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**South  
Cambridgeshire  
District Council**

25 January 2019

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 **MONKFIELD ROOM, FIRST FLOOR** at South Cambridgeshire Hall on **MONDAY, 4 FEBRUARY 2019** at **3.00 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. | <b>Apologies for Absence</b>  |              |
| 2. | <b>Declarations of Interest</b>   |              |
| 3. | <b>Minutes of Previous Meeting</b><br>To agree the minutes of the meeting held on 28 November 2018 as a correct record. | <b>1 - 4</b> |

## BUSINESS ITEMS

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|----|---|---------------|
| 4. | <b>Chairman's Report</b><br>Oral report to include: next steps for zero carbon target, including carbon budgeting and zero carbon future conference.  |               |
| 5. | <b>Waterbeach New Town - Eastern Half RLW Estates</b><br>To provide an opportunity for the developer (RLW) to inform the Committee regarding how their proposals mitigate climate change and address excellence in sustainable development, and provide the Committee with an opportunity to ask questions and comment. | <b>5 - 6</b>  |
| 6. | <b>Sustainable Parish Energy Partnership (SPEP) Review and Draft Action Plan</b><br>To provide the Committee with the background and an update on SPEP and present a draft action plan including the setting up of new Zero   | <b>7 - 18</b> |

Carbon Communities grant scheme.

- |           |  |                |
|-----------|--|----------------|
| <b>7.</b> | <b>Home Energy Conservation Act: Draft 2019 Update</b>   | <b>19 - 38</b> |
|           | To inform the Committee of the requirements under the Home Energy Conservation Act and invite comment on the draft document. |                |
| <b>8.</b> | <b>SCDC Investment in Green Energy - Update</b>  | <b>39 - 42</b> |

#### **STANDING ITEMS**

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|------------|--|--|
| <b>9.</b>  | <b>Forward Plan</b>  |  |
|            | • Investment in Green Energy Progress Report   |  |
|            | • Schedule of Supplementary Planning Documents   |  |
| <b>10.</b> | <b>Date of Next Meeting</b>  |  |
|            | To note that the next meeting will be held on Monday 25 March 2019 at 3pm in the Monkfield Room. |  |



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

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

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

#### **Security**

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

Public seating in meeting rooms is limited. For further details contact Democratic Services on 03450 450 500 or e-mail [democratic.services@scambs.gov.uk](mailto:democratic.services@scambs.gov.uk)

#### **Emergency and Evacuation**

In the event of a fire, a continuous alarm will sound. Leave the building using the nearest escape route; from the Council Chamber or Mezzanine viewing gallery this would be via the staircase just outside the door. Go to the assembly point at the far side of the staff car park opposite the staff entrance

- **Do not** use the lifts to leave the building. If you are unable to use stairs by yourself, the emergency staircase landings have fire refuge areas, which give protection for a minimum of 1.5 hours. Press the alarm button and wait for help from Council fire wardens or the fire brigade.
- **Do not** re-enter the building until the officer in charge or the fire brigade confirms that it is safe to do so.

#### **First Aid**

If you feel unwell or need first aid, please alert a member of staff.

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

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

#### **Toilets**

Public toilets are available on each floor of the building next to the lifts.

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

We are open and transparent about how we make decisions. We allow recording, filming and photography at Council, Cabinet and other meetings, which members of the public can attend, so long as proceedings at the meeting are not disrupted. We also allow the use of social media during meetings to bring Council issues to the attention of a wider audience. To minimise disturbance to others attending the meeting, please switch your phone or other mobile device to silent / vibrate mode.

#### **Banners, Placards and similar items**

You are not allowed to bring into, or display at, any public meeting any banner, placard, poster or other similar item. Failure to do so, will result in the Chairman suspending the meeting until such items are removed.

#### **Disturbance by Public**

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

#### **Smoking**

Since 1 July 2008, South Cambridgeshire District Council has operated a Smoke Free Policy. No one is allowed to smoke at any time within the Council offices, or in the car park or other grounds forming part of those offices.

#### **Food and Drink**

Vending machines and a water dispenser are available on the ground floor near the lifts at the front of the building. You are not allowed to bring food or drink into the meeting room.