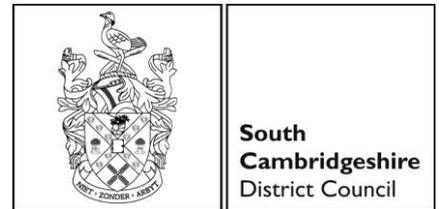


South Cambridgeshire Hall  
Cambourne Business Park  
Cambourne  
Cambridge  
CB23 6EA

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



26 October 2020

To: Chair - Councillor Pippa Heylings  
Vice-Chairs – Councillor Dr. Martin Cahn and Geoff Harvey

Members of the Climate and Environment Advisory Committee –  
Councillors Geoff Harvey, Grenville Chamberlain, Graham Cone,  
Peter Fane and Jose Hales

Substitutes: Councillors Heather Williams, Dr. Shrobona Bhattacharya,  
Nick Wright, Tom Bygott, Richard Williams, Eileen Wilson and  
Judith Rippeth

Dear Sir / Madam

You are invited to attend the next meeting of **Climate and Environment Advisory Committee**, which will be a **Virtual meeting - Online** on **Tuesday, 3 November 2020** at **2.00 p.m.**

Yours faithfully  
**Liz Watts**  
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**

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<b>Agenda</b>		<b>Pages</b>
1.	<b>Apologies</b>	
2.	<b>Declarations of Interest</b>	
3.	<b>Minutes of the Previous Meeting</b> To agree the Minutes of the Meeting held on 1 September 2020.	1 - 4
4.	<b>Presentation from Co-ordinator of the Future Parks Accelerator</b>	
	<b>Report Items</b>	
5.	<b>Doubling Nature Strategy for Recommendation to Cabinet in</b>	

**January (Oral Update)**

- |           |  |                |
|-----------|--|----------------|
| <b>6.</b> | <b>Travel to Work Plan</b>                             | <b>5 - 12</b>  |
| <b>7.</b> | <b>Greening South Cambridgeshire Hall - Update</b>     | <b>13 - 16</b> |
| <b>8.</b> | <b>Green Gas Emissions Accounts for 2019-20</b>        | <b>17 - 30</b> |
| <b>9.</b> | <b>2020-21 Zero Carbon Action Plan Progress Report</b> | <b>31 - 38</b> |

**Procedural Items**

- |            |   |  |
|------------|---|--|
| <b>10.</b> | <b>Forward Plan</b><br>Doubling Nature Strategy to be discussed at the next meeting in January. |  |
| <b>11.</b> | <b>Date of Next Meeting</b><br>Tuesday 12 January 2021 at 2pm.                                  |  |

## **Guidance For Members of the Public For Remote Meetings**

Members of the public are welcome to view the live stream of this meeting, except during the consideration of exempt or confidential items, by following the link to be published on the Council's website.

Any person who participates in the meeting in accordance with the Council's procedure rules, is deemed to have consented to being recorded and to the use of those images (where participating via video conference) and/or sound recordings for webcast purposes. When speaking, members of the public should not disclose any personal information of any individual as this might infringe on the rights of that individual and breach the Data Protection Act.

For more information about this meeting please contact [democratic.services@scams.gov.uk](mailto:democratic.services@scams.gov.uk)

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# Agenda Item 3

## South Cambridgeshire District Council

Minutes of the Climate and Environment Advisory Committee held on  
Tuesday, 1 September 2020 at 2.00 p.m.

**Chair:** Pippa Heylings  
**Vice-Chair:** Dr. Martin Cahn and Geoff Harvey

### **Committee Members in attendance:**

Grenville Chamberlain  
Peter Fane  
Richard Williams

### **Officers:**

Patrick Adams	Senior Democratic Services Officer
Jonathan Dixon	Planning Policy Manager
Jane Green	Built and Natural Environment Manager
Miriam Hill	Trees Officer
Siobhan Mellon	Development Officer - Climate and Environment
Trevor Nicoll	Head of Environment and Waste

### **1. Apologies**

Apologies were received from Councillor Graham Cone. Councillor Richard Williams substituted for Councillor Cone.

### **2. Declarations of Interest**

None.

### **3. Minutes of the Previous Meeting**

The minutes of the meeting held on 30 June 2020 were agreed as a correct record, subject to the following amendments:

- In minute 4, under the heading “Reducing water usage in existing building” the word “washing-up” was amended to “washing”.
- In minute 9, under the heading “Zero Carbon Grants” the number “600” was amended to “60”.

### **4. Doubling Nature Strategy**

The Development Officer, Climate and Environment presented this report that outlined the objectives and schedule for the Doubling Nature Strategy, which sought to support the increase of nature in the District, in accordance with the motion passed by Council in July 2019. She explained that the aim was to take the Strategy to Cabinet in December and that it would come back to this Committee before then.

The Head of Environment and Waste explained that the proposed policy would

provide a strategic overview that could be adapted to changing circumstances, such as the new Local Plan. There were other related initiatives that were taking place in parallel to the Strategy.

### **Strategy Title**

There was discussion around the title of the strategy and whether Natural Capital was more appropriate than Doubling Nature. Members agreed to keep the Doubling Nature and noted that the list of areas to be covered in the Strategy (paragraph 9 in the report) included what the Council meant by doubling nature, and an explanation of the related and increased the widely-used concept of natural capital.

### **Achieving the aims of the Strategy**

Members of the Committee expressed concern regarding the feasibility of doubling nature in the District. However, it was generally agreed that the target was aspirational and so should be kept.

### **Working with Planning**

Members of the Committee noted that delivering the Strategy was closely linked to work of the Planning service and that considerable work was taking place, including a Green Infrastructure Opportunities Mapping report as part of the new Local Plan process.

### **Working with partners**

Members of the Committee agreed that the Strategy should work with partner organisations, such as the Greater Cambridge Partnership to ensure that environmental damage resulting from improvements in infrastructure were minimised.

### **Working with external organisation and residents**

The Committee noted that the National Farmers Union were considering multiple approaches to improving biodiversity, including the planting of trees. It was agreed that the Strategy should also encourage residents to do what they can to increase nature in the District.

The Committee noted the Briefing on current work by the Council on the Doubling Nature agenda on 8 September and **agreed** that a further session where Councillors could feed in their views should also be arranged.

## **5. Response to the DEFRA Consultation on Tree-planting**

The Trees Officer presented this report to the Committee on how the Council was intending to respond to the Government's consultation on the England Tree Strategy.

Members of the Committee made the following points:

- The Council should promote continuous tree cover, by linking existing isolated woodland.
- The Council should promote more wood use in construction.
- The use of biochar and wood pellets should be promoted.

- Farmers and residents needed to be consulted to ensure that trees were planted in the correct place.
- The planting of a community forest should be considered.
- Existing trees also needed to be protected.

The Trees Officer explained that as the Council had a joint planning service with the City Council, a joint response to the consultation was being considered.

## **6. Planning for the Future: response to government consultation (Oral Report)**

The Planning Policy Manager explained that a report would be taken to Cabinet on 19 October to agree the Council's response to the Government's proposals, which were substantial changes to the planning system that would require primary legislation. The Committee was invited to give its view, which could be included in the Council's response.

Members of the Committee made the following comments:

- This proposed centralising decision making that will impact on local people, which would be unpopular with residents.
- The proposed changes appeared undemocratic but this had been denied by the Government.
- It was important that the views of the Planning Committee were taken into account.
- The proposed "fabric first" approach to meeting building regulations should be supported.
- It was unclear how the changes would link to building regulations.
- It was unclear whether existing green belt areas would remain protected under the new rules.
- Biodiversity was linked to beauty, which could not be measured.
- It was unclear how the proposals would be amended in the future, as standards changed.
- It would be more difficult to fund infrastructure improvements if funds from the developer were paid after the development takes place.

The Build and Natural Environment Manager explained that under the Government proposals the pre-application phase would take place earlier in the process.

The Chair thanked the Build and Natural Environment Manager and Planning Policy Manager for their presentation.

## **7. Reviews of Housing Asset Management Strategy and New Build Technical Design Specifications**

The Chair stated that Committee members wanted the opportunity to serve on the Task and Finish Group on the Asset Management Strategy. Matters to be considered included the cost of implementing energy efficiency measures and the merits of attempting to achieve a uniform standard of energy efficiency in our entire housing stock.

## 8. **Future Funding Opportunities (Oral Report)**

The Head of Environment and Waste invited the Committee to consider whether an internal bid should be made for the 2021/22 budget for more officer support to help the Council secure external grant funding.

The Committee supported this funding proposal to ensure that the Council secured the maximum amount of funding for sustainability projects. It was suggested that the dedicated support for addressing climate change and the environment could be increased. The Head of Environment and Waste explained that Leadership Team would consider all the bids before they were considered by Members.

## 9. **Forward Plan**

The Development Officer, Climate and Environment explained that the following items would be considered at the next meeting of the Committee:

- Presentation on Future Parks Accelerator
- Greenhouse gas emissions
- Zero Carbon Strategy update
- Travel Plan
- Draft Doubling Nature Strategy

The Head of Environment and Waste suggested that the Committee consider the draft Waste and Recycling Strategy in Spring 2021, before it was agreed by the Council later that year. The Development Officer, Climate and Environment explained that the Committee would receive a report on the Green Investment Strategy after it was discussed by the Investment Board.

## 10. **Dates of Next Meeting**

The Committee agreed the following meeting dates:

- 2pm Tuesday 27 October 2020 (subject to change)
- 2pm Tuesday 12 January 2021
- 2pm Tuesday 9 March 2021

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**The Meeting ended at 4.00 p.m.**

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# Agenda Item 6



Transformation / Health and Environmental Services

## PROJECT INITIATION PROJECT (PID)

Programme / Service	Sustainable Communities		
Project Name	Travel to and for Work Policy Review		
Project Sponsor	Susan Gardiner-Craig		
Project Manager	Lesley McFarlane		
Date Issued	27/8/20	Version Number	1

### Background

The Council adopted a Travel for Work Plan for South Cambridgeshire Hall in 2015 to cover the period to 2020. This Plan now needs to be updated, particularly in light of the very different conditions within which many employees now work following the lockdown of the Coronavirus pandemic in March 2020.

As businesses begin to reopen and employees begin to return to work, a new Travel to and for Work Plan is needed to support a green recovery, helping employees to decarbonise and move towards net zero emissions. The content to reflect the aspirations of the Business Plan and the priorities of the Council, namely “Being Green to our Core” and which supports employees to adopt and maintain healthier lifestyles as part of the Health and Wellbeing Strategy adopted in June 2020.

The aim of an updated policy will be to a) initially measure baseline work/travel patterns, b) encourage those employees who live within a reasonable proximity to their workplace to adopt more active forms of travel (walking and cycling) and use their cars less. The potential benefits are numerous. If more employees can be encouraged to adopt more active forms of travel for the office commute this will help to

- I. tackle the crises in public health (i.e. obesity and other lifestyle related health conditions such as Type 2 diabetes, heart disease and stroke),
- II. ease traffic congestion,
- III. minimise air pollution, and ultimately address climate change
- IV. reduce the cost of individual travel
- V. reduce business mileage and make savings
- VI. make our communities safer

Embedding positive changes to individual travel behaviour will support the Council to deliver its zero carbon strategy and health and wellbeing strategy.

The Policy links to the following strategies: Zero Carbon, Health and Wellbeing, the Natural Capital Strategy (in development) and the Air Quality Strategy (in development) as well as the Council Anywhere Project, promoting remote working for employees.

The benefits to exercise are numerous; in research published earlier this year by the European Journal of Preventive Cardiology (1); active commuting was linked to additional health benefits; for women who walked to work and men who cycled to work there was an associated 1.7% reduction in heart attacks the following year.

Another study published in the Lancet in June 2012 looked at the cost benefits to the NHS of increasing active travel in England and Wales, (related to the prevention of T2 Diabetes, dementia, cerebrovascular disease, breast cancer colorectal cancer, depression and ischaemic heart disease, all associated with physical inactivity). The study found that reductions in these non-communicable diseases would lead to billions of pounds worth of savings to the NHS over a 20-year period (2)

According to several recent studies, people with non-communicable diseases such as obesity, diabetes and cardiovascular disease are associated with increased risk of serious illness and death from Covid-19.

Generally, physical activity is associated with many improvements in health and wellbeing, including lower death rates, lower risk of heart problems and depression and it benefits people of all ages.

UK guidelines for physical activity for adults (aged 19-64 years) are as follows:

*Adults should aim to be active daily. Over a week, activity should add up to at least 150 minutes of moderate intensity activity in bouts of 10 minutes or more – one way to approach this is to do 30 minutes on at least 5 days a week.*

Integrating active travel as part of ones lifestyle can help individuals achieve these guidelines as it's increasingly seen as integral to strategies to raise physical activity levels, whilst also addressing inequalities.

Air pollution is damaging to the environment and our health. Up to 40,000 premature deaths are attributable to air pollution each year in the UK and road transport is responsible for 80% of the pollution. Whilst air pollution is low across the District, there are a number of Air Quality Management Areas (AQMA) along the A14 and the continuing increase in the level of traffic has been a main challenge for the Council.

A new Travel to Work Policy which actively promotes the uptake of more active forms of travel will go some way in addressing the local air pollution and congestion challenges.

1. <https://journals.sagepub.com/doi/full/10.1177/2047487319876228>
2. <https://www.sciencedirect.com/science/article/abs/pii/S0140673612607661>

## Business Benefits

The costs of absence and presenteeism (working whilst sick which can cause productivity loss, poor health, exhaustion and the spread of infections across workplaces) to business, the economy and the employee are too significant to be ignored. Absence is a major cost to business at £14bn per annum <sup>3</sup>.

At least one third of absenteeism costs i.e. around £5bn are attributable to physical inactivity. Minor illnesses are identified by employers as the most common causes of short-term absence with colds and flu as the single most common cited reason for work absence.<sup>4</sup>

These are associated with low immune function, i.e. the body's immune system is not working optimally in order to fend off common causes of absenteeism including colds. Physical fitness and physical activity through walking and cycling are strongly linked with boosting immune response and a lower risk of ill health from infections such as the common cold <sup>5,6</sup>

3. Confederation of British Industry/Pfizer 2013 Fit for purpose. Absence and workplace health survey 2013. Centre for Mental Health, 2011. Managing presenteeism.
4. <https://www.centreformentalhealth.org.uk/managing-presenteeism>
5. CBI/Pfizer, 2010 On the path to recovery: Absence and workplace health survey 2010.
6. Nieman, D., Henson, D., Austin, M., Sha, W. 2010. Upper respiratory tract infection is reduced in physically fit and active adults, British Journal of Sports Medicine.

## Baseline Data

*The table below represents data collected from SCDC travel to work surveys 2011-2016. No further data has been collected since this time.*

<b>Mode</b>	2011 %	2012 %	2013 %	2014 %	2015 %	<b>2016 %</b>	<b>Target %*</b>
<b>Bicycle %</b>	5.25	7.48	5.65	4.39	10.27	<b>6.56</b>	4.75
<b>Car share %</b>	10.65	11.28	11.3	12.36	9.59	<b>7.13</b>	13.5
<b>Drive alone %</b>	75.99	70.94	71.59	71.87	70.68	<b>73.07</b>	63.15
<b>Public Bus %</b>	0.32	1.41	0.83	0.98	0.95	<b>1.18</b>	1.1
<b>Walk %</b>	2.86	4.23	3.49	6.34	4.32	<b>5.62</b>	7
<b>Motorbike %</b>	0.48	1.27	0.42	1.66	0	<b>0</b>	0.5
<b>Train %</b>	0.32	0.14	0	0.33	0.41	<b>0</b>	0
<b>Work from home %</b>	1.91	2.82	4.15	3.74	3.65	<b>4.33</b>	-

<b>Worked elsewhere %</b>	1.27	0.42	1.66	0	0	<b>2.46</b>	-
<b>Home and remote working %</b>	3.18	3.24	5.81	3.74	3.65	<b>6.79</b>	10
<b>Number of one-way trips</b>	617	693	584	623	889	<b>854</b>	-
<b>Participation rate %</b>	31.28	36	30	33	39	<b>Tbc</b>	-

### Analysis

- *Single car use* increased slightly on 2015 but remained relatively stable considering that the survey was carried out later in 2016.
- *Home and remote working* increased to 6.79%. This reflects increased cross-site working following the introduction of 3C shared services, as well as gradual take-up of hub office usage around the district. This proportion is below the travel plan target of 10%, and suggests that further cultural, technological and procedural changes are required to embed home and remote working. There appears to be low awareness of the hub office facilities, and significant technological barriers to home-working.
- The number of people not working on Friday was much higher than on other days of the week (20%), reflecting the council's flexible working arrangements which continue to be welcomed, and taken advantage of, by staff. This result is to be expected, given that the car park and offices are notably quieter on Fridays. Directorates should consider holding external events on Fridays, when there is likely to be greater availability of parking spaces.
- There was a reduction in *car-sharing*. SCDC has responded to this by developing a postcode-mapping facility on Office 365, through which staff can identify colleagues living nearby. This complements the more formal and regulated Liftshare scheme in which the Business Park participates. We will continue to lobby for stricter enforcement of carshare-only spaces, and hold car-sharing promotional events. The Council also updated its Guaranteed Lift Home Policy during the year, to ensure that car-sharers and cyclists would not be stranded in the event of an emergency.
- *Bicycle* use was below its 2015 peak; however, it is pleasing that the result was comparable to previous years, given that the survey week coincided with the first cold and wet spell of Autumn/Winter. SCDC has improved cycle parking and changing facilities for cyclists in the last year
- *Public bus use* remains very low; other than the Citi 4 service from Central Cambridge via Hardwick, there are a lack of regular bus services from other major towns, especially St Neots. *Cambourne West S106?*
- The proportion of walkers was higher than 2015 (5.62% compared to 4.32%). This is to be particularly welcomed, given the later survey and adverse November weather. We will

continue to promote local walking and cycling routes, especially for the relatively high number of staff living in Cambourne.

- 42% of commutes were of 20 minutes or less, compared to 11% being by foot or bicycle. There is clear scope to encourage further modal shift for shorter journeys.
- 15 respondents' one-way commute took over an hour, confirming feedback that some staff are required to travel longer distances due to prohibitively high local house prices.
- The longest single-journey one-way commute was 120 miles. The average one-way commute was 17 miles. 73% of commutes were of 20 miles or less.
- 70% of respondents were aware of the Council's Travel for Work Plan; 58% knew who to contact on travel for work related issues.

### **Project Success / Quality Criteria**

The success of the revised Travel to Work Plan will be an increase in take-up of active travel modes to commute to and from the main office and other work locations (see In Scope section).

This will be evaluated by conducting a travel to work survey to gain a clear understanding of travel patterns post Covid-19 lockdown and repeating bi-annual surveys thereafter (to include seasonal variation). To encourage healthier, greener travel options, incentives such as electric bike and car fleet rental schemes should be considered, as well as time-limited free EV charging at Cambourne, and the bike voucher schemes.

Absenteeism rates could also be measured as criteria for success.

### **Lessons learnt from previous projects**

*Guidance: What learning from previous projects can usefully be applied to help this project successfully achieve its aims? A central repository of lessons learnt is available at [Corporate Shared / Sharepoint links].*

### **Prime Objective**

Up-to-date Travel to Work Policy

Increased uptake of healthier, greener travel to work modes.

### **Secondary Objectives**

A healthier, happier workforce which meets the objectives of our Zero Carbon Strategy and Health & Wellbeing Strategy.

### **Outputs**

A travel to Work survey to provide baseline travel pattern information  
A revised Travel to Work Plan reflective of the new environment within which we work  
Opportunities to explore incentives to help employees adopt more active modes of transport

### **In Scope**

Full and part-time employees, including contractors and Councillors' travel patterns to and from home, the two main Council bases of Waterbeach and Cambourne and Hubs and other business related travel.

### **Out of Scope**

### **Assumptions and Constraints**

Low respondent rates to the survey may not give a true picture of staff travel patterns.  
The present home working patterns of Cambourne based staff will affect survey results.  
Seasonal patterns affect car usage.

### **Communication Plan**

Employees Cambourne and Waterbeach Depot  
District Councillors  
CEAC  
To raise awareness, all stakeholders will be emailed in advance to highlight that a new travel to work survey will be taking place, explaining that we are updating an existing policy to reflect today's working practice and travel patterns/behaviours.

### **Risks**

- Low survey respondents
- Resumption of Covid lockdown

### **Data Security**

DPIA screening doc submitted. Full DPIA subsequently undertaken.

### **Equality and Diversity**

EQIA has been undertaken. This exercise highlighted that employees with physical or learning disabilities, those from BAME groups and those living rurally may be adversely affected by this policy. As the policy will be promoting employees to participate in more active forms of travel when commuting to their place of work and additional consideration needs to be given to those employees outlined above.

**Estimated Timescale**

Proposed Start Date 01/10/2020	Estimated End Date 31/01/2021	Duration (weeks) 17
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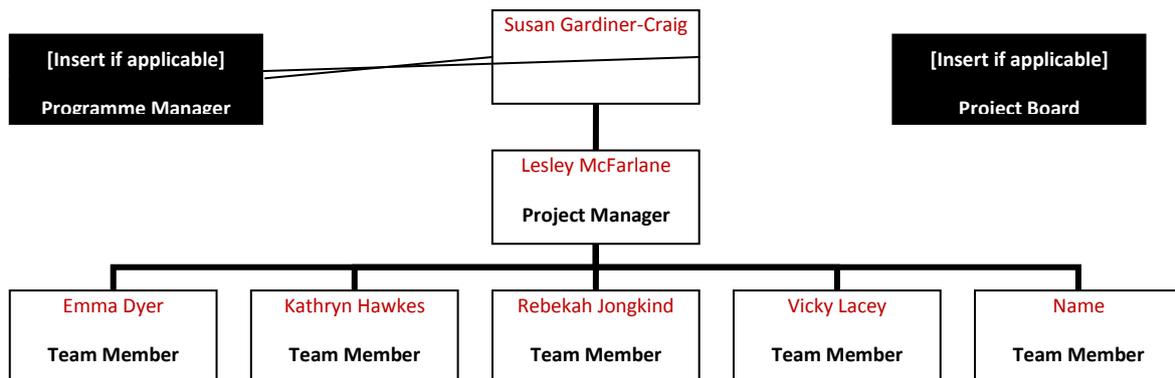
**Estimated Project Level People / Resources**

Role and Name	Days Per Week	No. of Weeks	Total Days		
Susan Gardiner Craig, Project Sponsor			0.5		
Lesley McFarlane	0.25	16	4		
Rebekah Jongkind		16	2		
Kathryn Hawkes			0.25		
Vicky Lacey, Waterbeach Dept			0.50		
Emma Dyer, Climate and Environment			0.50		
Total Days			7.75		
Is the project likely to require, or result in, the need for additional support from the following corporate services?					
Finance		Human Resources	yes	ICT	
Legal		Policy & Performance	yes	Contact Centre	

**Estimated Project Level Finance Resources**

*Funding can be met within existing budgets, with no new expenditure required.*

**Project Organisation Structure (example – please amend as required)**



**Key Project Roles:**

Project Executive (Sponsor) - The Project Sponsor is accountable for the project. They provide leadership and direction to the Project Manager and help overcome barriers. They own the business case, govern risk, and champion the project.

Project Manager - The Project Manager is responsible for defining and delivering the project including its outputs within the agreed scope and resources of the programme.

Team Member - Team members are responsible for supporting the delivery of the project and providing specialist expertise where appropriate.

### Project Controls

*Project will be reviewed monthly with Kathryn Hawkes who will assume the project assurance role and with Susan Gardiner-Craig as project sponsor.*

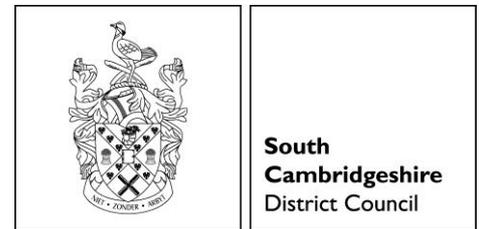
**Project Score = 1**

**Project Size = small**

*N.B. See [Project Management Toolkit](#) and [Project site set-up guidance](#).*

Using the scoring matrix this project is small and scores 1.

Authorised By	Signature	Date
Project Sponsor	Susan Gardiner-Craig	
Project Manager	Lesley McFarlane	27/8/2020



**REPORT TO:** Climate and Environment  
Advisory Committee

3 November 2020

**LEAD OFFICER:** Trevor Nicoll

## Greening South Cambridgeshire Hall - Update

### Executive Summary

1. Since the project was approved by Cabinet in February 2020, planning approval has been secured which is a key milestone and the design details are now finalised. The project has adapted to the challenges of changes to the government's Renewable heat incentive (RHI) as well as responding to recommended works within the building on the existing heating, cooling, and ventilation plant. The project will close works contracts and mobilise within the next month. The project will complete by the end of Q2 in 2021, with key measures completed earlier to start realising energy and carbon savings as soon as possible. There will be internal communications to ensure everyone using the building is aware of any disruption, however the project will capitalise on the low numbers currently working from the office. External communications will focus on documenting the project and using the Council's experience to discuss how to reach zero carbon with communities, businesses, and other organisations.

### Recommendations

2. The Climate and Environment Advisory Committee is invited to note and comment on the update report for Greening South Cambridgeshire Hall.

### Reason for recommendations

3. The above recommendation is required to ensure that the Climate and Environment Advisory Committee is updated on progress towards completing the Greening South Cambridgeshire Hall project. It also provides an opportunity for the Advisory Committee to comment on progress.

### Details

4. The 'greening' project for South Cambridgeshire Hall (SCH) focuses on decarbonisation of heat and power, demonstrating the Council commitment to being 'green to our core' and showing leadership in transitioning to zero carbon. The project has developed over several years and utilises an Energy Performance Contract to guarantee the savings through a partnership approach

with an Energy Services contractor, Bouygues Energies & Services, procured through the Re:fit 3 Energy Services Framework, managed by Local Partnerships.

5. Initially there was limited energy data about the building but evidence that there was poor energy efficiency and a high carbon footprint. Within the initial assessment, Bouygues collected information and gained a better understanding of how energy is used in the building and then progressed to develop an Investment Grade Proposal (IGP). The proposals were 'checked and challenged' by officers and Members, as well as being reviewed by Local Partnerships.
6. The greening measures in the final IGP are:
  - Ground Source Heat Pump (GSHP) – a 313 kWh system reducing gas demand by at least 79% and including functionality to also provide cooling
  - Solar Carport – a 136.5kW solar photovoltaic system delivering at least 20% of the site's peak electricity demand
  - LED lighting upgrade – 1052 lights replaced with LEDs, realising an electricity saving of 15%
  - Building Energy Management System – including smart controls to maximise efficiency and maintain comfortable working environment
  - Smart electric vehicle charge points – 20(number) 11kW chargers to provide charging facilities within the main staff car park
  - Chiller efficiency measures – new controls to improve the efficiency
  - AHU Fan Upgrade – improving the efficiency by at least 18%
7. The carbon footprint of the building will reduce by at least 75% by 2030 and by at least 90% by 2050 compared to baseline 2019 levels (this incorporates projected decarbonisation of the electricity grid).
8. The IGP was approved by Cabinet in February 2020. Following this approval, the Project Team worked towards securing the next key milestone, obtaining planning approval for the GSHP and solar carport. Planning approval was obtained in August 2020. Also in the interim months, the Project Team have refined a number of key design details responding to changes in government renewable heat incentive, as well as identifying and managing several project interactions with other works programmed for SCH.
9. The GSHP proposed is eligible for government financial support, Renewable Heat incentive (RHI). Although it was known the scheme would end in March 2021, the unknown was that government put in place a mechanism to reduce tariff levels for certain technologies. In Q1 2020, there was a 10% reduction, which did not significantly impact the payback period for the project. However, in Q2 2020, there was a further 20% reduction and the combined reductions have increased the payback period to 19 years (from 16 within the original IGP). The Project Team has applied for a Flexible Tariff Guarantee to 'lock-in' the tariff rate and avoid any further reductions – the outcome of this request is expected mid-November.
10. Following completion of the IGP, colleagues undertook a Building Condition Survey for SCH. The report highlighted that several parts of the M&E, including

the chiller units, were at or nearing the end of their life. As a result, the GSHP was modified to incorporate cooling and negate the need for complete chiller replacement. There will be some chiller modifications which are aimed at increasing the efficiency. This will also address climate adaptation as peak daily temperatures rise each summer. The Condition Survey, alongside monitoring of the boilers over the last few months, have indicated that these are also at or nearing end of life.

11. The proposed GSHP is designed to meet the vast majority of the Site's heat demands and utilise the existing boilers to ensure business continuity, acting as temporary back-up during planned and unplanned maintenance of the GSHP system and providing supplementary heat in extreme winter temperatures. This is standard practice to provide 'redundancy' in the design of commercial heating and hot water designs to cater for such circumstances and to avoid a 'single point of failure'. Whilst this conventionally means duplicating plant equipment and adding available heat capacity in comparison to the 'design calculations', GSHPs are much more expensive than gas boilers and hence, duplicating the GSHP plant for 'redundancy' would result in the economic business case becoming unviable. The costs associated with the new boilers in the business case make up 2.5% of the overall contract cost. Furthermore, this additional GSHP would likely result in the need to completely overhaul the sites electrical distribution system which could incur costs that would significantly increase the total project costs.
12. The original IGP retained the existing gas boilers to provide redundancy however only in the specific circumstances; planned, and unplanned maintenance, and during extreme winter temperatures. Given that the existing boilers cannot be relied on redundancy, these will be replaced. The carbon and energy savings of the overall project are marginally increased from the original IGP as the replacement boilers will be more efficient. Utilising an Energy Performance Contract mechanism means there must be a focus on renewable heat generation and keeping gas consumption as low as possible to reach carbon reduction targets so this ensures the boilers are only being used as a 'last resort'.
13. The final development within the project design relates to lighting. The aim was to ensure the new lighting proposed focused on providing flexibility and control. The new LED lighting system has been refined to consider light uniformity, rather than directional with the current desk layout, and include full controls, to future proof for any change in layout and provide maximum flexibility.
14. Having reached these important milestones and made the final design adjustments for the points mentioned previously. The project now progresses to finalise works contracts and mobilise for a start in the next month. The project is projected to finish by the end of Q2 in 2021. There will be a programme of internal communications to ensure colleagues understand any disruption in advance, however the project should benefit from the low number of colleagues currently working from SCH. There will also be external communications to document the progress being made and offer advice to other organisations or businesses thinking about embarking on similar decarbonisation project.

## **Implications**

15. There are no significant implications.

## **Alignment with Council Priority Areas**

### **Growing local businesses and economies**

16. The procurement undertaken by the principal designer has sought to make opportunities available for the local supply chain to tender for services within this project, noting that several of the energy measures involve specialist materials and contractors.

### **Being green to our core**

17. The Greening South Cambridgeshire Hall project is a key project within the Zero Carbon Action Plan and shows how the Council is tackling its own carbon footprint. The proposed measures will ensure the carbon footprint of the building will reduce by at least 75% by 2030 and by 90% by 2050 (based on a baseline year of 2019).

## **Background Papers**

Cabinet Report February 2020 – Greening South Cambridgeshire Hall

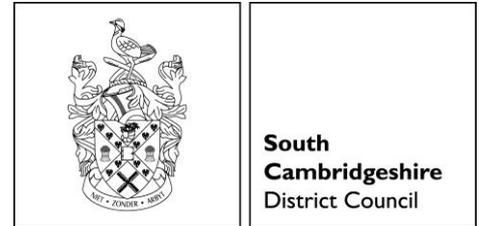
## **Appendices**

None

## **Report Author:**

Alex Snelling-Day – Green Energy Investment Officer

# Agenda Item 8



3 November 2020

**REPORT TO:** Climate and Environment Advisory Committee

**LEAD MEMBER:** Cllr Bridget Smith

**LEAD OFFICER:** Head of Shared Waste Services and Environment

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## Greenhouse Gas Emissions Accounts for the Council's Estate and Operations, 2019-20

### Executive Summary

1. This report provides the Committee with Greenhouse Gas (GHG) emissions accounts for the Council's estate and operations for 2019-20. It is provided to the committee for information.

### Recommendations

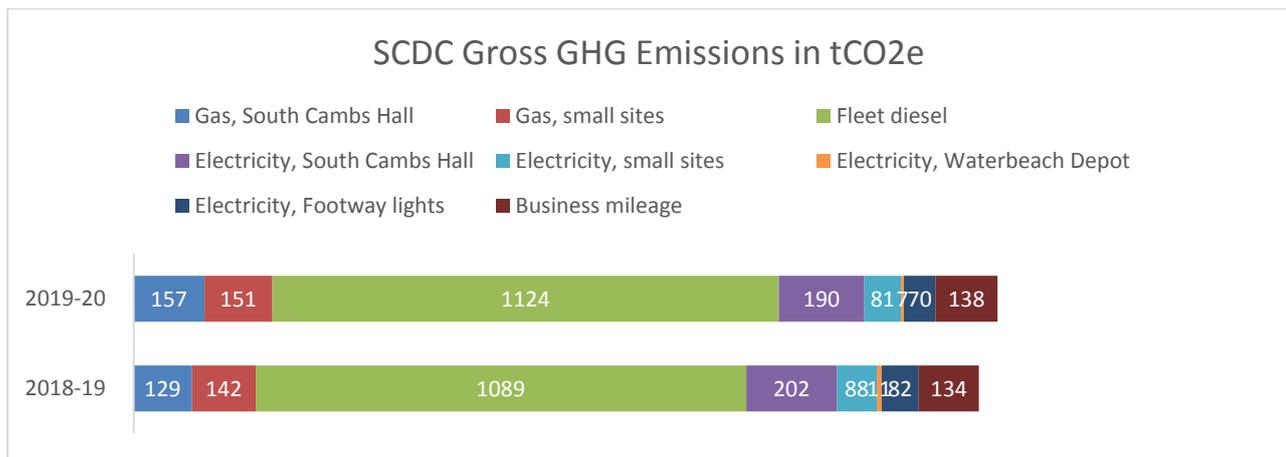
2. The committee is recommended to note:
  - a. the GHG emissions accounts for 2019-20, including the modest reduction of 2.9% in net emissions relative to the previous year
  - b. that projects which are currently being planned or delivered are expected to result in much larger reductions to emissions in the current and future years.

### Details

3. Annual GHG emissions accounts for 2019-20 for the Council's estate and operations are provided in Appendix A. This is the second set of annual GHG emissions accounts produced for the Council. As with the previous set, they have been drawn up according to principles and procedures as outlined in the latest Environmental Reporting Guidelines issued by the Government's Departments for Environment, Farming and Rural Affairs, (DEFRA), and Business Energy and Industrial Strategy (BEIS). As such, they aim to be relevant, quantitative, accurate (insofar as this is practical), complete (with any exclusions specified, disclosed and justified), consistent, comparable and transparent.

4. In line with the Guidelines, the accounts include emissions from the estate and operations owned and controlled by the Council. Full details of inclusions and exclusions are included in the report, but the following are highlighted:
5. Emissions from the Council's housing stock are excluded because the Council does not control energy use from these properties, (nor does it have access to this data).
6. Emissions from around 1800 street lights owned by the Council, and defined as 'footway lighting', are included in these accounts, on the grounds that they are owned and controlled by the Council, (although energy costs for these are paid for by parish councils).
7. An external assurance statement on the accounts was completed by the Council's internal auditors in October 2020. This statement noted that some of the gas consumption and electricity usage figures, (footway lighting and 'small sites', ie mainly communal rooms in sheltered housing), are not calculated with meter readings; instead estimates were used based on supplier quotations. For this reason, Internal Audit was able to provide limited assurance over the accuracy of the data, calculations and reported emissions figures in the documents provided.
8. The baseline year used in these accounts is 1 April 2018- 31st March 2019. All changes in emissions are based on this reporting period. Relative to this period, in 2019-20 there has been an overall 2.3% increase in emissions for the Council's Scope 1 (direct emissions), scope 2 (indirect energy emissions) and scope 3 (other indirect emissions).
9. During 2019-20 the Council switched to a green electricity tariff, and electricity generated from solar pv panels installed at the Depot in Waterbeach was exported to the grid for the first time. (The solar pv panels installed on the roof of South Cambs Hall belong to Cambourne Parish Council. For this reason, GHG emissions avoided due to electricity exported from these to the grid is not included in SCDC's GHG emissions accounts.)
10. In line with standard reporting procedures, GHG emissions avoided as a result are included in the 2019-20 accounts and contribute to the total net emissions figure. These amount to 98 tCO<sub>2</sub>e (96 tCO<sub>2</sub>e for the green electricity tariff and 2 tCO<sub>2</sub>e for the electricity exported to the grid from the solar pv panels). Using this offset data, the Council's total net emissions compared to the baseline year, show a reduction of 2.9%
11. Following discussions with Cambridge City Council, and to prevent double-counting of emissions, GHG emissions from electricity consumed by the Shared Waste Service at the Waterbeach Depot have been split evenly between the two Councils. This is a change from the accounts originally published for 2018-9, which accounted for 100% of electricity consumed at the Depot. A base recalculation has been provided to enable meaningful comparison between years. GHG emissions offset due to electricity exported to the grid from the solar PV panels have also been split evenly with Cambridge City Council.

## Reasons for changes to GHG emissions



12. The chart above shows the breakdown in gross GHG emissions.

13. Compared to the baseline year the 2019-20 scope 1 emissions (gas for heating and fleet diesel) have increased by 5.3%; scope 2 emissions (electricity) have reduced by 9.1% and scope 3 emissions (other indirect emissions) have increased by 4.5%.

14. Scope 1 emission increases could be due to a number of factors. The increase in combustion of gas for space and water heating increased by 14%. Possible explanations are:

- Weather dependent with a greater requirement for heating
- Renovation work at South Cambs Hall introducing more cold air into the building from outside
- An increase in staff working from South Cambs Hall

The increase in diesel fuel consumption (+11%) could be linked to:

- the increase in housing developments which would subsequently increase the total miles travelled by the fleet vehicles.

15. Scope 2 emission decreases are due in part to decarbonisation of the electricity grid and in part to reduced need for grid electricity at the depot in Waterbeach due to solar PV panels.

16. Scope 3 emission increases could be due to:

- An increase in staff mileage due to business requirements.

### Plans for the future

17. Gas consumption is expected to decrease by at least 80% following the installation of a ground source heat pump at South Cambridgeshire Hall which will heat the building and produce hot water. Electricity consumption will also drop as the remaining footway lights are converted to LED lights while a solar car port will generate 20% of the electricity used by the building. This is in tandem with 20 electric vehicle charging points encouraging

staff and visitors to travel cleaner will subsequently help to achieve a reduction in scope 3 emissions. Working from home (which has increased since the Covid-19 pandemic) will further reduce scope 3 emissions, if continued. As can be seen, the biggest producer of carbon emissions is from our fleet which run on diesel as a fuel. We will achieve some reduction in the impact of the current diesel fleet by improved routing and driver behaviours. More substantial reduction will result from a changed procurement strategy for new fleet to an electric based solution, including the cleaner energy capture options.

## **Appendices**

Appendix A: GHG Emissions accounts for the Council's estate and operations 2019-20

### **Report Author:**

Emma Dyer, Project Officer, Climate and Environment  
Telephone: 01223 752457

**South Cambridgeshire District Council**  
**Annual Greenhouse Gas Emissions Account 2019-20**

**Contents**

1. Introduction
2. Greenhouse Gas (GHG) emissions from the Council's estate and operations
  - Table 1: Overall GHG emissions for 2019-20
  - Table 2: GHG emissions for 2019-20 by Scope
3. About the Council
4. Reporting period
5. Approach
6. Organisational boundary
7. Operational scopes
8. Conversion/emissions factors used
9. Geographical breakdown
10. Baseline year
11. Baseline recalculation policy
12. Intensity measurement
13. External assurance statement
14. Carbon offsets
15. Purchased green tariffs – reduction in tonnes of CO<sub>2</sub>e per year
16. Amount of electricity generated from owned or controlled sources
17. Amount of heat generated from owned or controlled sources

**1. Introduction**

These accounts have been compiled in order to provide a better understanding of the impact of the Council's estate and operations on climate change, and to inform action to mitigate this impact by reducing emissions. They have been drawn up according to the [Environmental Reporting Guidelines](#) issued by the Government's Departments for Environment, Farming and Rural Affairs (DEFRA), and Business, Energy and Industrial Strategy (BEIS), updated March 2020.

The guidelines provide procedures and principles for accounting and reporting environmental impacts drawn from the internationally recognised Greenhouse Gas Protocol Corporate Accounting and Reporting Standard from the World Resources Institute and World Business Council for Sustainable Development, known as the "GHG Protocol

Corporate Standard”. These principles are that the accounts should be relevant, quantitative, accurate (insofar as is practical), complete (with any exclusions specified, disclosed and justified), consistent, comparable and transparent.

Under the GHG Protocol, emissions are defined in three different Scopes. Scope 1 is direct GHG emissions from activities owned or controlled by the organisation. Scope 2 is indirect emissions associated with consumption of purchased electricity, heat, steam and cooling. Scope 3 is indirect emissions that are a consequence of the organisation’s actions, but which occur at sources not owned or controlled by the organisation.

## 2. GHG Emissions from the Council’s Estate and Operations

Table 1: Overall GHG emissions for 2019-20 showing the percentage change from the baseline year

	GHG Emissions (tCO <sub>2</sub> e) 2019-20	GHG Emissions (tCO <sub>2</sub> e) 2018-2019 (baseline year)	Percentage change from baseline year
Scopes	2019-20	2018-19	
Scope 1 (direct emissions)	1432	1360	+ 5.3%
Scope 2 (indirect emissions, electricity)	348	383*	-9.1%
Scope 3 (indirect emissions, other)	139	133	+4.5%
<b>Total gross emissions</b>	<b>1919</b>	<b>1876</b>	<b>+2.3%</b>
Population <sup>1</sup>	159,086	157,519	+1.0%
Intensity measurement (tonnes of CO <sub>2</sub> e per person)	0.01206	0.01190	+1.0%
Electricity generated from Council owned sources and exported to the grid	2	0	-
Green Tariff	96	0	-
Carbon offsets	0	0	-
<b>Total Net Emissions</b>	<b>1821</b>	<b>1876</b>	<b>-2.9%</b>

\*scope 2 emissions figure is different to that reported in 2018-19 due to the baseline recalculation of both the footway lamp and Waterbeach’s electricity data

<sup>1</sup> Based on Office for National Statistics 2019 Mid-Year Population Estimates released April 2020:

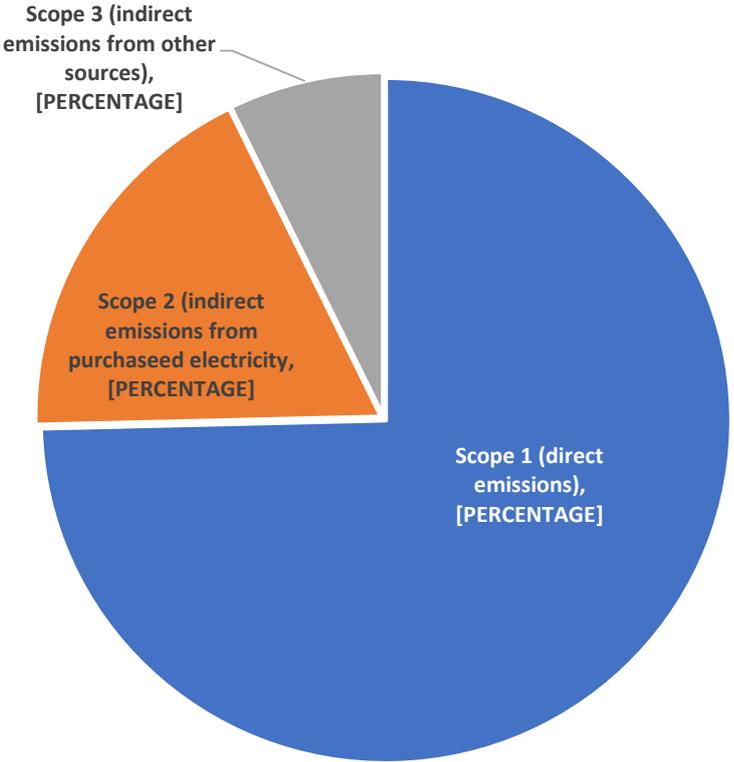
<https://www.ons.gov.uk/peoplepopulationandcommunity/populationandmigration/populationestimates/datasets/populationestimatesforukenglandandwalescotlandandnorthernireland>

Table 2: Greenhouse Gas Emissions for 2019-20 – by scope showing the percentage change from the baseline year

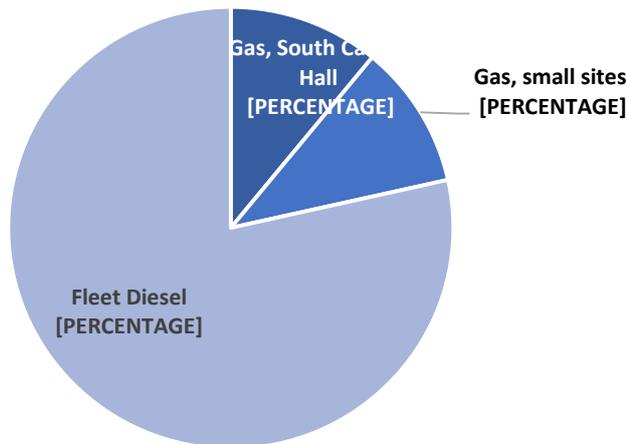
	GHG Emissions (tCO <sub>2</sub> e) 2019-20	GHG Emissions (tCO <sub>2</sub> e) 2018-2019 (baseline year)	Percentage change from baseline year
Scope 1			
Gas consumption	308	271	+13.7%
Fleet	1124	1089	+3.2%
Process emissions	n/a	n/a	-
Fugitive emissions	n/a	n/a	-
Total Scope 1	1432	1360	+5.3%
Scope 2			
Purchased electricity	348	383*	-9.1%
Total Scope 2	348	383*	-9.1%
Scope 3			
Business Travel	139	133	+4.5%
Transmission and Distribution losses	Not included	Not included	-
Employee commuting	Not included	Not included	-
Procured goods and services	Not included	Not included	-
Waste Disposal	Not included	Not included	-
Total Scope 3	139	133	+4.5%
Total gross emissions	1919	1876	+2.3%

\*scope 2 emissions figure is different to that reported in 2018-19 due to the baseline recalculation of both the footway lamp and Waterbeach's electricity data

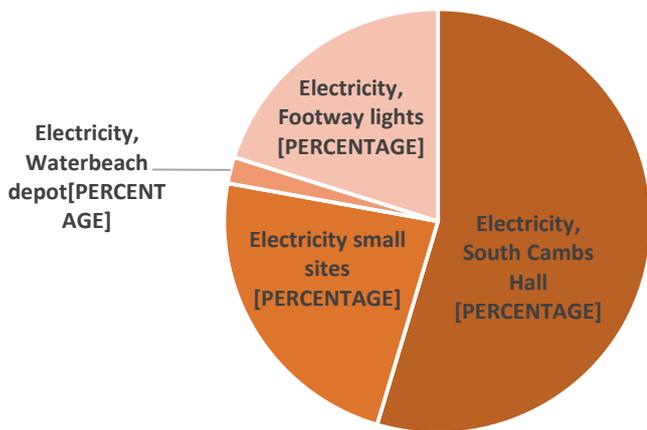
**GHG emissions from SCDC Estate and Operations 2019-20  
1919 tCO<sub>2</sub>e**



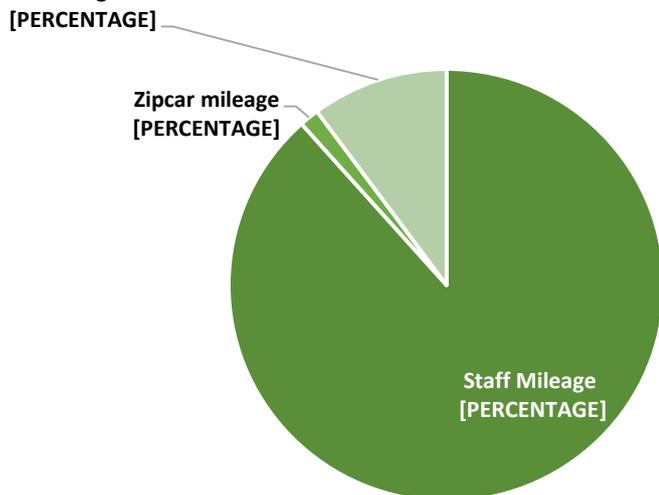
### Scope 1 (direct emissions), 1432 tCO<sub>2</sub>e



### Scope 2 (indirect, electricity), 348 tCO<sub>2</sub>e



### Members' Scope 3 (indirect, other), 139 tCO<sub>2</sub>e



### 3. About the Council

South Cambridgeshire District Council is a non-metropolitan district authority and is responsible for providing a range of services to residents of South Cambridgeshire, visitors to the district, and businesses and other organisations based in the district. Services include housing, refuse and recycling collections, licensing, planning and building control, Council Tax collection, and environmental health services. The Council serves a population of 159,086 living in 106 parishes and settlements, has 45 elected Members; and employed 573 members of staff as at 31 March 2020. Further information about the Council can be found on our website at [www.scambbs.gov.uk](http://www.scambbs.gov.uk).

### 4. Reporting Period

1 April 2019 – 31 March 2020.

### 5. Approach

We have followed Government guidance, published by Defra at <https://www.gov.uk/guidance/measuring-and-reporting-environmental-impacts-guidance-forbusinesses>.

### 6. Organisational Boundary

We have defined our organisational boundary following the Financial Control approach which means we have included operations which the Council owns and controls. Further detail on which operations or activities have been included within our organisational boundary for the purposes of compiling this greenhouse gas report is provided under 'Operational Scopes' below.

### 7. Operational Scopes

We have included Scope 1 and Scope 2 emissions for all properties and vehicles that we fully own and control and for properties that we lease from others, where the Council is delivering a service.

We reported Scope 3 emissions where we have access to comprehensive and reliable data; and where we have a degree of control over the operation/ activity in question. See the table below for details:

Table 4: Rationale for Inclusion and Exclusion of Emissions.

Source of Emissions	Included in reporting?	Reason for exclusion where applicable
<b>Scope 1 (Direct)</b>		
Gas consumption in buildings we own and control	Yes	This includes our main office buildings, our three hub offices and our sheltered housing community rooms.

Gas consumption in buildings we lease to others	Partially	We have only included emissions arising from energy used in the communal areas of some of the buildings that we lease out (energy used in communal areas is provided and paid for by the Council). We have not included data on energy used in Council housing, Ermine Street Housing (the Council's private sector housing company), or in commercial buildings owned by the Council.
Gas consumption in buildings we lease from others	no	The Waterbeach Depot is the only building we lease from others. No gas is consumed on these premises.
Fuel consumption in owned transport	yes	Includes Shared Waste Services transport, eg refuse vehicles, operating in South Cambridgeshire; excludes Shared Waste Services transport operating in the City Council.
Process emissions	No	Not applicable
Fugitive emissions, eg from air conditioning units	No	Excluded due to difficulty and/or cost of obtaining data
<b>Scope 2 (Indirect, energy)</b>		
Purchased electricity; in buildings we own, occupy and control	Yes	This includes our main office buildings, our three hub offices and our sheltered housing community rooms.
Purchased electricity in buildings we lease to others	partially	We have only included emissions arising from energy used in the communal areas of some of the buildings that we lease out (energy used in communal areas is provided and paid for by the Council). We do not have access to data on energy used by our tenants.
Purchased electricity in buildings we lease from others	Yes	We have included 50% of the purchased electricity for Waterbeach depot, the remaining 50% will be included in Cambridge City Council's GHG emissions report
Purchased electricity used in street lighting owned by the Council	Yes	1,796 streetlights

<b>Scope 3 (indirect, other)</b>		
Purchased goods and services	No	Excluded due to difficulty and/or cost of obtaining data
Business travel	Yes	This includes mileage claimed by staff and Members; and travel using the Zipcar.
Commuter travel	No	Excluded due to difficulty and/or cost of obtaining data
Waste disposal	No	Excluded due to difficulty and/or cost of obtaining data
Water usage	No	Excluded due to difficulty and/or cost of obtaining data
Outsourced activities	No	

## **8 Conversion/ Emissions Factors Used**

The emissions factors used to calculate the emissions in this Greenhouse Gas Report are those provided by BEIS (Department for Business, Energy & Industrial Strategy) and Defra (Department for Environment Food & Rural Affairs) titled: 'UK Government GHG Conversion Factors for Company Reporting' which is available at: <https://www.gov.uk/government/publications/greenhouse-gas-reporting-conversion-factors-2020>

## **9. Geographical Breakdown**

All of our operations and activities are carried out in the UK.

## **10. Baseline Year**

1 April 2018- 31<sup>st</sup> March 2019

## **11. Base Year Recalculation Policy**

For consistent tracking of performance over time, the Council may need to recalculate the baseline year to compare current emissions with historic emissions. The reasons for change are documented in Part 9 of the Guidance on how to measure and report your greenhouse gas emissions provided by DEFRA. For example, changes in calculation methods or improvements in the accuracy of emission factors or activity data that result in a significant impact on the base year emissions data. Since the 2018-19 report was published, a survey identified the number of footway lamps in use to be 1796, not 1677 as reported. Also, consumption estimates changed when the Council moved changed to a new Contractor in 2020. The baseline has also been recalculated at 50% of the original figure for the purchased electricity at Waterbeach as the bill is shared with Cambridgeshire City Council. For these reasons, the 2018-19 baseline consumption figure was recalculated to

give 82 tCO<sub>2</sub>e for the streetlamp data and 11 tCO<sub>2</sub>e for Waterbeach's electricity data. As a consequence, the total GHG emissions for scope 2 has changed to 383 tCO<sub>2</sub>e. These new figures have been restated for 2018-19.

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/69282/pb13309-ghg-guidance-0909011.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/69282/pb13309-ghg-guidance-0909011.pdf)

## **12. Intensity Measurement**

We have included an intensity ratio of 'tonnes of CO<sub>2</sub>e per resident of South Cambridgeshire, which is based on mid-year population statistics, produced in April 2020.

The dataset is at:

<https://www.ons.gov.uk/peoplepopulationandcommunity/populationandmigration/populationestimates/datasets/populationestimatesforukenglandandwalesscotlandandnorthernireland>

## **13. External Assurance Statement**

The Authority's Internal Audit service have had opportunity to review the reported emissions figures, supporting calculations and sample test available source data.

It should be noted that, at the time of reporting, Internal Audit have been unable to validate the actual consumption figures for the following data sets as the reported usage figures are based upon estimates or supplier quotations:

- Scope 1 - Gas (small sites)
- Scope 2 - Electricity (small sites), Electricity (Waterbeach) and Footway Lighting

Additionally, the Offsets data for avoided carbon emissions have not been validated by Internal Audit.

As a result, Internal Audit have provided limited assurance over the accuracy of the calculations and reported emissions figures in the documents provided, assuming the source data is accurate.

A separate Internal audit report detailing their work, together with any audit recommendations for improving the reporting process is due to be issued shortly and these recommendations will be incorporated in the reporting process for 2020/2021.

## **14. Carbon Offsets**

We have not purchased any carbon credits.

## **15 Purchased Green Tariffs – Reduction in tonnes of CO<sub>2</sub>e per year**

Cambourne's purchased green tariff came into effect on 1 Oct 2019 and the reduction in tonnes of CO<sub>2</sub>e per year has been included in the total net emission figure.

**16. Amount of Electricity Generated from Owned or Controlled Sources**

The solar array on the Waterbeach depot started exporting electricity in March 2019. We have included renewable electricity exported to the grid from the PV array in the total net emission figure. The amount included is the deemed export figure of 50% which is then halved again to account for the 50% share with Cambridge City Council.

**17. Amount of Heat Generated from Owned or Controlled Sources**

South Cambs Hall benefits from a roof mounted solar thermal installation. Accurate figures for heat generated are unavailable at the present time but this is currently being investigated by our Green Energy Investment Officer. As solar thermal panels only 'generate heat' it will in turn mean that the heat drawn by the gas boilers will be less than if solar thermal wasn't available.

For further information about this report, please contact:

Emma Dyer, Project Officer, Climate & Environment  
[Emma.dyer@scambs.gov.uk](mailto:Emma.dyer@scambs.gov.uk), 01954 713344

# Agenda Item 9



03 November 2020

**REPORT TO:** Climate and Environment Advisory Committee

**LEAD CABINET MEMBER:** Cllr Bridget Smith

**LEAD OFFICER:** Head of Shared Waste Services and Environment

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## 2020-21 Zero Carbon Action Plan Progress Report

1. This report presents the Climate and Environment Advisory Committee with a progress update on actions arising from the Zero Carbon Strategy for consideration and comment.
2. This arrangement allows the Climate and Environment Advisory Committee to monitor progress and identify any areas of concern.

## Recommendations

3. The committee is invited to review the Zero Carbon Action Plan Progress Report at Appendix A and, where necessary, highlight to Cabinet any issues of concern and actions recommended to address these.

## Reasons for Recommendations

4. The role for the Climate and Environment Advisory Committee in monitoring progress was agreed by Full Council as part of the Zero Carbon Strategy adopted on 21 May.

## Details

5. The Zero Carbon Strategy adopted by Full Council on 21 May set out the Council's approach to supporting the transition to net zero carbon emissions in South Cambridgeshire.
6. The table at Appendix A provides a progress report on how the Council is delivering the strategy. It is organised into two main sections:
  - i) actions to reduce net carbon emissions on the Council's estate and operations
  - ii) actions to support the net reduction of carbon emissions in the wider district

### **Section i) actions to reduce net carbon emissions on the Council's estate and operations**

7. The Zero Carbon Strategy includes a target of reducing net emissions from the Council's own estate and operations by 50% on a 2018-19 baseline by 2025, and 75% by 2030.

8. Eight actions to reduce net carbon emissions on the Council's estate and operations are set out, including trialling electric refuse vehicles, moving forwards with energy efficiency and renewable energy measures to buildings owned or leased by the Council, minimising paper use and planting trees. RAG (red/amber/green) ratings are included for each action. Progress is on track for all eight actions in this section, as indicated by the green RAG rating.

#### **Section ii) actions to support the net reduction of carbon emissions in the wider district**

9. As well as actions to reduce net emissions from its own estate and operations, the Zero Carbon Strategy includes 35 actions to support the net reduction of carbon emissions in the wider district. The Council shares with partners the aspiration to reduce net emissions in the district by 50% on a 2018-19 baseline, and to zero by 2050.
10. The 35 actions are further arranged into six subsections, these being Domestic, Industry & Commerce and Transport Sectors, Waste & Recycling, Energy and Land & Trees.
11. Progress on three actions relating to community events in the Waste and Recycling section has been delayed due to Covid 19 which has prevented planned events taking place. Otherwise progress on all actions is on track.

#### **Future reporting**

12. An update will be provided for the period from adoption of the strategy to the end of March 2021 at the end of the financial year. This will be accompanied by the Council's GHG Emissions accounts for 2020-21, which will enable monitoring of progress against the target of achieving a 50% reduction in GHG emissions from the Council's own estate and operations by 2025 relative to the 2018-19 baseline.
13. Progress in the district towards the aspiration of a 50% reduction in GHG emissions relative to a 2018 baseline can be monitored using UK local authority carbon dioxide emissions estimates, published by the UK government's Department for Business, Energy and Industrial Strategy (BEIS). These are released 18 months after the end of the year, ie in June 2021 for 2019.

## **Implications**

14. There are no significant implications, (financial, legal, staffing, risk, equality and diversity, climate change or any other key issues) raised in this report.

## **Effect on Council Priority Areas**

### **Being green to our core**

15. The purpose of this report is to allow monitoring of progress towards the Council's targets and aspirations for reducing greenhouse gas emissions in order to mitigate climate change.

### **Background Papers**

Zero Carbon Strategy report to Full Council, 21 May 2020

<https://scambs.moderngov.co.uk/documents/s116330/200521%20Zero%20Carbon%20Strategy%20Report%20to%20Council%20FINAL.pdf>

### **Appendices**

Appendix A – Zero Carbon Action Plan Progress Report for the period to 30 September 2020

### **Report Author:**

Siobhan Mellon – Development Officer, Climate and Environment  
Telephone: 01223 752458 (Teams)

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## Zero Carbon Action Plan Progress Report at 30 Sep 2020

Ref	Action	Business Plan 2020-25 reference, where relevant	Expected completion date	Progress at 30 September 2020	RAG rating
<b>Achieve 50% reduction in GHG emissions from the Council's own estate and operations by 2025 relative to 2018-19 baseline</b>					
T1	Explore options for additional energy efficiency improvements at the Depot		31-Mar-21	A project to upgrade lighting has been scoped and the contract for works awarded to a local company. Work is due to be completed by end of October.	
T2	Investigate options for making energy improvements to the trading estate in St Neots, the buildings on the Science Park and any future investment properties		ongoing	The feasibility of energy improvements to all property acquired via the Investment Strategy will be assessed through the new Energy Services Framework, which was awarded in September. Feasibility reports will be presented to the Investment Selection Team and Investment Governing Board for decision.	
T3	Deliver major energy retrofit project to South Cambs Hall	C3) Retrofit our Cambourne office with renewable energy generation and energy efficiency measures	31-Mar-21	Work has commenced on a major project to deliver seven energy conservation measures to South Cambs Hall, comprising solar carport system, ground source heat pump, building energy management system upgrade, air handling unit fan upgrades, chiller modifications and enhancements, internal lighting upgrade to LED and electric vehicle charging points. The project is projected to deliver carbon emissions savings of 49% of the 2018 annual baseline and annual energy bill savings of over £76,000. Completion is expected June 2021.	
T4	Upgrade our 1804 streetlights to LEDs	C6) Upgrade our stock of 1,800 streetlights to LED, which will reduce energy consumption and save Parish Councils money	31-Mar-21	An Investment Grade Proposal for replacement of footway lighting stock was agreed in May 2020. The contract has been signed and work has commenced. Expected delivery completion date end of March 2021	
T5	In partnership with stakeholders develop a new solar pv array to supply low carbon electricity to power these vehicles.	C4) Trial electric recycling and waste vehicles, including the investigation of on-site solar panel energy generation	tbd	Options are being explored for electricity to be provided from renewable sources via a Power Purchase Agreement to align with the increase in electric Refuse Collection Vehicles.	
T6	Replace refuse vehicles with electric or hydrogen models.	C4) Trial electric recycling and waste vehicles, including the investigation of on-site solar panel energy generation	tbd	Greater Cambridge Shared Waste Service has now begun the use of electric refuse vehicles.	
T7	Minimise use of paper in our offices.	D5) Council and committee meetings will be run paper-free wherever possible	ongoing	Use of paper in our offices has plummeted from 420 boxes of A4 and 36 boxes of A3 in the first two quarters of 2019 to 80 boxes of A4 and 0 boxes of A3 in the first two quarters of 2020, no doubt largely because of home-working due to Covid. The planned switch from paper to digital agenda and reports for Members has been delayed due to technical issues with Mod Gov app. This is expected to be resolved by the end of the year.	
T8	Deliver tree-planting project on our Housing estates in collaboration with our repairs contractor		tbd	<p>Despite Covid, there has been significant progress around trees on our HRA estate. A district-wide audit to identify the type, size, location and condition of all trees on communal land belonging to the HRA is soon to be commenced by our grounds maintenance contractor. It will take about a year to complete with results reported each quarter. It is likely that the survey will reveal that some trees need to be taken down due to their condition. At least one replacement tree will be planted for each tree removed.</p> <p>We have commenced a programme of " Formal Estate Inspections " with Housing Officers, Tenant Inspectors and local residents. These inspections will allow conversations to open up with interested parties about taking care of existing trees and planting additional ones. Our repairs and maintenance contractor has confirmed they are still willing to support the planting of additional trees through the " social value " element of their contract.</p> <p>Our grounds maintenance contractor will continue to support us with expert advice and physical labour to plant these trees.</p> <p>In addition, we have reached out to a couple of residents who came forward late last year with an interest in planting trees close to where they live, and we are in discussion with one of our parish councils who have requested permission to plant trees on land belonging to the HRA in collaboration with their local school.</p>	
<b>Aspire to a 50% reduction in GHG emissions from the district as a whole by 2030</b>					
<b>i) Domestic Sector</b>					

A1	We will determine what steps are needed to bring down emissions to zero by 2050 in our Council Housing	B4) Improve the energy efficiency of existing Council housing to reduce carbon impact and running costs	30-Jun-20	An audit showing the energy improvement measures required to meet the standard of zero carbon operational emissions in the Council's housing stock has been undertaken and a report received. The report shows the estimated capital costs of improvement, the estimated fuel cost savings accruing to residents the estimated reduction in CO2 emissions of the measures described and the funding implications.
A2	We will develop a four year programme of work on our Council homes to tackle the areas of highest priority.	B4) Improve the energy efficiency of existing Council housing to reduce carbon impact and running costs	31-Mar-21	We have joined a major research study (the largest in the UK) into decarbonisation of homes, NetZero CO2 Collective, in order to develop our understanding of the energy efficiency and renewable energy technologies required for cost effective carbon reduction across our housing stock. We expect to have the necessary data to support the development of a plan for a programme of works within 12-18 months.
A3	We will develop appropriate policies such that our new Local Plan supports the transition to zero carbon in the district.			We have commissioned a major study to inform the development of Local Plan policies to support the transition to zero carbon. This is underway with the initial report expected to be ready for publication before the end of the year.
A4	We will work towards taking the same approach to reducing energy use and carbon emissions on Ermine Street properties as we do on our Council homes.			Ermine Street Housing is in its final phase of acquisition and continues to acquire homes with high EPC ratings. Where this is not the case, funds are set aside to upgrade the dwelling. Several properties had solar panels installed when Feed in Tariffs were available. The Company benefits from the feed in tariff and the tenant benefits from the free electricity. Fifteen boilers have been installed in the past 6 months, replacing obsolete inefficient units with new energy efficient units.
A5	We will continue to work with partners, including through the Cambridgeshire Energy Partnership, to find ways of supporting and encouraging home energy work, including exploring options for funding and delivering energy efficiency projects for our residents.		ongoing	Together with Cambridge City Council, we explored the possibility of entering a bid for the 1st phase of the government's Green Homes Grant Local Authority Delivery scheme but were unable to do so, due to various factors including that nearly all the Council's housing stock have already been upgraded to a level which makes them ineligible for funding. We are currently investigating the possibility of entering bids for further government schemes, the details of which have recently been announced or are expected soon.
A6	We will support landlords with advice and guidance to improve the energy efficiency of their homes			Our Environmental Health Officers visit private rented properties to investigate tenants' complaints. As part of these visits we check that the property has been issued with an EPC meeting the minimum energy efficiency standards. To date this has always been the case, but if it were not, we would ask the landlord to improve the property so that it is compliant with current legislation. We would signpost to advice and guidance as to how to do this, and provide information on any current funding opportunities.
A7	We will take appropriate enforcement action where necessary to uphold the Minimum Energy Efficiency Standards in the Private Rented Sector legislation			Nationally, there are a number of challenges to enforcement of the MEES legislation, solutions to which are currently being explored through pilot schemes in various other local authorities. We are looking at how we can develop our work in this area as part of our service planning for 2021-22, and will draw on the learning from the pilot schemes.
A8	We will work with partners to provide home surveys, advice, free insulation and other home energy measures for households in fuel poverty			Following an energy services tender process, Green Energy switch have been appointed to deliver Free energy advice and services to Council tenants and private sector residents within the South Cambs District. The service launched in October. It was originally intended to provide energy advisor home visits but this has been adapted due to Covid to telephone support services with free energy products sent by post to householders.
<b>ii) Industry and Commerce Sector</b>				
A9	Require bidders for contracts to confirm that they monitor their carbon emissions and submit plans to achieve net zero emissions. Use this information as part of assessment of bids.		ongoing	Changes have been made to our contract regulations section of the Council's Constitution such that bidders for Council contracts are not required to confirm that they monitor their carbon emissions and submit plans to achieve net zero emissions. This information is now part of the assessment of bids.
A10	Raise awareness amongst local businesses of the financial, reputational and well-being benefits of reducing their environmental impact. Make it easier for them to access information, advice and funding on how to improve their energy efficiency, increase their water and waste recycling and generate their own energy.	Section A Ongoing Objectives - Provide information and advice to help businesses to understand the benefits of generating their own energy, improving their energy efficiency, increasing water and waste recycling		A new business support team was set up over the summer and are in the process of developing their full range of services which will include providing guidance to companies on their response to the climate emergency, including advice on generating their own electricity, improving energy efficiency and recycling more waste and water.
A11	Investigate innovative opportunities to work with businesses and our partners to support the reduction in energy and resource use across the South Cambs economy, eg group purchasing of solar panels.		31-May-21	In collaboration with our neighbouring Cambridgeshire local authorities we have launched a group buying scheme for solar panels. Although primarily targeted at residents, we have also promoted it to our business community. We are also exploring further opportunities in this area of work.
A12	Work towards divestment in fossil fuels in all investments including our staff pension funds.			Green investments continue to be significant part of the Council's Investment Strategy. Staff pensions are part of the Cambridgeshire Local Government Pension Fund which is administered by Cambridgeshire County Council. Members will be invited to make representations regarding the investment strategy of this Fund as part of the regular consultation process with participating local authorities.

### iii) Transport Sector

A13	Continue to run the Zero Carbon Communities grant scheme	C5) Support Parish Council and community group projects to reduce reliance on fossil fuels and move toward the zero-carbon target		The second year of the Zero Carbon Communities scheme launched in July with a pot of £100,000 for parish councils and community groups for projects to cut carbon emissions and engage communities on climate change issues, with a category specifically for projects to promote cycling. Fifty seven applications have been received and are being processed. Funding awards will be made following the Grants Advisory Committee meeting on 27 November.
A14	Continue to work alongside partners including the Cambs County Council, GCP and CAPCA to deliver projects that will enhance sustainable transport including cycling provision.	C Ongoing objective: Promote walking, cycling and public transport improvements through planning and by working with local communities and partners		There are numerous aspects to our work in this area. We are working on an Active Travel Toolkit for new developments which we have developed with the help of the Design Council. We are currently researching the viability of a Community Transport scheme for the northern villages, funded through Northstowe developer contributions. The three cycling projects funded through our Zero Carbon Communities scheme are in progress, with new electric bike schemes set up this year in the Abingtons and in Teversham, and new cycling infrastructure installed in Waterbeach.
A15	Install EVCPs at South Cambs Hall for use by staff and visitors	C3) Retrofit our Cambourne office with renewable energy generation and energy efficiency measures		Electric Vehicle Charging Points are one of the seven technologies making up the South Cambs Hall energy retrofit project.
A16	Explore ways to reduce carbon footprint from staff commuting, eg Salary Sacrifice scheme for cycles and options for encouraging take-up of Evs by staff			We are at the start of a project to review and update our staff Travel to Work plan, which will include consideration of ways to reduce the carbon footprint of staff commuting.
A17	Include requirements to move to low carbon vehicles in Taxi Licensing Policy	2019-24 Business Plan C3v		A new taxi licensing policy was adopted in February, under which new licences will only be granted to taxis that are ultra-low or zero emission from 1 December 2021. From 1 December 2028, renewed licences will only be granted to taxis that are ultra-low or zero emission
A18	Install EVCPs for taxis			Funding for six EVCPs (3x rapid and 3x fast) in South Cambs has been secured from the government's Ultra-Low Emissions Taxi Infrastructure scheme. Work is underway to identify suitable locations.
A19	Make reductions in staff and Councillor mileage as a result of Council Anywhere IT improvements	2019-24 Business Plan D5ii) Provide new technology to our officers so they can get more done for communities whilst out in the district		Covid has clearly been the main driver of reductions in staff and Councillor mileage in Q1 and Q2. The Council Anywhere IT improvements have made the move to remote working forced on the Council due to Covid far easier than it would otherwise have been. Mileage claims were more than 50% under budget at month 6, creating an underspend of about £50,000. It is unclear as yet how mileage will be affected in the longer term.
A20	Support the development of infrastructure for EVs through Planning Policy			EV charging infrastructure is one of the areas under consideration in policy development for the new Greater Cambridge Local Plan. Meanwhile, Policy SC/12: Air Quality in the current Local Plan requires the submission of a Low Emissions Strategy for all major developments and developments where air quality is likely to be an issue. Specific guidance on how this policy should be implemented including provision of EV charging infrastructure, forms part of the Greater Cambridge Sustainable Design and Construction Supplementary Planning Document adopted in January.

### iv) Waste and Recycling

A21	Increase collection facilities for clothing and small electrical items	C Ongoing Objective - Reduce waste and raise awareness by promoting recycling	ongoing	Preparation and planning work for these is underway.
A22	Continue to support waste reduction events at community level including Repair Cafes	C8) Improve recycling and reduce waste at community events		These have not been possible due to Covid. No repair cafés have been organised during this period, but support for these still stands.
A23	Create a resource toolkit to improve recycling and reduce waste at small community events	C8) Improve recycling and reduce waste at community events		This was completed in May. It has not been widely promoted as yet due to Covid.
A24	Provide equipment and information kit to minimise and separate recycling for larger events	C8) Improve recycling and reduce waste at community events		This is available as and when required once events are being organised again.
A25	Continue to run campaigns to minimise waste, eg Love Food, Hate Waste and Refill campaigns	C9) Run an information campaign to help reduce the amount of food waste in the black bin		We launched our LFHW campaign on 28 Sep. It will be running for the rest of the year
A26	Trial separate collection of food waste. If successful at diverting food from landfill, roll out.	C9) Run an information campaign to help reduce the amount of food waste in the black bin		The trial has been extended, and further properties will be added in December, bringing the total number to just under 4,000.
A27	Continue to encourage recycling through our waste collection policies, eg collect extra recycling from households where their recycling bin is full; provide additional blue bins at no extra charge	Ongoing objective: Reduce waste and raise awareness by promoting recycling		This is ongoing. A rolling schedule of focussed communications is in place to increase recycling rates and maintain the quality of blue bin recycling.
A28	Continue to collect green bins monthly in winter to reduce transport emissions.			This is continuing as intended.

### v) Energy

A29	Continue to explore renewable energy projects to invest up to £50,000,000 between now and 2024.			Options for making energy improvements to all properties acquired via the Investment Strategy are being investigated through the new Energy Services Framework, and feasibility reported through the Investment Governing Board.	
A30	Explore opportunities for local electricity generation and supply to ensure that our estate and operations hit zero carbon by 2050 eg smart electrical grids	C4) Trial electric recycling and waste vehicles, including the investigation of on-site solar panel energy generation		We are exploring various opportunities through our Green Investments work including for locally generated solar electricity to charge waste collection vehicles at our Depot in Waterbeach and smart grids on new/existing development sites to serve business parks and/or housing stock..	
A31	Support the development of community energy projects, eg community-led renewable energy, energy demand reduction and energy supply projects through the Zero Carbon Communities programme including e-newsletter, information-sharing workshops and ZCC grants.	C5) Support Parish Council and community group projects to reduce reliance on fossil fuels and move toward the zero-carbon target		As noted above, the second year of the Zero Carbon Communities scheme launched in July with a pot of £100,000 for parish councils and community groups for projects to cut carbon emissions and engage communities on climate change issues. Fifty seven applications have been received and are being processed. Funding awards will be made following the Grants Advisory Committee meeting on 27 November. In addition to the grant scheme, we have developed an online Climate Emergency toolkit and published three editions of our Zero Carbon Communities quarterly e-bulletin.	
A32	Promote group-buying schemes for renewable energy.	Ongoing objective: Provide information and advice to help businesses to understand the benefits of generating their own energy, improving their energy efficiency, increasing water and waste recycling	31-Mar-21	In collaboration with our neighbouring Cambridgeshire local authorities we have launched a group buying scheme for solar panels. Although primarily targetted at residents, we have also promoted it to our business community.	
<b>vi) Land and Trees</b>					
A33	Fund community tree-planting through our Community Chest and Zero Carbon Communities grant schemes	C5) Support Parish Council and community group projects to reduce reliance on fossil fuels and move toward the zero-carbon target		Four tree-planting schemes were funded through the first round of the Zero Carbon Communities grant. Due to delays caused by Covid planting has been delayed in three of the four schemes and is expected to be completed by early next year. One project, (Cambourne) is completed.	
A34	Develop policies to double nature through planning policy - commission evidence to support the development of these			A comprehensive study of Green Infrastructure Opportunities in Greater Cambridge has been commissioned. The report is expected to be published as part of the Local Plan evidence base this autumn.	
A35	Support tree-planting through our Tree Warden Network			The Tree Warden Scheme is a national initiative co-ordinated by The Tree Council to enable people to play an active role in conserving and enhancing their local trees and woods. The Council is the registerd network co-ordinator for South Cambs for the scheme, providing training tailored to local needs and keeping parishes up-to-date on current tree issues. This work is ongoing.	