Since the grants review in 2013, the Community Chest grant funding criteria has evolved into its current form. The amendments suggested to the grant criteria reflect recent decisions by the Leader.
5. The Community Chest grant funding scheme was closed at the end of September 2014 following commitment of all balances, but re-opened between 27 November and 14 January following the decision to allocate a further £10,000 to the scheme. The awards made by the Leader on 29 January were limited to £1,000 per applicant on that occasion as demand exceeded the available funds. Reopening the scheme in 2014/15 could disadvantage the applicants who applied by 14 January and a decision would not be possible until April 2015 at the earliest.

### Background

6. The Community Chest is grant funding available to voluntary and community sector groups, charities, parish councils and public sector bodies wishing to further improve

quality of life in South Cambridgeshire. Applicants in 2014/15 could apply for up to £1,500 for:

- Improvements to community facilities (i.e. village halls / pavilions / play areas)
- Repairs to historic buildings / monuments / memorials
- The Tree and Hedge planting Scheme
- Community Rights of Way (Parish Paths scheme)
- Equipment / capital purchase
- Materials
- Start-up costs (may include training of staff / volunteers, hall hire and other revenue costs).

7. The guidance notes and eligibility criteria for 2014/15 can be found at Appendix A.

### **Considerations**

8. Applications have been received in the past year for leaflets for ongoing revenue costs. The eligibility criteria already states that the funding cannot be used towards ongoing revenues costs or overheads (e.g. salaries, rent, advertising), however, adding a specific mention of leaflets would hopefully ensure less ineligible applications.

9. The Leader recently refused an application for funding towards a footpath for school children. The reason given was that paths are not the responsibility of the District Council.

10. The Community Chest grant funding scheme was closed at the end of September 2014 following commitment of all balances, but re-opened between 27 November and 14 January following the decision to allocate a further £10,000 to the scheme. The awards made by the Leader on 29 January were limited to £1,000 per applicant on that occasion as demand exceeded the available funds.

11. On 29 January the Leader agreed to carry forward uncommitted balance of £286.

12. Cabinet allocated an additional £20,000 to the Community Chest on 12 February. Reopening the scheme in 2014/15 could disadvantage the applicants who applied by 14 January and a decision would not be possible until April 2015 at the earliest.

### **Options**

13. The Leader may

- (a) agree the eligibility criteria for the Community Chest 2015/16, making the following amendments to the existing scheme:
  - (i) removal of parish paths scheme, and/or
  - (ii) add specific mention of leaflets under 'ongoing revenues costs or overheads' in the 'what cannot be funded' section.
- (b) agree alternative amendments to the eligibility criteria for the Community Chest 2015/16.
- (c) agree to continue using the existing eligibility criteria.

14. The Leader may:

- (a) agree to carry forward the additional £20,000 allocated to the Community Chest by Cabinet on 12 February.
- (b) re-open the Community Chest in 2014/15 and carry forward any uncommitted balances at 31 March 2015.

- (c) refuse to carry forward the additional £20,000 allocated to the Community Chest by Cabinet on 12 February.

### **Implications**

- 15. In the writing of this report, taking into account financial, legal, staffing, risk management, equality and diversity, climate change, community safety and any other key issues, the following implications have been considered:

#### ***Risk Management***

- 16. Applicants are required to provide supporting documents such as copies of their constitution and quotes where applicable. Applicants must agree to the grant conditions before funds are released.

#### **Consultation responses (including from the Youth Council)**

- 17. The Youth Council was consulted on this report; one response, supporting the recommendations, was received.
- 18. Officers in Finance and Planning and New Communities were also consulted on the recommendations. No concerns have been raised.

#### **Effect on Strategic Aims**

- 19. The Corporate Aims are listed in the criteria and guidance notes for the Community Chest. Applications that meet our strategic aims are prioritised.

### **Background Papers**

Where [the Local Authorities \(Executive Arrangements\) \(Meetings and Access to Information\) \(England\) Regulations 2012](#) require documents to be open to inspection by members of the public, they must be available for inspection: -

- (a) at all reasonable hours at the offices of South Cambridgeshire District Council;
- (b) on the Council's website; and
- (c) in the case of documents to be available for inspection pursuant to regulation 15, on payment of a reasonable fee required by the Council by the person seeking to inspect the documents at the offices of South Cambridgeshire District Council.

**Report Author:** Gemma Barron – Sustainable Communities and Partnerships Manager  
Telephone: (01954) 713340

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# South Cambridgeshire District Council

## Community Chest 2014-15

### Criteria & Guidance Notes

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#### What is the Community Chest?

The Community Chest is grant funding available to voluntary and community sector groups, charities, Parish Councils and public sector bodies wishing to further improve quality of life in South Cambridgeshire.

**The total amount of funding available for 1<sup>st</sup> April 2014 – 31<sup>st</sup> March 2015 is: £52,000**

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#### Who can apply?

Applicants must:

- Be a non-profit group or organisation based in South Cambridgeshire or benefiting South Cambridgeshire residents, OR a South Cambridgeshire Parish Council, OR a public sector body with a demonstrable community focus (Individuals or businesses are not eligible).
- Have a written constitution or mission statement.
- Have an elected committee or representative steering group.
- Be able to provide an up to date copy of their accounts and any relevant protection policies. *Please note: Parish Councils can signpost us to relevant online documentation and do not need to submit hard copies.*
- Be a Parish Council for a public right of way project

If you have questions about these criteria, please contact us using the details overleaf. Examples of what has been funded before can be found on our website.

If your organisation does not have a written constitution, mission statement and/or relevant protection policies please contact Cambridge Council for Voluntary Service for advice in meeting these requirements. Please call 01223 464696 or email [enquiries@cambridgecvcs.org.uk](mailto:enquiries@cambridgecvcs.org.uk).

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#### What must the project deliver ?

The project must:

- Helps us deliver one or more of the SCDC priorities/aims listed below.
  - Meet local need and leave a legacy for the community.
  - Ensure equality of access.
- 

#### What can be funded?

The project should be one of the following:

- Improvements to Community Facilities (i.e Village Halls/Pavilions/Play Areas)
- Repairs to Historic Buildings/Monuments/Memorials
- The Tree and Hedge planting Scheme
- Community Rights of Way (Parish Paths scheme)
- Equipment/Capital Purchase
- Materials
- 'Start-up costs (May include training of staff/volunteers, hall hire and other revenue costs)

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## What cannot be funded?

- On-going revenue costs or overheads (e.g. salaries, rent, advertising).
- Projects that replace funding by other public sector bodies (e.g. youth services, highways).
- Costs associated with preparing/printing Parish Plans.
- Costs associated with Neighbourhood Watch schemes.
- Costs associated with Community Speedwatch schemes.
- Items that would only benefit 'individuals' and not the group (i.e sports kits).
- Projects that have previously received Community Chest funding in the same financial year.
- Projects that directly benefit a community already in receipt of Community Chest funding (up to a maximum of 5 applications per parish in one financial year – this is to ensure good geographical coverage of the district).

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## How much can be applied for?

The maximum award is £1,500 in the financial year (April-March) and can be for 100% of the project's costs. However, high demand for funding may mean that the Council is only able to make a contribution to your project.

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## When can groups apply?

Groups can apply at any time during the financial year; there are no closing dates for applications.

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## How will the grant be paid?

If successful, the applicant will receive the grant payment once we have received acknowledgement of the grant offer.

For projects that involve building works to Community Buildings or Historic Buildings/Monuments/Memorials, the grant will be paid once the work has been completed satisfactorily and copy invoices have been submitted to the Council. An Officer of the Council may also wish to inspect the work (please see specific sections of the application form).

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## What are the conditions of funding?

Groups that are awarded a grant will be expected to comply with the following conditions as a *minimum*:

- Funding must only be used for the agreed purpose and spent within 12-months of the award being made (unless otherwise agreed in writing).
- Any publicity must acknowledge the award provided.
- Unused grant must be returned to South Cambridgeshire District Council.
- An end of project evaluation must be submitted to South Cambridgeshire District Council within 3-months of project completion. Details about this are available on the SCDC website.

*Please note: eligibility does not guarantee grant funding. The Council reserves the right to prioritise based on funding available, number and type of applications received at any given time, priorities for the financial year and value for money.*

*Any award will not be means tested but applicants will be expected to have sought other means of local funding, especially from the Parish Council who may have funds available through planning developments (S106).*



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## Community Chest 2014- 2015: SCDC Priorities/Aims

- We will listen to and engage with residents, parishes and businesses to ensure we deliver first class services and value for money
  - We will work with partners to create and sustain opportunities for employment, enterprise, and world-leading innovation
  - We will make sure that South Cambridgeshire continues to offer outstanding and sustainable quality of life for our residents
- 

### For further information please go to

<http://www.scambs.gov.uk/services/community-and-grants>, or contact 03450 450 500.

### For Process and general enquiries about the scheme:-

Joseph Minutolo  
Resource Officer  
01954 713359  
[Joseph.minutolo@scambs.gov.uk](mailto:Joseph.minutolo@scambs.gov.uk)

### Trees and Hedges Scheme

Ian Lorman  
Trees and Landscape Officer  
01954 713405  
[Ian.Lorman@scambs.gov.uk](mailto:Ian.Lorman@scambs.gov.uk)

### Historic Buildings/Monuments/Memorials

<https://www.scambs.gov.uk/content/historic-buildings>

Andrew Robley  
Conservation Officer  
01954 713133  
[Andrew.Robley@scambs.gov.uk](mailto:Andrew.Robley@scambs.gov.uk)

### Community Rights of Way (Parish Paths Partnership)

Carol Newell  
Landscape Design Officer  
01954 713311  
[Carol.Newell@scambs.gov.uk](mailto:Carol.Newell@scambs.gov.uk)

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# Agenda Item 4



South  
Cambridgeshire  
District Council

**Report To:** Leader's Portfolio Holder Meeting  
**Lead Officer:** Director, Health and Environmental Services

11 March 2015

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## Home Energy Efficiency Act: Progress Report

### Purpose

1. To approve the South Cambridgeshire District Council Home Energy Conservation Act Progress Report, March 2015.
2. This is not a key decision, however, is brought before the Leader because his Portfolio includes services that tackle the effects of climate change and the Secretary of State requires the progress report to be published.

### Recommendations

3. It is recommended that the Leader approves the publication of the South Cambridgeshire District Council Home Energy Conservation Act Progress Report, March 2015 (Appendix A).

### Reasons for Recommendations

4. The progress report outlines the progress that the Council has made on the priorities and components specified in the further report. The report does not commit the Council to anything over and above that which is agreed through other decision making processes. The Secretary of State requires that the progress report is published by 31 March 2015.

### Background

5. Using powers under the Home Energy Conservation Act 1995, the Secretary of State required "all English authorities to prepare further reports by 31 March 2013 setting out energy conservation measures that the authority considers practicable, cost-effective and likely to result in significant improvement in the energy efficiency of residential accommodation in its area"<sup>1</sup>.
6. South Cambridgeshire District Council's further report was published on the Council's website by 31 March 2013.
7. The Secretary of State also requests that authorities provide progress reports on progress made in implementing the measures set out in the further report at 2-yearly intervals after submission of the further report (by 31 March 2015, 31 March 2017, 31 March 2019 etc) up to and including 31 March 2027.

### Considerations

8. The further report, and therefore progress reports, are required to have regard to:

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<sup>1</sup> Guidance to English Energy Conservation Authorities issued Pursuant to the Home Energy Conservation Act 1995, Department of Energy and Climate Change, July 2012 (rev'd March 2013).

- (a) measures that take advantage of central Government initiatives e.g. Green Deal and Renewable Heat Incentive, to help result in significant energy efficiency improvements of residential accommodation; and
  - (b) measures that an authority has developed to implement energy efficiency improvements cost effectively in residential accommodation involving local communities and partnerships.
9. The further report was developed in line with the example further report in the Guidance to English Energy Conservation Authorities issues Pursuant to the Home Energy Conservation Act 1995, Department of Energy and Climate Change, July 2012 (rev'd March 2013).
10. The progress report (Appendix A) draws together information from across the Council. It outlines the progress that the Council has made on the priorities and components specified in the further report. The report does not commit the Council to anything over and above that which is agreed through other decision making processes.

### **Options**

11. The Leader could:
- (c) approve the publication of the South Cambridgeshire District Council Home Energy Conservation Act Progress Report, March 2015 (Appendix A),
  - (d) approve the publication of the South Cambridgeshire District Council Home Energy Conservation Act Progress Report, March 2015 (Appendix A) subject to amendments agreed at the meeting, or
  - (e) reject or defer a decision on the publication of the South Cambridgeshire District Council Home Energy Conservation Act Progress Report, March 2015 (Appendix A).

### **Implications**

12. In the writing of this report, taking into account financial, legal, staffing, risk management, equality and diversity, climate change, community safety and any other key issues, the following implications have been considered: -

### **Legal**

13. The Secretary of State requires all authorities to publish further reports and progress reports on their website in a format and location that is accessible to local residents. The progress report should be uploaded to the website by 31 March 2015 and the link forwarded to the Secretary of State. The further report is located at: <https://www.scambs.gov.uk/content/improving-energy-efficiency-residential-buildings-heca-further-report-2013>

### **Climate Change**

14. The aim of the further report and progress report is to set out the energy conservation measures that the authority considers practicable, cost-effective and likely to result in significant improvement in the energy efficiency of residential accommodation in its area.

### **Consultation responses**

15. Whilst no consultation has taken place, the progress report includes information provided by officers from across Health and Environmental Services, Affordable Homes and Planning and New Communities.

## **Effect on Strategic Aims**

### **Aim 1 - ENGAGEMENT**

16. The Council has committed to sustaining successful, vibrant villages through engaging and empowering local communities through the Sustainable Parish Energy Partnership and the Action on Energy (Green Deal) initiative.

### **Background Papers**

Where [the Local Authorities \(Executive Arrangements\) \(Meetings and Access to Information\) \(England\) Regulations 2012](#) require documents to be open to inspection by members of the public, they must be available for inspection: -

- (a) at all reasonable hours at the offices of South Cambridgeshire District Council;
- (b) on the Council's website; and
- (c) in the case of documents to be available for inspection pursuant to regulation 15, on payment of a reasonable fee required by the Council by the person seeking to inspect the documents at the offices of South Cambridgeshire District Council.

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The Home Energy Conservation Act 1995 (HECA) recognises local authorities' ability to use their position to improve the energy efficiency of all residential accommodation (such as owner-occupied, privately rented and social housing) in their areas and consequently make significant contributions in delivering the Government's plans for carbon reduction and addressing fuel poverty.

Under HECA the Council is required to prepare a report setting out the energy conservation measures that the authority considers practicable, cost-effective and likely to result in significant improvement in the energy efficiency of residential accommodation in its area.

The Secretary of State regards significant improvements to result from measures that:

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- i.) take advantage of financial assistance and other benefits offered from central Government initiatives (such as the Green Deal, Energy Company Obligation and the Renewable Heat Incentive), and;
  - ii.) the Council has developed to implement energy efficiency improvements cost-effectively in residential accommodation by using area based roll-out involving local communities and partnerships.

## A: Home Energy Background and Issues

### The South Cambridgeshire Context

- South Cambridgeshire is a mostly rural area (incl. some of the Cambridge urban fringe) set in 350 sq. miles of countryside, with a population of over 139,000 residents across 105 entirely village/parish-based settlements. It is a prosperous area with high levels of economic activity, low levels of unemployment and deprivation (ranked 350 out of 354). It is a healthy area with high life expectancy compared with national rates<sup>i</sup>. The long term population projection shows an increase of 39,200 people between 2001 and 2021 with a major increase in elderly residents (60 to 74 age group expected to increase from 16,400 to 31,900, and the 75 and over age group from 9,200 to over 19,100 – 95% and 108% increase in 20 years respectively).
- House prices are high and increasing and there is a shortage of affordable homes.
- There 61,392 homes in South Cambridgeshire<sup>ii</sup>. 85% of this stock is in private tenure (87% of this is owner-occupied<sup>iii</sup> – the rate of private rental, at 9.8% is significantly below the national average of 19.3%<sup>iv</sup>).
- Private sector housing exhibits a significantly younger age of construction (12.8% pre-1919 and 70% post-1964) than the national average (24.5%

and 40.3% respectively. The profile for the district shows a significantly higher proportion (28.6%) in isolated rural areas.

- Detached and semi-detached houses and bungalows make up 78% of the total stock, 16% terraced and 6% flats.
- South Cambridgeshire District Council owns and manages 5388 dwellings (incl. 1068 sheltered homes with communal facilities and excl. 348 equity share properties).
- 7.1% of private sector households are in fuel poverty (more than 10% of household income spent on satisfactory heating and other fuel needs) – 9.9% of private rented and 6.6% of owner-occupied households. In comparison, there is a higher level for Council tenants at 12%<sup>v</sup>.
- Approximately 20% of households live in properties of solid wall construction and 46% are off the mains gas grid<sup>vi</sup>.
- Average CO<sub>2</sub> emissions from private housing equates to 5.63 tonnes per dwelling per annum – this is significantly better than the national average of 6.4 tonnes for all private housing in England<sup>vii</sup>.
- Domestic Green Deal (incorporating ECO) investment potential in South Cambridgeshire is estimated at £187m with an annual CO<sub>2</sub> reduction potential of 75,472t. A 2012 assessment suggested a realistic market take-up of 10% by 2020 (i.e. £18.7m and 7,547t CO<sub>2</sub> annual reduction)<sup>viii</sup>.
- The Council was a signatory to the Nottingham Declaration. The Council was also a signatory to the national 10:10 campaign and successfully met this commitment at the end of 2011/12.
- South Cambridgeshire has one of the highest take-up rates of PV derived Feed-in Tariff installations in the region.

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### B: Local energy efficiency plans and priorities

Priorities	Schedule	Progress / Amendments
<ul style="list-style-type: none"> <li>• For our Council stock, we are aiming to achieve an average SAP rating of 70 (Energy Rating C) together with an average reduction in average CO<sub>2</sub> production of 0.28 tonnes per annum (in line with the Warm Homes Standard).</li> </ul>	2015	The Oct-Dec 2014/15 SAP rating is 74.08. The ongoing target (currently 65) may need to be reviewed in light of forthcoming changes in the SAP rating criteria.
<ul style="list-style-type: none"> <li>• Work within a fully functional relationship with a Green Deal Provider, or related accredited Green Deal entity of sufficient capacity, to ensure that residents and businesses across the district can get the best deal from the Green Deal. With this relationship in place, set deliverable targets to reduce fuel poverty and cut domestic carbon emissions across all elements of private sector housing (prioritising those in greatest need – especially solid wall, non-standard cavity wall and older properties in off-gas areas).</li> </ul>	October 2013 onwards	We will complete the delivery of the Solid Wall Insulation and other measures committed to through the Green Deal Communities Fund by end December 2015 and review our Green Deal work in light of presenting opportunities.
<ul style="list-style-type: none"> <li>• Continue to develop and sustain the very successful South Cambridgeshire Sustainable Parish Energy Partnership (SPEP) in its very valuable role of supporting the emergence and work of local community-based volunteer groups</li> </ul>	Ongoing	This priority remains current and unchanged.



(over currently active). The groups work within their own community circumstances and volunteer capacity to help their fellow residents reduce energy bills, improve their wellbeing, cut carbon emissions and secure a more sustainable future.

**C: Measures we are taking to result in significant energy efficiency improvements of our residential accommodation**

Components	Delivery	Schedule	Progress
<ul style="list-style-type: none"> <li><b>Green Deal and Energy Company Obligation (ECO)</b></li> </ul>	<ul style="list-style-type: none"> <li>- Take through to conclusion the comprehensive work we have been carrying out in partnership with the other Cambridgeshire local authorities to secure a productive relationship with an accredited Green Deal Provider (or similar agent). Work with this Green Deal partner to maximise access to ECO funding (especially Carbon Emissions Reduction Obligation and Home Heating Cost Reduction Obligation elements).</li> <li>- Establish a single Green Deal brand for Cambridgeshire - endorsed by all LA partners and under an LA pre-fixed version of which each district will continue, and further develop, locally tailored area/circumstance sustainable energy work to tackle fuel poverty, rising energy costs, carbon reduction and community resilience.</li> <li>- Implement focused community/neighbourhood/street energy efficiency campaigns to bring residents forward to have Green Deal assessments and then go on to have energy efficiency work carried out (maximising deployment of local suppliers and installers).</li> </ul>	<p>October 2013</p> <p>September 2013</p> <p>From October 2013</p>	<p>A contract for the supply of services in respect of the Green Deal in Cambridgeshire was awarded in mid October 2013 to Climate Energy Ltd. The contract runs until September 2016, with an option to extend subject to review.</p> <p>The scheme “Action on Energy Cambridgeshire” launched on 13 November 2013. Information about the scheme is available on the website <a href="http://www.actiononenergy.net">www.actiononenergy.net</a></p> <p>In March 2014 the Green Deal Partnership was awarded £7.8m from the DECC Green Deal Communities Fund for the installation of solid wall insulation to 1,000 domestic properties across the county (£5.8m), plus additional projects including training of installers and installation of a range of energy efficiency improvements in the private rented sector (£2m). This work is expected to conclude in December 2015.</p>
<ul style="list-style-type: none"> <li><b>Insulation</b></li> </ul>	<ul style="list-style-type: none"> <li>- We have to date installed external solid wall insulation to 103 Council-owned homes and plan installation to</li> </ul>	<p>2014</p>	<p>External solid wall insulation has been installed to 620 Council-owned houses to</p>

Components	Delivery	Schedule	Progress
	another 152 homes by the end of 2014.		date (including non-traditional properties). We currently plan to continue with our programme of works until all suitable properties are complete.
<ul style="list-style-type: none"> <li>• <b>Feed-in Tariff Scheme</b></li> </ul>	<ul style="list-style-type: none"> <li>- We have installed over 3 MWp of roof-mounted photovoltaic (PV) panel arrays across approximately 900 council house properties and plan to increase this to approx. 5 MWp across approx. 1400 homes.</li> <li>- We have worked with volunteer SPEP groups in support of community bulk purchase schemes for PV panels and will continue to do so as and when possible.</li> <li>- Resident engagement as part of Green Deal delivery work (re. above)</li> </ul>	<p>2014</p> <p>As required</p> <p>From October 2013</p>	<p>We have solar PV installed across 2086 Council-owned properties. The output figure is 4.26 MWp. We are exploring how we can further expand this and looking at how we might offer this to other home owners and businesses.</p> <p>We continue to promote the feed-in tariff for installation of solar PV panels. We have a public meeting planned for May 2015.</p> <p>Our current focus is Solid Wall Insulation due to the DECC funding received, however, this will be reviewed on completion of the Solid Wall Insulation project.</p>
<ul style="list-style-type: none"> <li>• <b>Renewable Heat Incentive</b></li> </ul>	<ul style="list-style-type: none"> <li>- We have to date installed 73 air source heat pumps as replacements for oil-fired boilers. By the end of 2014 this figure will have increased to 133 installations.</li> <li>- Resident engagement as part of Green Deal delivery work (re. above)</li> </ul>	<p>2014</p> <p>From October 2013</p>	<p>By 28 February 2015 we had installed 234 air source heat pumps in Council-owned properties. We are currently putting together a business plan to look at how we can further continue this work.</p> <p>Our current focus is Solid Wall Insulation due to the DECC funding received, however, this will be reviewed on completion of the Solid Wall Insulation project.</p> <p>We have worked with volunteer SPEP groups to promote the Renewable Heat Incentive for funding of domestic renewable heating systems. We have a</p>

Components	Delivery	Schedule	Progress
			public meeting planned for April 2015.
<ul style="list-style-type: none"> <li>• <b>New homes</b></li> </ul>	<ul style="list-style-type: none"> <li>- We have a 10% on-site renewable energy policy for all major housing development sites. Implementation typically prioritises the provision of solar panels for domestic hot water and electricity generation as technologies that effectively contribute to essential utilities with high householder satisfaction levels. The policy also importantly supports the renewable energy supply chain.</li> <li>- Creative use of this policy has allowed for the establishment of a community energy fund in Cambourne that will deliver additional energy saving measures across the whole village. The success of the approach has provided impetus to review implementation elsewhere.</li> <li>- As part of the Council's approach to maximising take-up of sustainability measures in new build, it is working closely with two house-builders on two of its major growth areas in bringing forward show homes that demonstrate additional sustainability build options that prospective house buyers can purchase off-plan. Being able to view these features, that range from solar panels to MVHR to rainwater harvesting to eco paint and floor finishes, is of benefit not only to new house buyers but also those interested in seeing them with a view to retrofitting existing properties. This approach is now a formal policy within the Council's draft new Local Plan.</li> </ul>	<p>Ongoing</p> <p>Sept 2013</p> <p>Ongoing</p> <p>2014/15</p>	<p>This policy has been reiterated in our recently submitted Local Plan which is currently under examination.</p> <p>This policy has been included in our recently submitted Local Plan which is currently under examination.</p>
<ul style="list-style-type: none"> <li>• <b>Collective switching</b></li> </ul>	<ul style="list-style-type: none"> <li>- We are working with the County Council who are leading in the procurement of specialist switching partner. Once in place we anticipate promoting a marketing programme, registration scheme and subsequent energy auction prior to the switching of</li> </ul>	<p>November 2013</p>	<p>This is now in place, led by the County Council. We have been using our communication channels to promote the scheme as appropriate e.g. through the South Cambs Magazine and parish</p>

Components	Delivery	Schedule	Progress
	citizens who wish to change to the resulting provider.		eBulletin.
<ul style="list-style-type: none"> <li>• <b>Warmer Homes, Healthy People</b></li> </ul>	<ul style="list-style-type: none"> <li>- We have worked with the County Council and local voluntary organisations to deliver the Warner Homes, Healthy People scheme for the last two years, delivering energy efficiency advice and replacement boilers for owner occupiers over the age of 65. We will continue the scheme this winter should the scheme be repeated nationally.</li> </ul>	From November 2013	The Government scheme did not run in 2013/14 or 2014/15. The County Council continued the scheme in 2013/14 and 2014/15 via Cambridgeshire Community Foundation, however, the District Council had no involvement.
<ul style="list-style-type: none"> <li>• <b>Monitoring</b></li> </ul>	<ul style="list-style-type: none"> <li>- We are presently collating a very significant database from our locally delivered Green Deal Pioneer Places project (70 GD Assessments in the district, 220 countywide).</li> <li>- The intensive retrofit programme of 12 properties in Rampton Drift continues to provide invaluable monitoring data on the benefits of energy efficiency measure and will be used for promotional purposes.</li> <li>- Detailed monitoring will be an essential and invaluable element of our planned contractual relationship with a Green Deal provider (or similar agent) – presently being procured.</li> </ul>	<p>June 2013</p> <p>Concludes Sept 2013</p> <p>From November 2013</p>	<p>The Green Deal Assessments from the Pioneer Places project have been collated. This project has been used to raise awareness of and promote Green Deal Assessments.</p> <p>Monitoring is now complete and a draft report has been received. The report will be considered once finalised.</p> <p>Detailed monitoring arrangements are in place with our Green Deal Provider. This is currently focused on Solid Wall Insulation due to the DECC funding received.</p>

<sup>i</sup> 2009, JSNA – End of Life Health Needs

<sup>ii</sup> 2010/11 Housing Strategy Statistical Appendix

<sup>iii</sup> 2011, South Cambs Private Sector Stock Condition Survey

<sup>iv</sup> 2010, English Housing Survey

<sup>v</sup> 2011, South Cambs Private Sector Stock Condition Survey

<sup>vi</sup> Data taken from the Centre for Sustainable Energy, Fuel Poverty Indicator (quoted in Cambridgeshire ACRE, *Rural Issue Paper: Fuel Poverty*, August 2012).

<sup>vii</sup> 2011, South Cambs Private Sector Stock Condition Survey

<sup>viii</sup> 2012, Establishing the Community Connection for the Green Deal in Cambridgeshire (Verco, CAG and Public-i)

## Leader's Portfolio Holder – Work Programme 2015/16

Date of meeting	Title of Report	Key or Non-Key?	Reason Key Specify no(s) listed below	Purpose of Report, ie For Recommendation / Decision / Monitoring	Lead Officer / Report Author	Date added to Corporate Forward Plan
April	Community Chest Grants 2015/16 (if required)	Non-Key		Decision	Gemma Barron	N/A for non-key decision
May	Community Chest Grants 2015/16 (if required)	Non-Key		Decision	Gemma Barron	N/A for non-key decision
June	Grants to Voluntary Sector: 6-monthly Update Report	Non-Key		For Information	Clare Gibbons	N/A for non-key decision
June	3-year service support grants 2016/17-2018/19	Key		Decision	Gemma Barron	N/A for non-key decision
June	Community Chest Grants 2015/16 (if required)	Non-key		Decision	Gemma Barron	N/A for non-key decision
July	Community Chest Grants 2015/16 (if required)	Non-key		Decision	Gemma Barron	N/A for non-key decision

August	Community Chest Grants 2015/16 (if required)	Non-key		Decision	Gemma Barron	N/A for non-key decision
September	Community Chest Grants 2015/16 (if required)	Non-key		Decision	Gemma Barron	N/A for non-key decision
September	Sustainable Parish Energy Partnership Update and Future Direction	Non-key		Decision	Siobhan Mellon	N/A for non-key decision
October	Community Chest Grants 2015/16 (if required)	Non-key		Decision	Gemma Barron	N/A for non-key decision
November	Community Chest Grants 2015/16 (if required)	Non-key		Decision	Gemma Barron	N/A for non-key decision
December	Grants to Voluntary Sector: 6-monthly Update Report	Non-key		Information	Clare Gibbons	N/A for non-key decision
December	Community Chest Grants 2015/16 (if required)	Non-key		Decision	Gemma Barron	N/A for non-key decision

January (2016)	Community Chest Grants 2015/16 (if required)	Non-key		Decision	Gemma Barron	N/A for non-key decision
February (2016)	Community Chest Grants 2015/16 (if required)	Non-key		Decision	Gemma Barron	N/A for non-key decision
March (2016)	Community Chest Grants 2015/16 (if required)	Non-key		Decision	Gemma Barron	N/A for non-key decision

### Key Decisions

1. it is likely to result in the Council incurring expenditure which is, or the making of savings which are, significant having regard to the Council's budget for the service or function to which the decision relates, or
2. it is likely to be significant in terms of its effects on communities living or working in an area of the District comprising two or more wards. In determining the meaning of 'significant' for the purposes of the above, the Council must have regard to any guidance for the time being issued by the Secretary of State in accordance with section 9Q of the 2000 Act (guidance)).

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