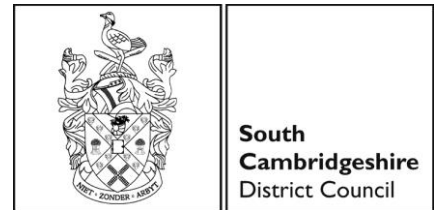


South Cambridgeshire Hall
Cambourne Business Park
Cambourne
Cambridge
CB23 6EA

t: 03450 450 500
f: 01954 713149
dx: DX 729500 Cambridge 15
minicom: 01480 376743



12 September 2018

To: Chairman - Councillor Pippa Heylings
Vice-Chairman – Councillor Dr. Martin Cahn

Members of the Climate and Environment Advisory Committee – Councillors
Sue Ellington, Peter Fane, Jose Hales, Peter McDonald and Nick Wright

Dear Sir / Madam

You are invited to attend the next meeting of **CLIMATE AND ENVIRONMENT ADVISORY COMMITTEE**, which will be held in **SWANSLEY ROOM A AND B - GROUND FLOOR** at South Cambridgeshire Hall on **THURSDAY, 20 SEPTEMBER 2018** at **2.00 p.m.**

Yours faithfully

Beverly Agass
Chief Executive

The Council is committed to improving, for all members of the community, access to its 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

AGENDA		PAGES
1.	Apologies	
2.	Declarations of Interest	
3.	Terms of Reference and Draft Work Plan To note the terms of reference and agree priorities.	1 - 6
4.	2018 Draft Air Quality Strategy Briefing Note To note and endorse the approach to the strategy, and request a draft strategy to a future meeting.	7 - 28
5.	Avoidable Single Use Plastics To note the waste and recycling targets and agree recommendations for Cabinet.	29 - 42
6.	Investment in Green Energy To note the renewable reserve fund and Re:Fit programme status and make recommendations with regard to the cessation of the feed in tariff.	43 - 54
7.	Community Energy Grants Review To note and comment on the report to be considered by the Grants Advisory Committee on 28 September.	55 - 70

8. Any Other Business

9. Date of Next Meeting

Members are asked to bring their diaries.

Agenda Item 3



South
Cambridgeshire
District Council

Report To: Climate & Environment Advisory
Committee

20 September 2018

Lead Officer: Mike Hill, Director, Housing & Environmental Services

Climate & Environment Advisory Committee Terms of Reference and Draft Work Plan

Purpose

1. To introduce the Climate & Environment Advisory Committee (CEAC) Terms of Reference and inform discussion of future work plan recommendations to Lead Cabinet Member and Cabinet.
2. This is not a key decision because CEAC is an advisory committee with no decision-making powers.

Recommendations

3. It is recommended that CEAC
 - (a) notes the Terms of Reference and
 - (b) makes recommendations to the Lead Cabinet Member and Cabinet on priorities for the Committee's work plan for 2018-19 and 2019-20.

Background

4. Climate & Environment Advisory Committee Terms of Reference were agreed at South Cambridgeshire DC full Council meeting on 23 May 2018 and are attached at Appendix 1.

Considerations

5. Initial discussions with the Chair of CEAC have identified several potential outcomes and topics for inclusion in the Committee's work plan for the remainder of 2018-19 and the next financial year, 2019-20 (see Appendix 2) These topics are not exhaustive and Committee members are invited to contribute issues for consideration.
6. Once Members have identified and prioritised their work plan, officers will develop costed action plans and performance measures as part of the 2019-20 corporate planning process.

Options

7. CEAC could prioritise the outcomes and topics in Appendix 2, without or without additions and amendments.

Implications

8. 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: -

Financial

9. The prioritised work plan recommendations will include a costed action plan for consideration by Cabinet as part of the 2019-20 budget setting process..

Staffing

10. The prioritised work plan recommendations will include an estimate of staff time required to deliver them for consideration by Cabinet.

Climate Change

11. All work plan priorities will contribute to the Council's ambition to prevent and reduce the impact of and risks from Climate Change and to put the environment first.

Consultation responses (including from the Youth Council)

12. Consultation with key stakeholders will take place as part of the corporate planning process.

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: Mike Hill – Director, Housing & Environmental Services
Telephone: (01954) 712921

Appendix 1 - Climate Change and Environment Advisory Committee Terms of Reference

Membership

7 councillors, appointments to be subject to the requirements of political proportionality.

Functions

To advise the Portfolio Holder responsible for climate change and environmental sustainability and for matters more specifically related to services or corporate direction, the relevant service Portfolio Holder or Cabinet, as appropriate, on matters relating to climate change and environmental sustainability including, but not limited to:

- Understanding how climate change could affect the District Council's services and developing and recommending appropriate mitigating actions.
- Reviewing the internal operations of the Council with a view to promoting sustainability, adopting best practice and strengthening the Council's environmental performance.
- Providing community leadership on climate change and sustainability, facilitating and engaging public sector partners, businesses, community groups and the public.
- Influencing and interpreting county, regional and national policy for the benefit of South Cambridgeshire.
- Making recommendations on bids for funding relating to climate change.

Delegation of functions

Acts as an Advisory Committee with no delegated decision making.

Decisions will be taken by the Portfolio Holder responsible for climate change and environmental sustainability or Cabinet, as appropriate, after consultation with the Advisory Committee.

Appendix 2
Initial topics for discussion and prioritisation by CEAC for potential inclusion in
2018-19 and 2019-20 Work Plan.

Adaptations

1. Adaption to climate change
2. Flooding Zones & incremental/cumulative impacts.
3. Sustainability Code of Excellence now gone. Are the targets still relevant though?
4. How can we adapt to climate changes via planning decisions?
5. Water Scarcity – water capture, adaption of building through design
6. Heat – particularly in new communities
7. Air Quality & road side developments - via planning permissions / conditions
8. Particular focus on the cumulative impact of small developments, not just major developments.

Emissions & Air Quality

1. Health & Air Quality- reduce dirty air, demonstrably improve health and wellbeing
2. Need clear policy “hooks” in next Joint Greater Cambridge Local Plan (JGCLP)
3. Develop an AQ specific SPD based on existing polices while we progress the JGCLP?
4. Review City AQ action plan. What can we do together? What can SCDC do now?
5. Develop a joint Air Quality Strategy and Plan with Cambridge City. Harmonise City and SCDC strategies e.g. taxi licensing polices to help deliver joint strategy

Energy

1. Fuel poverty - link to renewables. Priority. Addressing needs of poorest,
2. Reducing bills
3. Renewables
4. Warm homes & how keep warm in winter?
5. Potential link to Renewables Reserve through Re:fit programme –use of economy 7 to charge batteries – Re:fit (Bweegs) High Level Assessment (HLA) to identify potential/viability.
6. Sustainable Code of Practice for Planning – are the targets still relevant?
7. What levers do we have / what can we do via the NPPF?

Renewables Reserve

1. Council “renewables” – Photo Voltaics on SCDC assets?
2. Greening the Council
3. Showcase SCDC as exemplar

Environment

1. Natural Capital Investment Plan Approach
2. Ecosystems services (Cambridge Ahead & CSPIER reports) – how can we use trees & mosses to improve drainage and air filtration?
3. What trees & mosses and in what location can improve air quality? How use planning levers to introduce this?
4. How reduce noise impacts via planting of trees?
5. Designing better, design green, design using natural capital approach
6. Green space & mental health – Government white paper on this last year. Increase green spaces, improving mental health
7. Planning Inspectors rejecting local green spaces (PVAA, LGS) – understand why this is happening. What do we need to change to avoid this?
8. How do we live & co-exist with new communities & infrastructure? E.g. Develop transport hubs but still ensure excellent air quality and health?

Greening the Council

1. Our buildings
2. Procurement
3. Single-use plastics – stop using these in the Council.
4. Refill Scheme- London Authorities and the provision of water fountains. Can we do this via planning? Link to an app that shows where can I fill my water bottle?
5. Plastic-Free Day in Cambridge on 22nd September 2018. Can SCDC be single-use plastic free by this date as a quick-win? Priority. Link to Cambridge Conservation Initiative run by the University, to WRAP reports etc.
6. Re: fit- explore street lighting (Access agreement being signed allowing free High Level Assessment of potential/viability of using network as an asset – fitting of new technologies (AQ monitors, ev charging, bin fill level monitors – need to ensure network LED upgrade future proofs emerging technologies – CMS ready)

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Agenda Item 4



**South
Cambridgeshire
District Council**

REPORT TO: Climate Change and Environment Committee 20th September 2018
LEAD OFFICER: Mike Hill, Director of Health and Environmental Services

2018 Draft Air Quality Strategy Briefing Note

Purpose

1. The purpose of this report is to present Members of the Climate and Environment Committee with the current draft of the Council's developing 2018 Air Quality Strategy (the Strategy), attached as Appendix 1, for review and comment.

Recommendations

2. It is recommended that:
 - i) The Climate Change and Environment Committee endorse the new approach to local air quality proposed by the Strategy and outlined in paragraph 11.
 - ii) That the Strategy is further developed, incorporating the Committees comments, and a final draft presented to the next meeting of the Committee, together with a SMART Workplan to deliver the Strategy.

Background

3. The Council's current 2008 Air Quality Strategy has focused primarily on monitoring the Air Quality Management Area (AQMA) around the A14 against national objectives for NOX and PM10 particulates. Within this AQMA no exceedances of national objectives have been recorded over recent years and the long awaited upgrade to the A14 is now well underway.
4. Previous district-wide modelling indicated that national objectives, particularly associated with particulates, were unlikely to be exceeded elsewhere and as a result the Council's district-wide air quality network has focused on diffusion tube monitoring for NOx at various locations throughout the district, rather than particulates.
5. A key challenge for the Council has been how to balance the need for sustainable growth with the need to protect the environment, and particularly local air quality, given that, at present time, there are no safe thresholds for many air pollutants, and exposure to any level imposes a health risk to the public,
6. To date, the use of the planning system and appropriate planning conditions has been the Council's primary tool for controlling adverse impacts of major developments on local air quality.

7. However, it is recognised that implementing measures which will actually deliver improvements or mitigate impacts in relation to local air quality are often intangible and difficult to achieve and demonstrate, particularly on major new developments where local planning policies do not categorically state what measures will be required unless national objectives are threatened.

Considerations

8. Many of the new major developments throughout the district, when subject to detailed modelling, have not predicted any significant exceedances of national air quality objectives, primarily because they are being built in rural background areas where current pollution levels are low. This has the potential of effectively allowing a worsening of air quality with action only being taken where national objectives are threatened.
9. Given the high rate of growth throughout the District, the cumulative effect of multiple large concurrent developments could lead to a deterioration of local air quality in the district even though that may not be immediately apparent when looking at modelled forecasts for individual sites, particularly as many of the developments are at outline or pre-application stage. This could impose a health risk to the district's residents.
10. It should be noted that a number of existing and planned developments are cross border straddling South Cambridgeshire and Cambridge City. Developments in South Cambridgeshire have the ability to indirectly affect the air quality in Cambridge City, for example South Cambridgeshire residents driving into Cambridge City – air pollution does not respect council boundaries. While cross border discussions between Councils to adapt common positions are well established, it is essential that these are continued and developed further, for example, through development of the Greater Cambridgeshire Air Quality Strategy to complement the proposed Greater Cambridgeshire Local Plan.
11. In recognising the weaknesses of the current approach i.e. the focus on monitoring against exceedances of national objectives, the primary emphasis on the A14 AQMA, the use of planning conditions that do not always demonstrate tangible benefits, a new draft Air Quality Strategy is being developed, which seeks to address these principally by:
 - Seeking to maintain and, wherever possible, improve local air quality throughout the District, rather than focussing on exceedances of national objectives.
 - Adopting a Whole District, rather than AQMA centric, approach to local air quality, particularly in relation to particulates.
 - Constructively using the planning system, in particular the Local Plan process, Supplementary Planning Documents and objective planning conditions using a newly developed and innovative 'Local Air Quality Requirements in South Cambridgeshire'.
 - Continue to strengthen cooperation with Cambridge City Council in all air quality related matters of mutual concern.

12. The 'Local Air Quality Requirements' is a points-based incentive standard intended to encourage the inclusion of low emission measures in all developments. It is intended to inform developers and residents alike, in non-technical language, of the Council's requirements in order to prevent or mitigate the impacts on local air quality resulting from any new developments.

Conclusions

13. With the scale of growth throughout the district there is a need to address the local air quality challenges posed by the cumulative effect of development.
14. The Council's current focus on the A14 AQMA and on exceedances of national air quality objectives will not address this cumulative effect and could effectively allow a worsening of local air quality in the district. Although unlikely to result in exceedances of national objectives this worsening could nonetheless impose a health risk to the district's residents.
15. The draft 2018 Air Quality Strategy seeks to address these air quality challenges by seeking to maintain and, wherever possible, improve local air quality throughout the whole district, rather than focussing on exceedances of national objectives, via a range of mechanisms, principally the constructive use of the planning system and a newly developed and innovative Local Air Quality Requirements.

Report Author: Soraya Hashemi – Scientific Officer, Air Quality
Telephone: (01954) 713640
Paul Quigley – Head of Environment Commissioning
Telephone; (01954 713134)

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A vibrant field of sunflowers under a clear blue sky. The sunflowers are in various stages of bloom, with bright yellow petals and dark brown centers. The background is slightly blurred, creating a sense of depth. Overlaid on the left side of the image are three vertical white bars containing text.

South Cambridgeshire District Council

Air Quality Strategy

2018

The air quality in South Cambridgeshire is good, we want to keep it that way. This strategy outlines how we are going to go about doing that over the next five years.

Executive Summary

Air quality is a big deal – in terms of risks to public health it's really only second to smoking, worse than obesity and alcohol. It reduces both the length and quality of people's lives and costs a huge amount to the economy.

It's very difficult to improve local air quality after it's already become poor, so in urban centres various schemes have been introduced to improve the situation such as low emission zones, but for our district the challenge is slightly different as the air quality is currently good but scale of growth planned is such that it could deteriorate significantly if we do not take preventative action.

Since South Cambridgeshire is a rural district, the background pollution levels are lower than in urban areas. Therefore, the chance of exceeding national objectives is unlikely for most of the proposed developments within the district.

There are specific areas of concern, primarily related to the A14 around the Girton Interchange which have traditionally been the focus of efforts to improve air quality. However, it is important to note that within this Air Quality Management Area (AQMA) no exceedances of national objectives have been recorded over the recent years.

With the A14 improvements now underway, it is therefore necessary to propose a new approach which intends to minimise impacts from all sources of air pollution across the whole district and not just within the AQMA.

This strategy outlines a revised approach on how the Council intends to go about doing that, both now and as part of future planning. Essentially maintaining and wherever possible improving air quality, preventing or at least minimising the problem occurring in the first place, as opposed to trying to fix it later which is much more difficult.

The 'Local Air Quality Requirements in South Cambridgeshire' is introduced in appendix A, as a key mechanism to deliver this strategy.

1. Local Air Quality Management

Local authorities have a duty under the Environment Act 1995 to review and assess local air quality within their areas, against a set of health-based objectives for a number of specific air pollutants. In addition to these formal obligations for Local Air Quality Management (LAQM), local authorities are encouraged by Defra (Department for Environment, Food and Rural Affairs) to draft and implement local Air Quality Strategies.

The aim of this strategy is to deliver and encourage practical actions to prevent local air quality from worsening, and ideally achieve overall improvements, not merely avoiding pollutant levels set in legislation and guidance.

2. Neighbouring Districts & Stakeholders

The Council is aware that it cannot achieve the objective of this strategy working in isolation. Working with other stakeholders, including developers, transport planners, neighbouring authorities and public health professionals is a key requirement to facilitate the effective implementation of measures to improve air quality.

This has been a key point taken forward in this strategy and close working with Cambridge City (which South Cambridgeshire encompasses) is particularly relevant. Measures to engage stakeholders are outlined in Section 6.

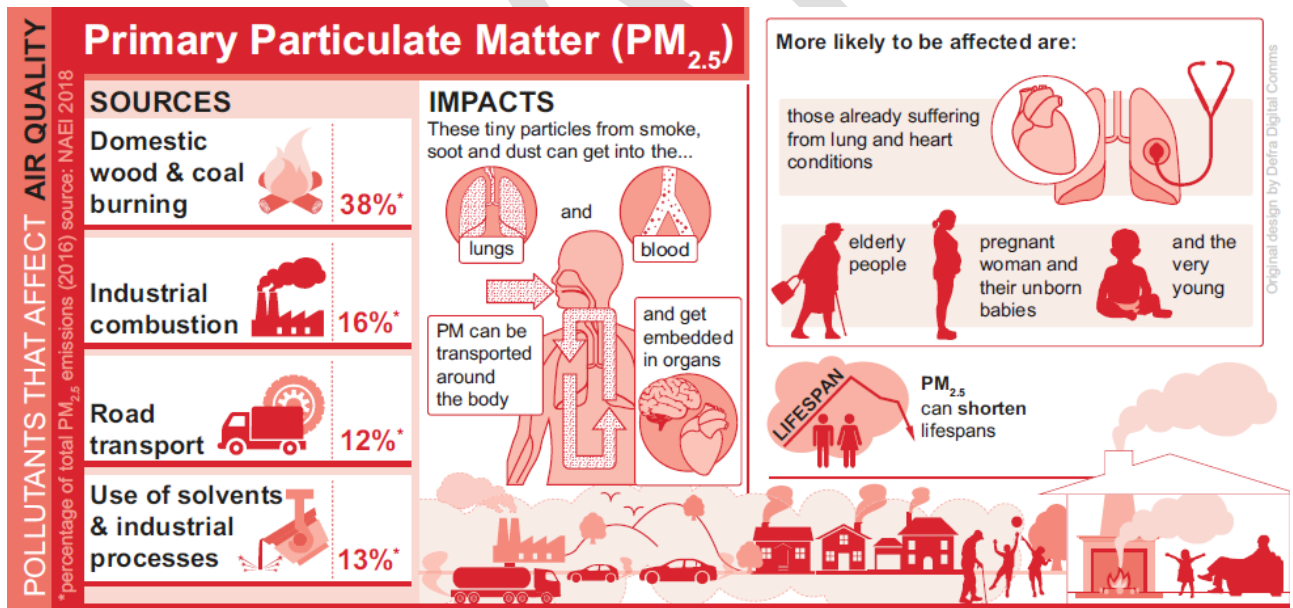
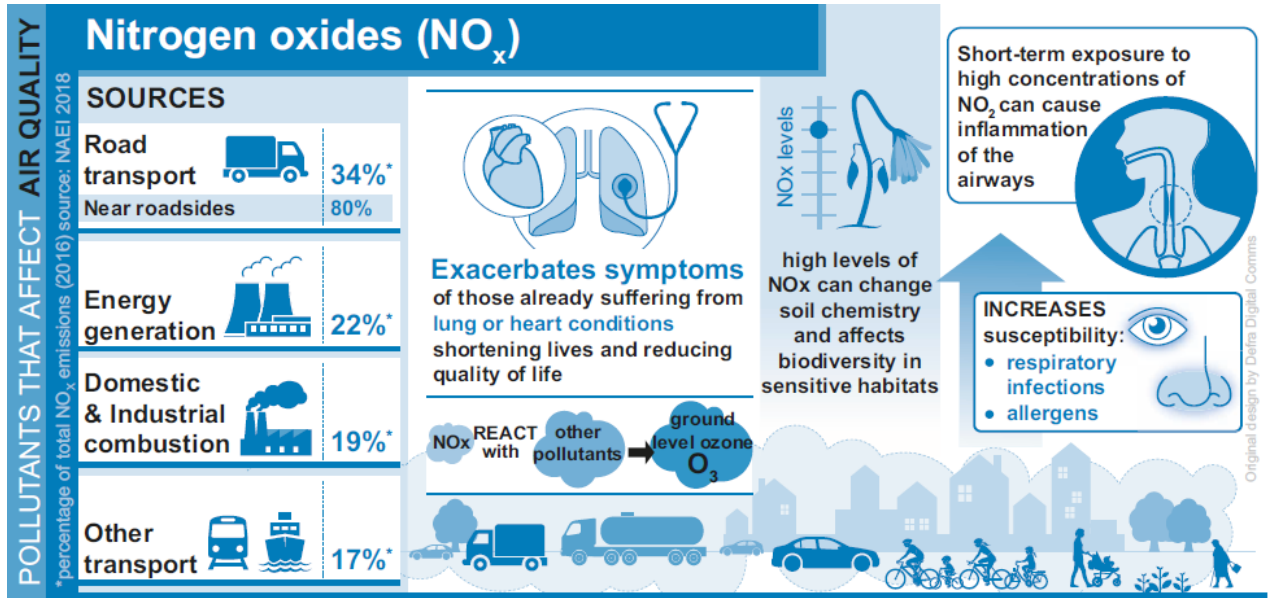
3. Air Quality and Public Health

In 2014 the Cambridgeshire Health and Wellbeing Board requested a Transport and Health Joint Strategic Needs Assessment¹ (JSNA) which includes air pollution. The report noted that there are levels of air pollution in Cambridgeshire that impact health, even though most annual averages may not be over air quality thresholds in several areas.

Through the JSNA process, stakeholders identified several options for addressing air pollution in Cambridgeshire which have been taken into account in this strategy and taken forward, as outlined in Section 6.

¹ Transport and Health Joint Strategic Needs Assessment, 2014

Health Impacts from NO_x and PM_{2.5} Pollutants²



² DEFRA Clean Air Strategy 2018

4. Existing Legislative Context

The Council's existing policies in relation to air quality have been reviewed to understand the policy gaps in support of the new Strategy.

Existing policies are as follows;

- 5.1. The emerging Local Plan (2013), Policy SC/13.
- 5.2. District Design Guide SPD (2010), Chapter 7 Air Quality (paragraph 10.13).
It refers to the above policy NE/16- Emissions as the key justification policy
- 5.3. Local Development Framework - Development Control Policies (2007), Policy NE/16- Emissions.

The above policies recognise the need for mitigation measures to minimise air quality impacts where an exceedance of national objectives or a significance of impact are recognised as a result of an air quality impact assessment and mainly within or near the AQMA. This represents a conflict with the proposed draft Strategy where implementation of measures to minimise air quality impacts are recommended for all developments regardless of their use, size and location within the whole district.

The emerging Local Plan however promotes 'Site based Low Emission Strategies' to help minimise emissions from developments, by integrating design and low emissions transport related measures. This Strategy aims to build on that aspect and presents an opportunity for partnership between different Stakeholders to achieve more than reducing transport related emissions.

Different solutions, future plans and necessary actions to enable the Council to implement the new approach are proposed in section 6 to achieve more than reducing transport related emissions and go beyond the boundaries of the current AQMA.

The proposed 'Local Air Quality Requirements in South Cambridgeshire' in appendix A, shall form part of the planning validation to assist all developers to deliver more sustainable, greener and marketable developments within South Cambridgeshire where improving air quality will be one of the main design aspects. It will provide developers who wish to build in the district with clear and detailed guidance of what the Council will expect them to deliver in terms of preventing or mitigating impacts on local air quality resulting from any new developments.

5. South Cambridgeshire Ambitions

This strategy outlines the key ambitions and measures that will need to be taken to maintain or improve good air quality across the district, which are described further in the following section.

The Ambitions of South Cambridgeshire’s Air Quality Strategy



6. Engagement and Key Actions to Implement the Strategy

To assist in delivering the ambitions, key actions for South Cambridgeshire District Council are outlined as follows. Environmental Services will present and update these key tasks and seek encouragement for furthering the Strategy.

6.1. Recommended Key Actions for South Cambridgeshire District Council

SCDC wish to move away from only acting to address a worsening of air quality when certain thresholds are breached, to pursuing continual improvements and minimising impacts where unavoidable. Ideally more prescriptive policy context for this approach is required e.g.;

- Adopting the 'Local Air Quality Requirements in South Cambridgeshire' as a Supplementary Planning Document.
- Review the current monitoring network and identify new hot spots where the air quality monitoring network should be extended to cover.
- Review the need for monitoring PM₁₀ and PM_{2.5} across the district where sensitive receptors are presented near major developments or where a hotspot in terms on air pollution is suspected
- Ideally, the Local Air Quality Requirements should form part of planning validation checklist. Each application needs to achieve this standard (although for smaller developments it is voluntary) and it is outlined further in Appendix edit.
- Appoint an Air Quality Champion to promote local air quality at the right stage of the decision making process.
- Engage with developers at the earliest opportunity. No development is too small to worsen air quality.
- SCDC's approach applies a minimum standard and a market incentive program which covers every new build.
- If a development fully complies with the standard, there will be zero extra cost and all properties will be more sustainable, greener and marketable. This creates a fair and a level playing field for all.
- Explore Building Control Commitment/NHBC validation/endorsement for the 'Local Air Quality Requirements'.

- Introduce more comprehensive measures for dust management for both construction and operation stage of major developments and for site-specific based approach
- Review the existing volume of wood burning stoves across the district and investigate the potential introduction of control measures such as smoke free zones in densely populated areas
- Work closely with local businesses and assisting in practical measures and information to reduce emissions
- Engage with schools to improve knowledge on air quality issues
- Engage with and support other neighbouring local authorities and their initiatives e.g. OLEV in improving air quality including Cambridge City Council, Greater Cambridgeshire Partnership, Cambridgeshire County Council

DRAFT

7. Local Air Quality Requirements in South Cambridgeshire

The challenge of maintaining good air quality in the wider district is focussed on minimising impacts from (or to) the new major developments. Most of the new developments, when subject to detailed modelling, do not identify any significant exceedances of national air quality objectives because they are being built in rural background areas where current pollution levels are low.

However, the cumulative effect of multiple large concurrent developments is likely to pose a long term risk to air quality in the district even though that may not be immediately apparent when looking at modelled forecasts for individual sites, particularly as many of the developments are at outline or pre-application stage.

This was a key challenge for the Council to overcome in ensuring due consideration is given to air quality through the planning process despite a clear and urgent need for new housing. It was recognised by the Council that implementing measures which will actually deliver improvements or mitigate impacts in relation to air quality are often not tangible and difficult to achieve, particularly on major new developments where local planning policies do not categorically state what measures will be required unless national objectives are threatened.

As such, efforts have been made since 2016 to achieve improvements through the use of planning conditions which has led to the development of the Local Air Quality Requirements, a points-based incentive intended to encourage the inclusion of low emission measures in all developments. This is outlined in detail in Appendix A and summarised below.

South Cambridgeshire District Council and EPS Ltd



LOW EMISSION STANDARD MARKET INCENTIVE

Local Air Quality Management in South Cambridgeshire

MARKET INCENTIVE

The scheme is about adopting measures within a development to reduce impacts on air quality. The Council provide some examples of such measures and the architect/ design manager chooses which suit their scheme and prepare a brief specification which is agreed by the Council and can then be built. No expensive/ ineffective reports, no risk of delays.



MINIMISE IMPACTS

The fundamental objective of this standard is to minimise potential impacts by incorporating measures into the development, such as energy efficiency, bike storage or electric vehicle charging points - regardless of past use and not constrained by meeting specific forecasted pollutant limits.



NO EXTRA COST

Compliance with the standard will not incur any extra cost for developments that are already designed to be as sustainable as they realistically can be; just demonstrate compliance through planning and that's it. Where the standard is not currently met, the costs of achieving it will not be onerous, speak to the Council early on and we will help. If compliance with the standard is then still not achieved, a conventional Air Quality Impact Assessment will be required. Only in very sensitive areas will such an assessment be mandatory.



FOUR INVENTORY CATEGORIES

The standard is split into four aspects of the development:

- Low Emission Private Transport and Travel Planning
- Energy Efficiency of Built Environment
- Optimised Development
- Construction Phase



If you have any queries on air quality in the development control process, please contact the Air Quality Team of the Council. Contact prior to any planning application being submitted would be welcomed.

Appendix A

Local Air Quality Requirements in South Cambridgeshire

The intention of the Local Air Quality Requirements is to inform all developers who wish to build in the district of what the Council will expect them to deliver in terms of preventing or mitigating impacts on local air quality resulting from any new developments.

- It is designed to be simple and could be prepared by professionals such as architects and design managers. It is not envisaged that an air quality professional is required to prepare the specification with perhaps the exception of the larger more complex sites.
- All developers are required to present a brief design specification outlining the necessary measures to achieve the standard, usually undertaken at the pre-application stage of the planning process.
- Any scheme needs to achieve a 'pass' or 'borderline pass' at each stage.
- Any measure where this is not achieved needs a comment to justify why it is not appropriate or reasonably achievable on a specific development. If there are several 'pass' standards achieved it is likely sporadic failures will be tolerated.
- If the development continues to fail in several areas after this process, the development will not be deemed compliant with this standard and the requirements of the planning process will not be deemed satisfied unless an Air Quality Impact Assessment is prepared and any recommendations adhered to.
- For larger developments, a financial contribution to the Council may also be required to support ongoing and future efforts to manage air quality under a Section 106 agreement or the planning application may be refused. The Council would rather encourage applicants to voluntarily pursue more sustainable standards but these aspects are necessary to deliver an effective and enforceable framework.

The Local Air Quality Requirements is split into the following categories in table 1-4;

- 1) Low Emission Private Transport & Travel Planning
- 2) Energy Efficiency of Built Environment
- 3) Optimised Development
- 4) Construction Phase

1) Low Emission Private Transport & Travel Planning

Low Emission Measure	Comment	Merit			Key Local Policy Justification
<p>Low Emission Vehicle Support</p>	<p>SCDC are seeking to encourage the adoption of low emission forms of transport, including private vehicles such as hybrid, electric (EV) and hydrogen powered cars.</p> <p>The aim being that charging points or at a minimum the installation of electrical infrastructure to facilitate the future installation of charging points will be widespread to assist in this uptake.</p> <p>For developments OR car parks with more than 20 car parking spaces, it is expected that a minimum of 5% car park spaces will have EV charge points.</p>	<p>Dedicated Charging Point</p>	<p>Superfast (120KW+)</p>	<p>Pass</p>	<p>LDF Policy NE/1-3 & TR/1-4</p>
			<p>Rapid (43/50KW)</p>		
<p>Travel Plans & Car Share Schemes</p>	<p>To encourage model shift and behavioural trends away from private individual transport. Range of measures typically to include:</p> <ul style="list-style-type: none"> - Car clubs, share schemes and any associated infrastructure which supports this objective will be supported. - Proposals to prioritise EV parking would also be welcomed and encouragement of casual cycling, including electric cycles (EC) 	<p>Measures to discourage car usage, such as preferable walkways, cycle routes or separate parking lots. Parking enforcement for non-allocated spaces.</p>	<p>Pass</p>	<p>NE/16, TR/1, TR/2, TR/3 & TR/4</p>	
					<p>Dedicated cycle ways/walkways on site, connecting to existing infrastructure where possible</p>
					<p>Minimal car parking provision where appropriate (i.e. lower emission travel available)</p>
		<p>Travel planning aids/ relevant way finding signage</p>	<p>Pass</p>		
		<p>EV dedicated parking spaces supporting by charging point</p>			
		<p>Provision of low emission pool car/Zip Car or car sharing club.</p>			
		<p>Measures to encourage casual cyclists, such as arranged discounts in local shops, servicing arrangements or repairs.</p>			
<p>Secure cycle racks (with power for EC charging)</p>					
<p>Infrastructure to support public transport uptake</p>	<p>Measures ranging from minor infrastructure such as bus stops to substantial civil infrastructure enhancement, such as new guided busways, train stations, long-term funded shuttles to public transport hubs.</p>	<p>To be discussed on a site-specific basis and such measures are likely to be welcomed.</p>	<p>Pass</p>	<p>NE/16, TR/1, TR/2, TR/3 & TR/4</p>	

2) Energy Efficiency of Built Environment

Low Emission Measure	Comment	Merit		Key Local Policy Justification	
Sustainability	The council are seeking to maximise the sustainability of the built environment to achieve the mutually beneficial air quality objectives. Utilising the BREEAM rating for the Code for a Sustainable Built Environment or BRE's Home Quality Mark is one approach, others may be suggested.	BREEAM Rating	Outstanding Excellent Pass-Very Good	Pass	LDF Policy NE/1-3 & TR/1-4
		Home Quality Mark	Other demonstrable energy efficiency measures such as insulation, cavity wall insulation, double glazing, high energy performance certification etc.	Borderline Pass	
Renewables	At least 10% of the buildings' total predicted energy requirement will be from on-site renewable energy sources.	Higher scores to be awarded where greater renewable contributions are available.		Pass	LDF Policy NE/2
Biomass Boilers	A standalone checklist should be obtained from Health & Environmental Services for biomass boilers.	Compliance with existing SCDC standard.		Pass	NE/2 & NE/3
Combined Heat & Power (CHP) / Boiler Efficiency	Developments shall utilise low NOx boilers/CHP to minimise emissions from the development that may impact on air quality.	Boiler Efficiency Achieved		Borderline Pass	NE/1, NE/2, NE/3 & NE/16
	Typically, a low NOx boiler would meet a dry NOx emission rating of 40mg/kWh. Any gas-fired CHP shall meet an emissions standard of: - Spark ignition engine: less than 150mgNOx/Nm ³ - Compression ignition engine: less than 400 mgNOx/Nm ³ - Gas turbine: less than 50mgNOx/Nm ³	CHP Efficiency Achieved		Pass	

3) Optimised Development

Low Emission Measure	Comment	Merit		Key Local Policy Justification
Site layouts & proximity of housing to roads	Although not a specific requirement of air quality policy, design layouts which reduce exposure of receptors to pollutants are preferable, particularly in terms of proximity of housing to busy roads.	Development specific Allocation	Pass	NA
Sealed fascia's/active (artificial) ventilation or active air filtration (NOx filters etc)	Only to be used in cases where few other options are available. I.e. Only in very sensitive areas and around AQMA, or for other reasons such as noisy areas.	Used only if absolutely necessary, not encouraged.	Borderline Pass	NE/16
Building Design	Favourable designs measure includes designs to avoid the creation of tight/tall streets (canyons) & Increasing sustainable/well-insulated building design.	To discuss on site-specific basis	Pass	TR/3, NE/2

4) Construction Phase

Low Emission Measure	Comment	Merit	Key Local Policy Justification
Construction Vehicles	<p>All commercial road vehicles used on the construction project must meet the European Emission Standards (commonly known as Euro standards) of Euro 5 during any works that take place.</p> <p>All non-road mobile vehicles with compression ignition engines used within the site must comply with emission standards set in EC directive 97/68/EC. Vehicles must meet Stage IIIa and b emission limits.</p> <p>Any diesel-powered machines used on, or otherwise serving the site, must be run on ultra-low sulphur diesel (also known as ULSD 'cleaner diesel' or 'green diesel'). "Ultra-low sulphur diesel" means fuel meeting the specification within BS EN 590.</p>	<p style="text-align: center;">Borderline Pass</p> <p style="text-align: center;">(it is recognised that for most sites this is aspirational and difficult to enforce, so has not been prioritised)</p>	TR/3
Construction Road Layout	Favourable design measure including speed restrictions & traffic management.	Borderline Pass	TR/3
Construction Environmental Management Plan (CEMP)	<p>A CEMP will cover impacts to air quality mainly associated with dust and odour. The CEMP will also cover more general environmental health issues such as noise and light pollution.</p> <p>Site activities include plant emissions – switch-off policy, plant maintenance & alternative fuel use.</p>	<p style="text-align: center;">Pass</p>	NE/16

Glossary of Terms

Abbreviation	Description
LAQM	Local Air Quality Management
AQMA	Air Quality Management Area – An area where air pollutant concentrations exceed / are likely to exceed the relevant air quality objectives. AQMAs are declared for specific pollutants and objectives
AQAP	Air Quality Action Plan - A detailed description of measures, outcomes, achievement dates and implementation methods, showing how the local authority intends to achieve air quality limit values'
ASR	Air quality Annual Status Report
Defra	Department for Environment, Food and Rural Affairs
EU	European Union
NO ₂	Nitrogen Dioxide
NO _x	Nitrogen Oxides
PM ₁₀	Airborne particulate matter with an aerodynamic diameter of 10µm (micrometres or microns) or less
PM _{2.5}	Airborne particulate matter with an aerodynamic diameter of 2.5µm or less
SO ₂	Sulphur Dioxide

References

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Local Air Quality Management, Policy Guidance LAQM. PG (16) (2016)

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Local transport Plan (LTP) 3: 2011 – 2026, Cambridgeshire County Council (2011)

http://www.cambridgeshire.gov.uk/info/20006/travel_roads_and_parking/66/transport_plans_and_policies/2

The Environment Act 1995,

HMSO

The Air Quality Strategy for England, Scotland, Wales and Northern Ireland (2000)

Department for Environment, Food and Rural Affairs

The Detailed Assessment of Nitrogen Dioxide along the A14 Corridor (2006)

South Cambridgeshire District Council

<http://www.scambs.gov.uk/Environment/Pollution/AirPollution/aqreports.htm>

The Detailed Assessment of PM₁₀ along the A14 Corridor (2007), South Cambridgeshire District Council

<http://www.scambs.gov.uk/Environment/Pollution/AirPollution/aqreports.htm>

The Further Assessment of Nitrogen Dioxide and PM₁₀ along the A14 Corridor (2008)

South Cambridgeshire District Council

<https://www.scambs.gov.uk/content/local-air-quality-management>

DRAFT



Report To: Climate & Environment Advisory
Committee

20 September 2018

Lead Officer: Mike Hill, Director Housing & Environmental Services

Avoidable Single-Use Plastics at South Cambridgeshire DC

Purpose

1. To brief Climate & Environment Advisory Committee (CEAC) on the use of avoidable single-use plastics and opportunities to reduce their use at South Cambridgeshire DC.

Recommendations

2. That CEAC discuss this matter and make recommendations to Cabinet on action that could be taken to reduce the use of avoidable single-use plastics at South Cambridgeshire DC.

Background

3. During Summer 2018, Mariana Vicente, a student from Cambourne Village College, undertook a research project into the use of avoidable single-use plastics at South Cambridgeshire District Council. Her report is attached at Appendix 1.
4. Following discussion of this research with the Chair of CEAC, work has been undertaken by officers to identify opportunities to reduce and eliminate the use of avoidable single-use plastics within the Council. A verbal update will be provided to Committee meeting by the Head of Facilities Management, but opportunities explored include:
 - (a) Ending use of single-use plastics in meeting rooms and the Council Chamber and replacing plastic containers with glasses.
 - (b) Phasing out single-use plastic cutlery and drink bottle sales in the canteen and vending machines, to be replaced by drinks in aluminium cans that can be more easily recycled with a higher recyclate value.
 - (c) Introducing improved recycling facilities across Cambourne and Waterbeach offices by replacing desk bins with a number of recycling and waste stations on each floor and in main meeting rooms.
 - (d) Replacing current disposable coffee-machine cups with products more easily recycled or re-used.

Considerations

5. The report at Appendix 1 includes consultations with SCDC staff on the impact of reducing or eliminating avoidable single-use plastics from use with Cambourne and Waterbeach. Overall staff welcomed the idea and felt there would be little or no adverse impact from such an initiative.

6. It has been identified that some wheelchair users find straws a very useful aid to consuming drinks. As a result, a small stock of disposable straws will be retained at SCDC for use on request. These straws will not be made generally available to staff and visitors.

Options

7. CEAC can make recommendations to Cabinet on this matter, amending and adding to the issues discussed in the report at Appendix 1 as agreed.

Implications

8. 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: -

Financial

9. The options researched so far can be delivered with existing budgets and officer time.

Legal

10. Discussion have taken place with suppliers within current contracts to support delivering change on this issue.

Equality and Diversity

11. As noted in para 6 above.

Climate Change

12. Reducing the use of avoidable single-use plastics will contribute to improving the global environment.

Consultation responses (including from the Youth Council)

13. Consultation was undertaken with staff across Cambourne and Waterbeach offices who supported the reduction in use of avoidable single-use plastics.

Effect on Strategic Aims

Aim 1 – Putting the Environment First

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.

No other documents link to this matter.

Report Author: Mike Hill – Director, Housing & Environmental Services
Telephone: (01954) 712921

Appendix 1

Avoidable Single Use Plastics at South Cambridgeshire District Council

Mariana Vicente, Cambourne Village College, July 2018

1. What are single use plastics?

Single-use plastics, or disposable plastics, are used only once before they are thrown away or recycled. These items are things like plastic bags, straws, coffee stirrers, soda and water bottles and most food packaging.

We produce roughly 300 million tons of plastic each year and half of it is disposable! World-wide only 10-13% of plastic items are recycled. The nature of petroleum based disposable plastic makes it difficult to recycle and they have to add new virgin materials and chemicals to it to do so. Additionally there are a limited number of items that recycled plastic can be used.

Petroleum based plastic is not biodegradable and usually goes into a landfill where it is buried or it gets into the water and finds it's way into the ocean. Although plastic will not biodegrade (decompose into natural substance like soil,) it will degrade (break down) into tiny particles after many years. In the process of breaking down, it releases toxic chemicals (additives that were used to shape and harden the plastic) which make their way into our food and water supply.

These toxic chemicals are now being found in our bloodstream. And the latest research has linked them to cancer, infertility, birth defects, impaired immunity and many other ailments.

“We produce hundreds of millions of tons of plastic every year, most of which cannot be recycled. It's obvious that we need to use less plastic, move towards sustainable products and services and come up with technology that recycles plastic more efficiently.”

-Free Plastic Challenge

“As Highlighted in the BBC Blue Planet 2 series, the consequences of plastic pollution on the marine environment are severe. Once in the ocean, plastic waste injures and kills fish, sea birds, and marine mammals. Marine plastic pollution has impacted at least 267 species worldwide, including 86% of all sea turtle species, 44% of all sea bird species and 43% of all marine mammal species. The impacts include fatalities as a result of ingestion, starvation, suffocation, infection, drowning, and entanglement.”

-Mendip District Council

- The 10 most found single use plastic items on European beaches account for 43% of total marine litter
- Fishing gear represents an additional 27% of all marine litter
- The commission is taking action in these two areas, which represent 70% of all marine litter found on Europe's beaches

-European Commission

2. What is national and global “best practise” in reducing the use of such plastics? (Alternatives for single use plastic)

- **Plastic Bags**
 - Carrier bags, keep these in your car so when needed, you won't need to spend money on plastic bags
- **Plastic Straws:** 8.5 billion plastic straws are thrown away each year in UK
 - Steel, glass, paper, bamboo straws
 - Lids on drinks that don't need straws
- **Cotton buds:** the plastic from cotton buds has been discovered in the stomachs of loggerhead turtles and seabirds
 - Earwax drops
 - Clear ear
- **Plastic bottles & coffee cups**
 - Mugs
 - Reusable water bottles (eg. steel)
 - Reusable cups
- **Take-out eating utensils** (food containers, cutlery, stirrers)
 - Carrying reusable cutlery
 - Get packed lunch
- **Flip-flops**
 - These pose a huge hazard to ocean life, instead find yourself some eco-friendly sandals
- **Plastic Toothbrushes**
 - Bamboo toothbrushes
- **Yoghurt and milk plastic containers**
 - Glass jars
- **Microbead exfoliators**
 - Natural alternative
- **Sandwich wrappers**
 - Replace disposable cling film with reusable sandwich wrappers
- **Cigarette butts**
 - Use of electronic cigarettes, to avoid cigarettes being left on the ground

3. Which other councils have banned “single use plastics” and how have they done this?

Bournemouth council has pledged to cut the amount of single use plastics used across the town.

Councillors voted unanimously to introduce measures to tackle plastic waste and the threat it causes to the marine and coastal environment.

At the moment, all council-owned catering outlets are using only plastic-free, compostable or biodegradable cups, stirrers and straws.

New segregated waste bins have been introduced along the promenade, in addition to the bins also installed as part of the Pier Approach revamp.

All of this has been backed up by a town-wide awareness campaign to encourage residents and visitors to reduce their reliance on single use plastics.

Instead, people were encouraged to use the Dorset Refill website and app to find water taps where they are able to fill their bottles

-Daily Echo

Bournemouth Council ended single use plastic by:

1. Removing plastic straws from Council catering kiosks
2. Council-owned catering outlets only use plastic-free, compostable or biodegradable cups and stirrers
3. Phased out plastic cutlery in Council run catering kiosks
4. Introduced reusable cups in the café and diner outlets
5. Replaced plastic ice cream spoons with wooden ones
6. Participated in the ‘Refill Bottle Scheme’, allowing visitors and residents to refill their own water bottle at Council run premises

-38 Degrees

At the moment, South Cambridgeshire District Council spend £20 a month on 2000 plastic cups. That is £240 on 24000 plastic cups every year. We could instead use this money on glass cups for meeting rooms and stationary for staff if required.

Cornwall Council are planning to end their use of 'single use plastics' by 2020. They are going to try and do this by having the café staff members stop using plastic cutlery, offer reduced price hot drinks for people with reusable cups, wrap sandwiches in biodegradable paper, and replace bottle water with a self service water cooler. Additionally, they are trying to encourage the residents in Cornwall to this as well by doing the following:

- Using a glass bottle instead of a plastic cup
- Saying no to plastic cutlery and straws
- Sourcing milk in reusable glass bottles
- Having leftovers for lunch
- Using a reusable bag
- Switching cling film for bees wax wraps
- Using a bread maker
- Using a reusable flask or mug to avoid disposable coffee cups
- Buying fruit and vegetables without plastic wrappers (from a market or a veg box scheme)
- When shopping, switching plastic wrapped items for things sold in glass, paper, card or tins
 - Example: switching liquid laundry tablets for washing powder in a cardboard box or squeezey ketchup, oil or mayonnaise for a glass bottle or jar

Lancaster City Council launched a new campaign to reduce single use plastics. Members of the working party set up to oversee the campaign, at the stall in Market Square. The city council set up a stall in Lancaster's Market Square to introduce the campaign and talk to members of the public on how they can play their part in tackling the problem. Alongside this, the council created a visual representation of just how many plastic bottles are needlessly thrown away each day, many of which end up in landfill.

The campaign focussed on reducing single use plastic bottles and disposable coffee cups with the simple message of reduce, refill, recycle:

- Reduce – Cut down our use of single use plastic and disposable coffee cups
- Refill – Use a refillable water or coffee mug instead of single use plastic or cups
- Recycle – Plastic bottles are recyclable, make sure you recycle all you can

“The problem is that while you're out and about it's very easy to buy a bottle of water or a takeaway coffee and none of the waste that's thrown away in litter bins is currently recycled.”

“About two thirds of the waste in litter bins is made up of plastic waste and disposable cups so that's a massive amount that has to go to landfill.”

To aid the campaign, the council drew up plans to install water fountains so people can top up their refillable water bottles. Initially these could be on the council's own land in Williamson Park, Happy Mount Park in Morecambe.

Biodegradable coffee cups have also been introduced in Williamson Park and measures have been taken to eliminate the sale of non-recyclable single use take-out cups, slush cups, plastic straws and cutlery. These products have been replaced with fully compostable 'vegware', vegetable oil, paper and bamboo products.

-Lancaster City Council

Cambridge City Council have become 'single use plastic' free by making sure that hot food and drink traders don't use single use plastics to dispense the food and drink that they sell. Therefore, all traders selling takeaway hot food or drinks must use cardboard or paper based cups, trays, dishes or other packaging for their products. However, the proposals are not seeking to ban, for example, plastic cutlery being provided.

-Cambridge City Council

South Lakeland Council will become a single use plastic free council by phasing out the use of single use plastic products such as bottles, cups, cutlery and drinking straws in council activities, by the end of 2018 and encourage their facilities' users local businesses and other local public agencies do the same by championing alternatives. Additionally, they plan on promoting the refill scheme, whereby retail businesses agree to free water refills, the app that allows businesses to sign up very easily. Furthermore, they will also have a free water fountain in their reception area and look to have them all around the area, as well as investigating on having locally branded water containers for sale.

-ALDC

Ards & North Down – single use plastic free since December 2017



South Lakeland – to become 'single use plastic' free by the end of the year

Norwich – 'single use plastic' free since January 2018

Cirencester - 'single use plastics' free since May 2017

Frome - Agreed to become 'single use plastic' free in December 2017, 'single use plastic' free since April 2018

Gloucestershire - 'single use plastics' free since May 2017

Cambridge City – 'single use plastics' free since January 2018

Mendip – 'single use plastic' free since April 2018

Cornwall - To become 'single use plastic' free by 2020

Bournemouth - Voted to become 'single use plastic' free in April 2018

Lewes - To be 'single use plastic' free by the end of the year

Staff Interviews

Interview with Procurement Officer – Sean Missin

13/07/2017

1. What do you do?
Gets paid to buy things such as stationary, trucks, bins, etc...
2. What kind of plastics do you buy?
Soft and hard plastics
3. How often do you buy these and how much do they cost?
9 oz in size
2p each
4. What contracts with external suppliers do you have?
Spreadsheet
5. Have you ever thought of replacing plastics? What could we replace them with?
Yes, with other materials that are durable (long lasting)
6. Are you aware of the environmental affect the use of plastic has on wildlife and the atmosphere? Do you think it is important to make other people aware of these effects? How can we do that?
Yes, most plastic ends up in the sea where fish ingest it, leading to death.
Yes, it is important to make other people aware of this so that these events don't expand. We can do this by talking to the external suppliers before we make a contract, for example.
7. Do you think there are any disadvantages of getting rid of plastics? If so, what are they?
8. Why do we use plastics?
Because they are durable and light. There's no point on replacing bins with steel because they wouldn't be easy to move around as they would be very heavy. Plastic bins are durable and easy to move around

Materials used:

- China plates
- Stainless steel cutlery
- Ceramic material mugs (bone china, earthenware, porcelain, stoneware)
- Glass cups are encouraged to be used in the cafeteria
- Margarine tubs are reused once empty and filled up with sandwich fillings
- Tubs / containers are used when people want to take their food up to their desk, for example, as well as for freezing leftovers such as chilli
- Salt and pepper containers placed on the tables are filled up once they have run out, same as the containers used in the kitchen
- Biodegradable coffee cups are used when staff go on trips and they would like to take a drink with them, however this is rarely the case
 - Biodegradable means that a substance / object is capable of being decomposed by bacteria or other living organisms, thereby avoiding pollution
- Plastic bottles are sold however these are recycled
- Cling film is mainly used to wrap sandwiches when staff prefer to have their sandwich outside, for example, however if people are having these inside, using a china plate is preferable

Suggestions:

- Polythene sandwich bags, these can be washed after being used
- Maybe using another type of plastic that is easier and quicker to break down
- Brown, paper bags

Whilst looking around the building, I have noticed that many people bring their own mugs and bottles into work which makes it a lot easier to end the use of 'single use plastics' in the Council as this won't affect many people. I have also become aware of some people using their own reusable coffee cups which reduces the use of paper cups being used in the building.

Even though paper cups have a smaller carbon footprint than plastic cups, these still have plastic towards the bottom to avoid leakage. Therefore, if staff could just take their own mugs / reusable coffee cups to the machine when getting a drink, we can reduce the amount of plastic being used.

Another thing that still needs to be taken care of is the use of plastic cups around the building. In general, most people have their own reusable water bottles, however some people still use plastic cups when having water. If people have water bottles with them they won't have to keep standing up to fill them up because a water bottle contains a lot more water, therefore they won't be spending time having to get up. Additionally, this will save the Council money because they won't have to be spending money on plastic cups anymore, instead they can focus on buying more useful things.

Furthermore, I have seen that some people use their plastic cups to store paperclips and many other things. Instead of using these cups, we could use some other things like mugs and reused containers.

Suggestions:

- At the moment the council is spending £240 every year on just plastic cups, if we could instead use this money to provide staff with containers where they can store their stationary, people won't have to use plastic cups for these
- Some people, particularly the ones who have lunch upstairs, don't have recycling bins where they can put their rubbish in, therefore they just end up putting it in the nearest bin which is most likely to be a general waste bin, meaning none of this will be recycled. If we could get some recycling bins in each department, it would be easier to get staff members to recycle
- To make it clearer for staff members who don't know much about recycling, it would be a good idea to have pictures on what goes into each bin, to make sure people are recycling correctly

1. What are your thoughts on the council ending its use of 'single use plastics'?

"Good idea"

"I think plastic cups are the big issue, in general we have a good recycling system, we reuse things like plastic wallets"

"I think it will take a long time to do that, it won't happen soon because of all the rubbish I see everywhere"

"It should have happened already!"

"I think it's a great idea, I'm very much into recycling"

"I think it's a good idea, it will help the environment"

"I don't think it's a terrible idea"

"It's a good idea, it will make people aware of the effects plastic has"

"It is a good thing to do because we have to try and reuse things"

"Very positive"

"Good idea, it is inevitable"

"I think it's a good idea"

2. Would this affect you? Would it be inconvenient?

"Not at all"

"Less convenient if people don't have their own bottle / mug"

"No, not at all"

No, it would only have good effects. I will finally stop seeing people having two sips from their cup and then throwing it away! I'm always telling people to bring their own bottle"

"No, not at all"

"No, not really"

"No, I've got my own bottle and mug"

"No, I've got my own mug that I use for everything"

"No but we would have to make people aware of when this is going to happen, so that they bring in their own stuff. We would also need to provide glasses in meeting rooms and we would have to wash them as well"

"I tend to use my own bottle so no"

3. What would you want the council to provide you with instead?

"We've all been provided with bottles and mugs, so I don't need anything else"

"Six months ago we provided everyone with their own SCDC water bottles and it's been working so far"

"No, I can't think of anything really"

"No, we've got everything"

"No, I've got my own mug"

"No, we can just get our own stuff, the Council doesn't have to spend any money on us"

"If I had a cool coffee mug, I would be happy to stop using plastic"

"We've all got our own bottles and mugs so nothing else"

"They have provided us all with bottles and I bring my own mug so no"

"Glasses and cups for visitors"

"No, I'm quite happy to bring in my own"

"Not for me but if we had people outside the council coming in for a meeting, we would have to make sure to provide them with glasses"

1. Why do we use 'single use plastics'?
"I think we use plastic because they solve packaging problems, mainly with food."
2. Is it important for the Council to end its use of 'single use plastics'? Why?
Yes I believe it is important for the council to end this because when we do it, we will then be able to show other councils that it is possible and encourage them to do this as well, "leading the way"
3. Is plastic hard to break down? Why?
"It takes hundreds of years to break down plastic. In the 1970s when plastic became popular, people didn't really think about how they would break these down so they just let them loose on the ground somewhere"
4. What are the acceptable alternatives to 'single use plastics'?
Compostable packaging: paper and cardboard
5. Would there be any problems of banning 'single use plastics'?
"Globally there will be some problems doing this, but within the council I don't see why there would be any problems, we just need to stop using plastic cups, straws, and everything else"
6. Instead of using cling film, is there anything else we could replace it with? Is there a type of plastic that can be used which breaks down easier and quicker?
"We can use paper and cardboard packaging instead. We could use biodegradable packaging however this wouldn't be any easier to break down"

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Agenda Item 6

REPORT TO: Climate and Environment Advisory Committee

20 September 2018

LEAD OFFICER: Alex Colyer – Executive Director, Corporate Services

South Cambridgeshire District Council Investment in Green Energy

Purpose

1. This report provides a briefing for the first Climate and Environment Advisory Committee on the potential for SCDC investment in Green Energy. The briefing outlines the status of the Council's Renewables Reserve, opportunities presented by the recently accessed Re:fit procurement framework and options for the investigation and implementation of Green Energy projects that seek to generate income and move towards increasingly sustainable and secure models of energy generation and consumption.

Recommendations

2. The Climate and Environment Advisory Committee is invited to:
 - (a) Review the opportunities provided by the Council's Renewables Reserve and the recently accessed Re:fit procurement framework, plus options for the investigation and implementation of Green Energy projects.
 - (b) Consider making recommendation to Cabinet for a continuation of the current strategy, which sees retained renewable energy business rates earmarked through the Renewables Reserve for investment in green energy projects (as detailed in paragraph 6).
 - (c) Review whether there continues to be a need to commit funding from the Renewables Reserve for the purposes of a Green Energy Loan fund (as approved by Cabinet in February), and make recommendations to Cabinet accordingly (detailed in the second bullet point of paragraph 7).
 - (d) Identify High Level Assessments (HLAs) to be commissioned under the Re:fit procurement framework (as detailed in paragraphs), taking into account approval previously provided by Cabinet in March 2018 in regard to the options outlined at paragraphs 15 to 23, and making further recommendations to Cabinet as appropriate.
 - (e) Consider making recommendation to Cabinet for the creation of a dedicated Climate and Environment Officer post, to be funded through the Renewables Reserve in order to progress the Green Energy investment agenda (as detailed in paragraphs 24 to 28), including work under Re:fit and further options for direct investment in renewables.
 - (f) Consider arrangements for the investigation of any further options for direct investment in renewables (as detailed in paragraphs 29 to 43).

Reasons for Recommendations

3. The above recommendations have been made to highlight a number of areas in which the Climate and Environment Committee may wish to advise Cabinet, and in doing so shape the Council's Green Energy investment agenda, with a view to achieving possible objectives around income generation and transition towards sustainable and secure models of energy generation and consumption.

Background

The Council's Renewables Reserve

4. The Local Government Finance Bill provides for the retention of business rates income from new renewable energy projects in the district. Renewable energy receipts for South Cambridgeshire District Council are held in the Council's Renewables Reserve, which stands at £2,666,204. Under current government legislation, which allows communities that host renewable energy projects to keep the additional business rates they generate. The Council will continue to retain business rates relating to renewable energy sites on a yearly basis.
5. Whilst not formally ring-fenced by government or SCDC for investment in Green Energy projects, the Council has previously identified this income stream as an opportunity to become an example of good practice amongst Local Authorities, in the field of Green Energy investment. As such, the Renewables Reserve was established with the intention of funding investment in Green Energy projects that provide benefit to South Cambridgeshire and its residents through increased energy sustainability and security, and with a view to generating an income for the Council.
6. An opportunity is now presented for the Climate and Environment Advisory Committee to make recommendation to Cabinet for a continuation of the current strategy whereby retained renewable energy business rates are held within the Council's Renewables Reserve and earmarked for investment in green energy projects.

Investing in Green Energy: Progress to Date

7. Of the £2,666,204 currently held within the Renewables Reserve, a small proportion has been committed to date:
 - From April 2018, £55,000 per annum has been committed from the Renewables Reserve for the purpose of a Community Energy Grant, to run for an initial four year period following approval by Cabinet in November.
 - An addition, £200,000 (total) has been committed from the Renewables Reserve for the purpose of a Green Energy Loan fund, following approval by Cabinet in March 2018. A pause has taken place on the development of this loan fund and the Climate and Environment Advisory Committee is invited to review whether there continues to be a need to commit funding from the Renewables Reserve for the purposes of a Green Energy Loan fund (as approved by Cabinet in February), and make recommendations to Cabinet accordingly.
 - £376,000 was approved by EMT to cover year one costs to upgrade Council Footway lighting stock to LED (see paragraphs 19 to 23 for further details in relation to this project).

Re:fit

8. In addition to the financial commitments detailed above, work has also been undertaken to gain access to the Re:fit procurement framework, developed and piloted in 2008 to overcome barriers to the retrofit of non-domestic public sector buildings or estate, with measures for the achievement of greener energy use.

9. According to Local Partnerships (a joint venture between HM Treasury and the Local Government Association, who co-own the Re:fit procurement framework alongside the Greater London Authority), these risks were identified as:

- A lack of capacity and expertise within public sector organisations to identify and implement projects and access finance.
- Risks associated with investing money with long term paybacks and no savings guarantees.
- Long and complex procurement processes.

(Details of how Re:fit addresses these barriers are included in Table 1 below).

10. Since 2008, over 250 organisations have engaged Re:fit and more than £180 million of works has been procured across more than 1000 buildings. Its current pipeline is over £91 million and growing. Since 2014 Cambridgeshire County Council have successfully utilised the Re:fit framework to invest over £20m into energy performance projects at schools and other public assets.
11. In 2017 the County Council undertook a mini-competition to appoint an energy contractor under the latest iteration of Re:fit ('Re:fit 3'). This was carried out in collaboration with SCDC, allowing the council to make future use of the services offered by the chosen energy contractor, and resulted in the re-appointment of Bouygues (who had previously been appointed as the County's energy contractors under previous iterations of Re:fit).
12. Other Cambridgeshire authorities have previously accessed Cambridgeshire County Council's procurement of an energy contractor under Re:fit, including Cambridge City Council who have used the scheme to upgrade to LED lighting in their city centre carparks and Fenland and Huntingdonshire District Councils, who have both used the framework to implement energy saving measures at their leisure centres. The County Council's re-appointment of Bouygues now provides SCDC with a timely opportunity to make use of the services and expertise available through the Re:fit scheme (the benefits of which are detailed in Table 1 below) as part of an emerging green energy investment strategy.

Table 1 – Benefits of accessing and undertaking projects under Re:fit

Benefit	Barriers Addressed
'High Level Assessments' (HLAs) to assess options on sites/assets, undertaken free of charge and with no commitment for the Council to progress.	A lack of capacity and expertise within public sector organisations to identify and implement projects and access finance.
Guaranteed energy savings and income based on those identified within 'Investment Grade Proposals' (these follow HLAs if we decide to go ahead with implementation of measures).	Risks associated with investing money with long term paybacks (5-10+ years) and no savings guarantees.
Re:fit has a proven track record , nationally and regionally, whilst Bouygues have also	

demonstrated their ability to deliver under this framework through responsibility for the energy works undertaken for Cambridgeshire County Council.	
Bouygues have been selected as part of a competitively tendered and OJEU-compliant procurement process (initially to be selected as one of the 16 Energy Services Companies included on the Re:fit framework, and subsequently through the County Council's mini-competition, run in collaboration with SCDC). This removes the requirement for SCDC to undertake an additional procurement process for any projects falling under Re:fit.	Long and complex procurement processes.

13. SCDC have already recently signed an access agreement with Local Partnerships to ensure compliance to the Re:fit framework terms. To benefit from the Re:fit framework and the County Council's collaborative procurement, we will also need to agree call-off terms with Bouygues, using templates provided by Local Partnerships. There are no upfront costs associated with either of these agreements.
14. As such, any charges associated specifically with the use of Re:fit are dependent on work going ahead following the identification of potential projects within High Level Assessments (HLAs - see Table 1 for further detail). This provides SCDC with the opportunity to use HLAs to assess value for money prior to committing to any projects. Should Re:fit then be used to undertake such projects, the costs detailed in Appendix A would be payable.

Options for High Level Assessments (HLAs)

15. The Climate and Environment Advisory Committee is invited to identify High Level Assessments (HLAs) to be commissioned under the Re:fit procurement framework (as detailed in paragraphs), taking into account approval previously provided by Cabinet in March 2018 in regard to the following options, and making further recommendations to Cabinet as appropriate.

South Cambridgeshire Hall site

16. SCDC benefits from a modern and efficient office building at South Cambridgeshire Hall, and reduced energy expenditure as a result of a Cambourne Parish Council owned solar installation located on its roof. However, as the primary employment site for the majority of SCDC staff, South Cambridgeshire Hall accounts for the majority of the Council's energy consumption and expenditure, and is also the largest site under Council ownership. It therefore offers scope for the exploration of energy efficiency and generation measures.
17. Bouygues have previously produced HLAs and IGPs for 'smart-grid' projects at a number of Cambridgeshire County Council's Park and Ride sites, incorporating solar canopies, EV charging points, battery storage and the sale of surplus generated electricity to locally situated centres of demand. Through the use of multiple complementary technologies and approaches it has been possible for Bouygues and

the County Council to develop business cases that do not rely on dwindling feed-in-tariff income to ensure financial viability. This is important for any project that is adopted due to the cessation of feed-in-tariffs from April 2019.

18. It possible that this 'smart-grid' approach could be one of a number of options that would be available at the South Cambridgeshire Hall site. This is particularly the case given South Cambridgeshire Hall's proximity to other business premises, Cambourne Village College and future developments at Cambourne West, which could represent suitable centres of energy demand for the potential sale of surplus electricity. Equally, our location on, and good relations with Cambourne Business Park could hold potential for the identification of additional footprint upon which renewable energy generation measures could be located.

South Cambridgeshire District Council Footway Lighting Stock

19. Many local authorities are in the process of upgrading, or have plans to upgrade their lighting stock to LEDs in the near future, to take advantage of available energy savings in excess of 50% and as traditional bulb types are phased out, becoming harder and more costly to source.
20. As mentioned at paragraph 7, EMT have previously approved the use of £376,000 of the Renewables Reserve for year one of a two year project to upgrade the Council's stock of approximately 1800 footway lights to LED. A further capital bid is being submitted for £350,000 in order to complete the project in year two.
21. As things currently stand, the benefits of this project for SCDC would be non-financial, with Parish Councils the beneficiaries of cost savings through reduced energy costs for the lights within their areas. However, the project presents an opportunity for SCDC to explore the maximisation of non-financial benefits from our footway lighting assets, particularly in relation to environmental quality.
22. This is highlighted by IOTUK, who in their April 2017 'The Future of Street Lighting' report state that:

Lamp posts...have the potential to act as a smart city platform, enabling a range of other smart city applications through the integration of data collection devices such as sensors and cameras.
23. Of particular interest to SCDC could be the capability to use lighting columns to host air quality monitoring systems and electric vehicle charging points.

Dedicated Climate and Environment Officer Post

24. Following Cabinet approval in March to access Re:fit and commission HLAs for the Council's South Cambridgeshire Hall site and Footway lighting stock, progress has been delayed due to a number of competing priorities.
25. To address this and increase the level of priority given to the green energy investment agenda, the Climate and Environment Advisory Committee are invited to consider making recommendation to Cabinet for the creation of a dedicated Climate and Environment Officer.
26. Initial comparisons with similar current and previous roles have found that indicative costings for this role would be in the region of £42,000 per year. This post could be

funded by the Renewables Reserve for an initial fixed term 2 year period, and could aim to be financially self-sustaining.

27. Whilst still emerging, Climate and Environment Officer objectives could broadly be set around:
- Opportunity spotting both under Re:fit and other direct investment prospects in renewables.
 - Project management and benefits realisation for green energy investment projects
 - Advisory role for the Climate and Environment Committee
 - Contract management for projects carried out under Re:fit or otherwise.
28. The Climate and Environment Officer could also be responsible for the formation of a Renewables Reserve Working Group, should this be required. Set up of an officer-lead Renewables Reserve Working Group was supported in principal by Cabinet in March 2018 on the basis that the group would play a role in the identification and assessment of opportunities, making recommendations and providing updates to senior management and members. To date the working group has not been set up due to competing priorities. At time of approval the basis for the working group was at least in part to account for the fact no dedicated role existed under which some or all of the afore mentioned responsibilities could lie. As such, any decision to create a dedicated Climate and Environment Officer role may alter the requirement or role of a Renewables Reserve Working Group.

Other Options for Direct Investment in Green Energy (non-Re:fit)

29. Whilst providing a proven pathway for the investment in green energy projects, the Re:fit framework is primarily designed for retrofitting of energy generation and efficiency on public estate. As such, options can also be considered for direct investment in green energy which would not fall under the Re:fit banner. These could include, but are not limited to:

Northstowe Community Buildings

30. SCDC is committed to the delivery of Sports Pavilion and Community Centre facilities for Northstowe Phase One. In accordance with the S106 agreement, the transfer of land for the delivery of these community buildings will be triggered by the occupancy of 350 dwellings for the Sports Pavilion (forecast for around Spring 2019) and 750 dwellings for the Community Centre. Once the transfer of land has occurred, SCDC must use reasonable endeavours to deliver these facilities within 18 months.
31. Whilst the expectation is for ownership and maintenance of the Sports Pavilion and Community Centre to be transferred from SCDC upon completion, there may be scope for SCDC to generate an income beyond this point. This could be through a form of agreement whereby SCDC would retain ownership of renewable generation assets installed on site, similar to the arrangement in respect of Cambourne Parish Council owned solar panels installed at South Cambridgeshire Hall. Through this approach the facilities would benefit from lower energy costs, whilst SCDC could seek to generate an income from the sale of surplus electricity to local consumers (if viable).
32. Cabinet approved the commissioning of an HLA in relation to Northstowe Community Buildings in March 2018, however Local Partnerships have since indicated that this project would not fall under Re:fit. This is due to the fact that the facilities will be built

from new rather than retrofitted with green energy measures. This does not exclude the exploration of potential options for these sites outside of the Re:fit framework.

Energy Generation on Business Premises

33. An approach taken by West Suffolk Councils, has been to invest in the installation of renewable energy generation technologies on local business premises, generating an income through the sale of electricity to the host business at below market price, through a form of site/roof rental agreement.
34. As of June 2017, West Suffolk Councils owned and operated 18 solar installations through this scheme with a further 7 were planned for imminent completion. Due to reduced feed-in-tariffs for solar from Jan 2016 onwards, West Suffolk have since turned to other technologies, including renewable heat, and in March 2017 they completed their first biomass heating installation. This costed £108,000 and was anticipated to deliver savings of £1,300 annually to a business whilst providing payback of around 9 years over a 20 year project life.

Purchase of an Existing Solar Farm

35. Solar is an established and low maintenance technology; however the reduction in feed-in-tariffs since Jan 2016 has significantly reduced the number of solar farms being built. SCDC does not own large amounts of land upon which it would be possible to build a new solar farm, whilst purchasing land on which to build a solar farm is unlikely to be financially rewarding.
36. Purchasing a solar farm is an approach that has been taken by Forest Heath District Council, who in 2016 purchased a solar farm at Lakenheath that was completed shortly prior to the cut-off point for higher rates of government subsidy.
37. Sites offering this possibility are at a premium due to the fact that they offer a generous and guaranteed return on investment over a 15-20 year period. As such, they are often the subject of attention from large scale investment companies, pension funds and investment trusts. It is therefore likely that the identification of such an opportunity would need to result from any existing connections between site owners and SCDC.

Battery Storage

38. Opportunities are likely to be available in relation to investment in battery storage, in collaboration with either existing renewable generation sites, or any generation measures that might be delivered through future SCDC projects. Through battery storage, any surplus electricity that is not required at the point of generation can be stored and used at a later time. If this is on a site where the Council incurs electricity costs, this could be used to increase the electricity savings available through any renewable electricity generation measures. If the battery storage is not located on an SCDC site, the excess electricity captured in any battery storage can be sold on to local consumers.

Electric Vehicle Charging Points

39. Significant media attention has been given to the growth of Electric Vehicles (EVs), with the UK government announcing a ban on new petrol and diesel vehicles by

2040, and car manufacturers such as Volvo committing to phase out petrol and diesel vehicle production (in Volvo's case, by 2019).

40. However, a huge amount of growth needs to take place before EV ownership becomes the norm, with only 105,763 plug-in vehicles in the whole of the UK, 1,309 in Cambridgeshire and 357 in South Cambridgeshire at the end of 2017 quarter 2 (according to Department for Transport statistics). A huge amount of growth therefore needs to take place before Electric Vehicle ownership becomes the norm.
41. Investment in local EV charging points would provide SCDC with an opportunity to influence the rate of EV ownership within South Cambridgeshire. It may also offer the potential to generate income, with pay-as-you-go and subscription models of charging becoming increasingly common.
42. Whilst this offers the possibility for SCDC to invest in the installation of its own pay-as-you-go charging points, this may be resource intensive, with returns on investment that are difficult to model and depending on the rate that the switch is made to EVs.
43. Mid-Devon District Council have taken an alternative approach by partnering with a company who lease car park spaces upon which to install rapid, pay-as-you-go EV charging points for a period of 20 years, providing a guaranteed, zero investment, index-linked income. This option is dependent on the company considering the site suitable, gaining planning permission and necessary grid connection.

Other Renewable Technologies

44. The above provides a small amount of detail in relation to some of the areas that have been researched to date; however the energy sector is a broad and fast moving area, offering a number of alternative opportunities that would require further research.

Implications

45. 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:-

Financial

46. This report outlines options for the investment of funds from SCDC's Renewables Reserve, which stand at approximately £2,666,204. As things stand the Renewables Reserve will continue to be added to as we retain business rates relating to renewable energy sites for the current and future years.
47. As part of this report, the Climate and Environment Committee have been invited to consider making recommendation to Cabinet for a continuation of the current strategy, which sees retained renewable energy business rates earmarked through the Renewables Reserve for investment in green energy projects (as detailed in paragraph 6).
48. The report also outlines the opportunities available by using the Re:fit procurement framework, the costs associated with which are detailed in Appendix A.

Legal

49. SCDC have recently signed an agreement with Local Partnerships to gain access to and ensure compliance with the Re:fit framework terms. Advice was obtained by 3C Legal prior to this and will continue to be required from the 3C Legal team as any future green energy investment projects are progressed.

Staffing

50. The Climate and Environment Advisory Committee have been invited to consider making recommendation to Cabinet for the creation of a dedicated Climate and Environment Officer post to be funded through the Renewables Reserve, in order to progress the Green Energy investment agenda (as detailed in paragraphs 24 to 28), including work under Re:fit and further options for direct investment in renewables.

Risk Management

51. Risk registers will be completed for each Renewables Reserve investment project taken on.

Equality and Diversity

52. Equality Impact Assessments will be completed for each Renewables Reserve investment project taken on.

Climate Change

53. This report has been developed to assess the options available to SCDC for the investment of Renewables Reserve funds in projects that will seek to deliver or contribute towards climate change reduction measures.

Report Authors:

Kevin Ledger – Policy and Performance Officer
Telephone: (01954) 713018

Appendix A – Costs of using the Re:fit Framework

Action/Cost Type and description	Amount payable and to whom
<p>Recovery of procurement costs</p> <p><i>Allowing Cambridgeshire County Council to recoup procurement costs.</i></p>	<p>Cambs County Council has previously indicated an intent to charge a small percentage of the value of each project contract..</p> <p>By way of example, a capital investment of £400,000 would result in a £1,000 fee. An SCDC OJEU-led procurement would take 6-9 months to complete.</p>
<p>Investment Grade Proposals (IGPs)</p> <p><i>Completed once HLAs have been used to identify measures to progress. IGPs provide greater detail in respect of chosen measures.</i></p>	<p>Bouygues charge for IGPs at rates set out within their tender documentation, which has been judged on a range of factors including value for money.</p> <p>HLAs contain a summary business case that includes the costs that would be involved with the production of IGPs. These can be cross-referenced with tender documentation to ensure consistency.</p>
Legal Costs	0.25% of capital value of each contract is payable to Crown Commercial Service.
Costs of works	Dependent on project specifics. Project estimates are detailed in IGPs.
Internal resources	Projects coming forward under Re:fit will involve time from SCDC and 3C staff resources, including project managers; sponsors; Finance support, Procurement support and Legal support.
Charges from Local Partnerships (LP)	
<p>The below charges from Local Partnerships (LP) are based on minimum support fees (the model used by Cambridgeshire County Council) providing a compliance check of key documentation. Each fee assumes one formal review and a final review to ensure necessary revisions have been properly considered. Additional reviews may result in further fees. For details of a more comprehensive support offering from LP, please see paragraph 15 below.</p>	
Review and approve final draft IGP	<p>£2690 per item.</p> <p>LP have discretion to review and approve a sample of IGPs only (for example where a project involves a significant number of IGPs) in which case this fee shall be adjusted reasonably at LP's discretion.</p>
Review and approve final draft contract	£3225
Review of Works Optimisation Agreement (the actual	<p>£540 per item.</p> <p>Note also that LP shall have discretion to review and approve a sample of Woks Optimisations Agreements only (for example where a</p>

work/construction contract)	project involves a significant number of these) in which case this fee arrangement shall be adjusted reasonably at LP's discretion.
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The above charges from Local Partnerships are based on the minimum support fee model taken up by Cambridgeshire County Council. It is worth noting that Cambridgeshire County Council has dedicated and highly experienced resource provided through its Energy Investment Unit. As such we may wish to consider the need for additional support based on our own individual requirements.

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Agenda Item 7

REPORT TO: Climate & Environment Advisory
Committee

20 September 2018

LEAD OFFICER: Head of Sustainable Communities and Wellbeing

Community Energy Grant Review 2018

Purpose

1. To consider changes to the Community Energy Grant scheme suggested at a workshop on the scheme for Grants Advisory Committee and Climate & Environment Committee members, and to make comments and recommendations to Cabinet on the scheme.
2. This is not a key decision.

Recommendations

3. It is recommended that the committee
 - (a) notes the proposal to re-open the Community Energy Grant scheme
 - (b) comments on the proposed amendments to the scheme guidance and application process.

Reasons for Recommendations

4. The Community Energy Grant scheme supports action leading to climate change mitigation and improved environmental sustainability. The purpose of the Climate and Environment Advisory Committee is to advise relevant lead Cabinet members, or Cabinet as appropriate, on matters relating to these issues.

Background

5. The Community Energy Grant scheme first opened on 1 March 2018.
6. The Community Energy Grant scheme provides funding for voluntary and community sector groups, charities, parish councils seeking to deliver local energy saving and green initiatives in South Cambridgeshire. Applicants may apply for up to £3,000 for projects which must deliver one or more environmental benefits, for example reduced carbon emissions as a result of reduced energy consumption, or increased use of low carbon energy sources.
7. Eight applications were received before the scheme closed for review. These were reviewed by Grants Advisory Committee on 21 June 2018 with the result that all received the full funding requested. (One application was delayed pending further investigation and subsequently approved following the 7 July meeting).
8. The amount of funding made available through the Community Energy Grant fund in 2018/19 is £55,000.

9. Allocation of funding has been on a first-come first-served basis with the Council reserving the right to prioritise applications based on the funding available, the number and type of applications received at any given time, priorities for the financial year, value for money and the geographical spread and range of projects across South Cambridgeshire.
10. Applications are mainly submitted online, via a short online form. Paper copies are available where this is not possible.
11. On 24 May the Leader and lead Cabinet member for Finance decided to temporarily close the Community Energy Grants scheme (and the Community Chest) to allow elected members to review the schemes' criteria. (It was also agreed that applications received on or before 31 May 2018 would be considered using the schemes' existing criteria.)

Considerations

12. On 4 September a joint workshop of the Grants Advisory Committee and Climate Change and Environment Advisory Committee was held to review the Community Energy Grant scheme.
13. Minor changes to the scheme guidance and application process were put forward at this workshop and have been incorporated into the scheme documents, as provided, with changes tracked, in Appendix A (guidance) and Appendix B (application form).
14. The main changes put forward were:
 - Requirement for a short business case alongside the application form
 - Additional examples to be included in the list of what can be funded, viz pipe insulation, energy surveys, replacement heating systems
 - For applications concerning community buildings, encouragement to applicants to have an energy survey (professional or DIY using checklist) undertaken prior to application
 - Additional guidance on how to quantify environmental benefits

Options

15. The Climate & Environment Advisory Committee could:
 - (a) note the proposal to re-open the Community Energy Grant scheme
 - (b) comment or not on the proposed amendments to the scheme guidance and application process.

Implications

16. 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: -

Financial

17. This report is not seeking to amend the amount of funding available in the Community Energy Grant scheme. It is assumed that the funds, as agreed by Council in February remain in place for 2018/19.

Risk Management

18. Risk to the Council is managed via the documentation that is required of applicants plus agreement of the grant conditions.

Equality and Diversity

19. Depending on the amount of changes recommended it may be necessary to carrying out an EQIA screening.

Consultation responses

20. None.

Effect on Strategic Aims

21. The review will ensure that the Community Energy grant scheme reflects Council priorities.

Report Author: Siobhan Mellon, Development Officer, Sustainable Communities Team
Telephone: (01954) 713395

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Guidance notes for Community Energy Grants 18/19

Revised September 2018

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What is the Community Energy Grant Fund?

The Community Energy Grant fund is available to voluntary and community sector groups, charities and parish councils seeking to deliver local energy saving and green initiatives.

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. Individuals, businesses and educational establishments 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. Parish councils can signpost us to relevant online documentation and do not need to submit hard copies.

If you have questions about these requirements please contact us on duty.communities@scambs.gov.uk or 01954 713070

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@cambridgecvs.org.uk

Eligibility Criteria - What must the project deliver?

Projects must deliver one or more environmental benefit, for example, ~~the installation of energy efficiency measures,~~ reduced ~~carbon-greenhouse gas~~ emissions as a result of reduced energy consumption, or increased use of low carbon energy sources. ~~This-Expected benefits~~ must be outlined in your application. ~~Please note these can be quantified in terms of greenhouse gas emissions savings or simply as energy savings. If using greenhouse gas emissions savings please use recent standard conversion factors as supplied by BEIS (UK government).~~

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In the case of applications concerning community buildings, you are strongly encouraged to include a recent energy survey in your application. This could be a professional survey, or a simple DIY survey using a checklist as available online). Applications can be made for funding towards the cost of ~~Grants can also be awarded for the purpose of~~ energy surveys_ ~~for~~

Appendix A

~~community buildings and village halls to allow organisations to investigate and consider which measures would be most suitable for their building.~~

Examples of what can be funded?

- Internal wall insulation
- Loft/roof insulation
- Pipe insulation
- Electric vehicle charging points
- Secondary glazing
- Replacement windows/doors
- Replacement ~~E~~energy efficient lighting
- Replacement ~~e~~Energy efficient boiler/ heating system
- Battery storage for solar panel or other low carbon energy generation measures
- Energy surveys

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What cannot be funded?

Grant funding cannot be awarded for/to:

- Renewable energy installations where it is intended to claim feed in tariffs or renewable heat incentive payments. (If public grants are used to fund any part of such installations, they become ineligible for such payments).
- On-going revenue costs or overheads (e.g. salaries, rent, advertising)
- Projects that replace funding by other public sector bodies (although it can be used to top up funding from other public sector bodies)
- Organisations that have previously received the maximum £3,000 of Community Energy Grant funding in the same financial year (including grants that may have been received for different projects, such as to fund the completion of an energy survey).
- Items that would only benefit individuals rather than community groups.
- Environmental education projects ([please contact spep@scambs.gov.uk to discuss alternative funding possibilities for environmental education projects](mailto:spep@scambs.gov.uk)).
- Kitchen appliances such as cookers and fridges (these may be fundable through the Community Chest)

~~Please note that in any financial year (running from April to end of March) Community Groups and Parish Councils will only be eligible to receive either a Community Energy Grant, or a Green Energy Loan (set to launch later in the year). This is to ensure that funding is distributed to a broad range of organisations and projects.~~

Comment [SM1]: Removed pending decision on Green Energy loan

[Appendix A](#)

How much can be applied for?

The maximum award is £3,000 per organisation in each 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.

When can groups apply?

Applications for Community Energy Grant funds can be accepted from 1 ~~March-April~~ each year. Groups can apply at any time during the financial year; while funds are available. Grants are allocated on a first come, first served basis.

What supporting documentation is required?

- A copy of your organisation's constitution or mission statement (except parish councils)
- A copy of your latest accounts (audited if available)
- A quote for the project
- A simple business case (you may wish to use the template at the end of this document)

In addition, the following will be required if relevant to the project:

- Public Rights of Way consent from landowner
- Building energy survey, or community building energy self-survey
- ~~Any other relevant material that would support your application, such as a recent energy survey if one has been completed, or a community building energy self-survey.~~

How will the grant be paid?

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

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)
- Publicity must take place acknowledging the award provided by South Cambridgeshire District Council
- Unused grant must be returned to South Cambridgeshire District Council

Appendix A

- 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, value for money, and the geographical spread and range of projects across South Cambridgeshire.

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).

For further information please contact:

Contact details: duty.communities@scambs.gov.uk or 01954 713070

Optional template for Business Case for Community Energy project

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Project name:	
Applicant:	
Date:	
Reasons:	
<i>Why is the outcome needed?</i>	
Options:	
<i>Outline the options that have been considered to deliver the required outcome. Describe what the chosen option involves and the reason it was selected.</i>	
Benefits:	
<i>Identify each benefit that is claimed would be achieved by the outcome. Define current status and explain how measurement of improvements will be quantified. May include what will happen if the project is not done.</i>	
Risks:	
<i>Outline any risks facing the issue and how these will be managed.</i>	
Cost and Timescale:	
<i>Outline the estimated cost and timescale, including operating and maintenance costs and an</i>	

Appendix A

appropriate contingency where relevant.

Investment Appraisal:

Outline the balance between total costs against the value of the benefits anticipated over a period of time.

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South Cambridgeshire District Council



Community Energy Grant Application Form 2018-19

Please ensure that you have read the guidance notes before completing this form.

A. Your details	Complete this section
1 Name of organisation	
2 Address of organisation	
3 Contact name and position (plus address if different from above)	
4 Telephone number	
5 E-mail	
6 Name of project	

B. About your organisation	Guidance
1 What does your organisation do? <div data-bbox="167 1556 1157 2083" style="border: 1px solid black; height: 235px; width: 620px;"></div>	Please state the overall aim of your organisation and describe the usual activities / services your organisation provides.

2 If your organisation is a charity, please provide your charity number.

3 Does your organisation have a bank account?

Yes

No

Is your organisation affiliated to another body? If Yes state which.

Please include any national or local bodies to which your organisation belongs.

C. About your proposal

Guidance

1 Which parishes will benefit from the funding?

Please note that projects based solely in one village are as important to us as those covering more than one village

2 How do you plan to use the funding? Please be specific in your reply and relate it to the eligibility criteria

Please remember that this fund is for one-off projects and purchases and should not be used for overheads, or relied upon in future years. Therefore, the sustainability of your project should be considered before submitting your application.

3 Outline the environmental benefit of your project. For example, reduced carbon emissions, reduced energy consumption or increased use of low carbon energy sources.

Please include details of the anticipated reductions, & estimated cost savings. & efficiencies

Appendix B

4 If you are working with any other organisations on this project, please provide the names of these groups and the nature of the relationship with your organisation.

5 How have you identified this energy measure as appropriate for your organisation? If you have undertaken an energy self-survey, or received professional advice, please provide details.

6 Please indicate an approximate date when your project is likely to be undertaken / started.

7 Does your organisation own the premises where the project is planned?

Yes No

If you are using rented facilities, do you have permission from the owner / leaseholder?

Yes No

8 Does your project require any regulatory consent? (Please indicate all that apply)

Planning Permission	
Listed Building Consent	
Building Regulations Approval	
County Highways Approval	
Faculty Approval (if a Church building)	

If yes, please give details.

9 Are your local District Councillors in support of your project? Please provide details.

D. Financing your project **Guidance**

1 Does your parish council support your project? Please give details.

You should approach your parish council for support – they may have a local fund available for small projects, or monies from building developments (s106) that could be used for your project.

2 Do you have/hope to obtain other sources of income in relation to this project? If so, please give details, including the total from these sources.

This might include your own fundraising, other grants or sponsorship. Please be clear about the status of the funding e.g. secured or applied for.

3 Please give a breakdown of total estimated costs for your proposal?

Expenditure Item

Cost (£)

Please give as much detail as

Appendix B

Total Project Cost	£

possible and include ALL costs. We will also require an up to date copy of your accounts.

If you do not provide correct information, it may jeopardise your application's success.

4 Amount of funding requested from SCDC

E. Checklist and Declaration

In submitting this form I confirm that I have read and understood the criteria and general conditions under which any grant may be awarded. The information I have given in this form and any supporting documentation is correct to the best of my knowledge.

I understand that any grant given is discretionary and that eligibility does not confer an automatic right to receive grant aid.

I understand that no works/purchases should be undertaken until a grant offer has been made and accepted and that the grant may be reclaimed in part or in whole if the conditions of the grant offer are not adhered to.

It is my responsibility to ensure that all aspects of the project have been considered and that adequate risk assessment, insurances and training of personnel has been undertaken.

I have submitted the following documents in support of my application:

Required Documents

A copy of your organisation's constitution or mission statement (except parish councils)

A copy of your latest accounts (audited if available)

A quote for the project

A simple business case for the project which provides an appraisal of the investment taking into account expected benefits, risks, costs and timescale.

Other supporting documents

| Appendix B

Public rights of Way Consent from landowner

Completed Community Building Energy Self Survey (if completed)

Any other material you feel would support this application (this may include a professional energy survey or audit if you have had one completed).

Signed

Print name & position
(if different from section A)

Date

F. What to do now

Send your postal application to:

**Sustainable Communities and Partnerships Team
South Cambridgeshire District Council
Cambourne Business Park
Cambourne
Cambridge
CB23 6EA**

Or sign, scan and return it, along with supporting documentation to: duty.communities@scams.gov.uk

If you have any queries about the Community Energy Grant Scheme, please email duty.communities@scams.gov.uk or call 01954 713070.

****PLEASE DO NOT STAPLE DOCUMENTS****