



Public Document Pack

Cambridge City Council

Environment Scrutiny Committee

Agenda

Scrutiny Committee Members: Councillors Herbert, Kerr, Kightley (Vice-Chair), Newbold, Pogonowski, Saunders, Tunnacliffe, Ward (Chair) and Znajek

A

Alternates: Councillors Marchant-Daisley, Shah and Wright

Executive Councillors:

Environmental and Waste Services, Councillor Pitt
Climate Change and Growth, Councillor Blair

Agenda despatched and placed on public deposit: Thursday 10th June 2010

Date: Tuesday, 22 June 2010

Time: 9.30 am

Venue: Committee Room 1 & 2 - Guildhall

Contact: Toni Birkin

Direct Dial: 01223 457086

1 Apologies

To receive any apologies for absence.

2 Declarations of Interest

Members are asked to declare at this stage any interests that they may have in an item shown on this agenda. If any member of the Committee is unsure whether or not they should declare an interest on a particular matter, they should seek advice from the Head of Legal Services **before** the meeting.

3 Minutes

To agree the minutes of the meeting of 16th March 2010 and the special meeting of 27th May 2010

(Pages 1 - 22)

4 Public Questions (See information at the end of the agenda)

Scrutiny Committee members will be invited to comment on the key decisions shown below. The relevant Executive Councillor will be present at the meeting and, following consideration by the committee, will make a decision taking into account the Committee's comments.

The non-key decisions have been referred to the committee for scrutiny before the Executive Councillor makes a decision.

Decisions for the Executive Councillor for Environmental and Waste Services

- 5 Key Decision - 2009/10 Revenue and Capital Outturn, Carry Forwards and Significant Variances**
Officer Contact: Chris Humphris Principal Accountant Tel. 01223 458141
(Pages 23 - 30)
- 6 Key Decision - Madingley Cycle Scheme**

Officer Contact: Clare Rankin, Cycling and Walking Development Officer, Tel. 01223 457108
(Pages 31 - 34)
- 7 Key Decision - Hackney Carriage and Private Hire Licensing Fees and Conditions**
Officer Contact: Christine Allison, Licensing Manager, Tel. 01223 457899
(Pages 35 - 42)
- 7a Cheaper fees for Greener Vehicles Fuel Types Appendix A (Pages 43 - 44)
- 7b Cheaper fees for Greener Vehicles Cars registered on or after 1 March 2001 (based on fuel type and CO2 emissions) Appendix B (Pages 45 - 46)
- 7c Cheaper fees for Greener Vehicles Graph Appendix C (Pages 47 - 48)
- 7d Plug-in Taxi London Trials Appendix D (Pages 49 - 50)
- 8 Key Decision - Use of Taxis for Shared Usage Agreed at Point of Departure**
Officer Contact: Christine Allison, Licensing Manager, Tel. 01223 457899
(Pages 51 - 56)
- 9 Key Decision - Bring Bank Recycling Scheme**
Larger print versions of Appendix A enclosed at rear of pack and will be available for the public at the meeting.

Officer Contact: Jen Robertson, Waste and Street Strategy Manager, Tel. 01223 457658
(Pages 57 - 64)

10 Non-Key Decision - Statutory Litter Duty - Zoning of The District

Officer Contact: Toni Ainley, Director of City Services, Tel. 01223 458201

(Pages 65 - 68)

Decisions for the Executive Councillor for Climate Change and Growth

11 Key Decision - 2009/10 Revenue and Capital Outturn, Carry Forwards and Significant Variances

Officer Contact: Chris Humphris, Principal Accountant (Services) Tel. 01223 458141

(Pages 69 - 82)

12 Key Decision - Procurement Approval Report for a Surface Water Management Plan for Cambridge and Milton

Officer Contact: Simon Bunn, Sustainable Urban Drainage Engineer, 01223 457193

(Pages 83 - 90)

13 Key Decision - Pro-active Conservation

Officer Contact: John Preston, Historic Environment Manager or Susan Smith, Senior Conservation and Design and Design Officer 01223 457160

(Pages 91 - 96)

14 Key Decision - Proposed City Council Public Art Commissioning Strategy

Public Art Commissioning Strategy (June 2010) **(TO BE CIRCULATED SEPARATELY TO THE MAIN AGENDA PAPERS)**

Officer Contact: Glen Richardson, Head of Joint Urban Design Team, Tel. 01223 457985

(Pages 97 - 100)

15 Key Decision - Programme Review Car Parks Infrastructure and Replacement Programme

Officer Contact: Paul Necus, Head of Parking, Tel. 01223 458510

(Pages 101 - 106)

15a Asset Replacement Programme (Pages 107 - Appendix 1 108)

Larger print versions of Appendix A enclosed at rear of pack and will be available for the public at the meeting.

16 Non-Key Decision - Charging Policy for Electric Vehicles on City Council Off-Street Car Parks

Officer Contact: Paul Necus, Head of Parking, Tel. 01223 458510

(Pages 109 - 112)

17 Key Decision - Sustainable City Capital Grants Programme

Review

Officer Contact: Simon Chubb, Sustainable City Manager & Climate Change Officer, Tel. 01223 457189

(Pages 113 - 126)

18 Non-Key Decision - Climate Change Fund Annual Status Report

Officer Contact: Simon Chubb, Sustainable City Manager & Climate Change Officer, Tel. 01223 457189

(Pages 127 - 152)

19 Non- Key Decision - Cambridge Environment Report 2009-10

Officer Contact: Simon Chubb, Sustainable City Manager & Climate Change Officer, Tel. 01223 457189

(Pages 153 - 184)

20 Grey (Waste) Water Recycling System at Mill Rd Depot

Officer Contact: Jonathon Church, Depot Supervisor, Tel. 01223 458555

(Pages 185 - 194)

Decisions by Executive Councillors

The following records of decisions are reported to the scrutiny committee.

21 Decisions by Executive Councillors - the following records of decisions are reported to the scrutiny committee.

21a	Voltage Optimisation Guildhall Trial	(Pages 195 - 206)
21b	1 Year Extension of Reverse Agency Agreement	(Pages 207 - 238)
21c	Tree Maintenance Framework Agreement 2010-14	(Pages 239 - 240)

Information for the public

The next scheduled meeting of the Scrutiny Committee is on 5th October 2010

Public attendance: You are welcome to attend this meeting as an observer, although it may be necessary to ask you to leave the room during the discussion of matters which are described as confidential.

Filming, photography and recording is not permitted at council meetings. Any request to do so must be put to the committee manager at least 24 hours before the start time of the relevant meeting.

Public Speaking: You can ask questions on an issue included on either agenda above, or on an issue which is within this committee's powers. Questions can only be asked during the slot on the agenda for this at the beginning of the meeting, not later on when an issue is under discussion by the committee. If you wish to ask a question related to an agenda item contact the committee officer (listed above under 'contact') before the meeting starts. If you wish to ask a question on a matter not included on this agenda, please contact the committee officer by 10.00am the working day before the meeting. Further details concerning the right to speak at committee can be obtained from the committee section.

Emergency Evacuation: In the event of a fire or other emergency you will hear a continuous ringing alarm. You should leave the building by the nearest exit and proceed to the assembly point in St Mary's Passage on the left hand side of Great St Mary's churchyard.

Do not attempt to use the lifts. Do not attempt to re enter the building until given the all clear by a member of the City Council Staff. City Council staff will provide assistance with leaving the building.

This page is intentionally left blank

**Executive Councillor Records of Decision and Environment Scrutiny
Committee Minutes of Environment Scrutiny Committee of the
16 March 2010**

9.30am to 11.25am

Present Councillors: Baker, Herbert, Kerr (as alternate) Kightley, Ward
(Chair) Wright and Zmura

Executive Councillors:

Executive Councillor for Environment and Waste Services: Cllr Pitt

Executive Councillor for Climate Change and Growth: Cllr Reid

Present Officers: Simon Payne - Director of Environment and Planning

David Roberts - Head of Policy & Projects

Glen Richardson - Head of Joint Urban Design Team

Joanna Gilbert - Wooldridge - Senior Planning Officer

Elizabeth Rolph - Principal Major Development Officer

John Preston - Historic Environment Manager

Clare Rankin - Cycling and Walking Development Officer

Guy Belcher – Nature Conservation Projects Officer

Toni Birkin – Committee Manager

FOR THE INFORMATION OF THE COUNCIL

10/ENV/18 Apologies

Apologies were received from Councillors Newbold and Upstone

10/ENV/19 Declarations of Interest

Councillor	Agenda Item	Interest
Kightley	6 & 7	Personal – Employed by NIAB
Reid	5	Personal – Member Cambridge Past, Present & Future
Wright	5	Personal – Member Cambridge Past, Present & Future
Ward	5	Personal- User of Marshall's Airport

--	--	--

10/ENV/20 Minutes

The minutes of the meeting on the 12th January 2010 were approved.

10/ENV/21 Public Question

Carolin Göhler - Chief Executive, Cambridge Past, Present & Future

In the report entitled 'Adoption of the Planning Obligations Strategy Supplementary Planning Document' it is stated on page 10 that "all references to strategic open space have been deleted as a result of concerns raised about the evidence base". Almost 33 months have elapsed since Planning Inspectors ruled that there was no clear evidence base and analysis to underpin planning policies in relation to strategic open space.

What steps have been taken by the City Council since June 2007 to rectify the lack of a compelling evidence base such that it would be legitimate to include strategic open spaces, both new and improvements to existing amenities, within the scope of the Planning Obligations Strategy SPD?

What assurances can be given that work on the eligibility of developer contributions towards the development and improvement of strategic open spaces that serve the existing and future residents of Cambridge, as well as visitors to the City and its environs, will be addressed as a priority?

When the Supplementary Planning Document is considered if, as expected, consideration of the educational elements are deferred until a later date, could consideration of strategic open spaces also be deferred so as to give more time for the City Council to rectify the lack of a compelling evidence base?

If this was agreed, Cambridge Past, Present & Future would be keen to contribute towards the preparation of a compelling argument demonstrating the key importance of strategic open spaces to current and future residents of Cambridge, including residents of the new developments planned for the expansion of the city.

Cllr Reid responded that this item would merit full consideration when the agenda item was discussed. Cllr Reid felt that there were three key issues:

- The provision of an evidence base to support the delivery of new Strategic Open Spaces for areas outside the City is not the role of the Cambridge City Council alone. This work needs to be undertaken on a County basis.
- The provision of large open spaces for our own fringe developments has been magnificent. An additional 579 hectares of open space has been secured through our Local Plan and Area Action Plan documents and not through guidance on planning applications. This is not the role of the new SPD.
- It could be argued that new developments and expansions to the City are putting an additional strain on existing open spaces. Providers of such spaces could provide an evidence base to support a request for S106 funding to mitigate the impact, which we could then consider subject to the wording of existing agreements.

Ms Göhler welcomed Cllr Reid's suggestion and asked for guidance to be provided on what evidence would be defensible if challenged. She suggested that the 2nd edition of the Green Infrastructure Strategy would provide a stronger lever to developers. She asked if the City could sign up to this in order to serve the City and the wider region.

Cllr Reid suggested that officers would be able to give advice on an evidence base. She further stated that the City would like to sign up to the 2nd edition of the Green Infrastructure Strategy but were unable to do so in its current form.

10/ENV/22 Change to Agenda

Under paragraph 4.2.1 of the Council Procedure Rules, the Chair used his discretion to alter the order of business. However, for ease of the reader, these minutes will follow the order of the agenda.

10/ENV/23 Key Decision – Planning Obligations Strategy Supplementary Planning Document (*Agenda Item 5*)

Matter for Decision:

There is a need to set out the Council's approach to planning

obligations that complies with government guidance. The production of a Planning Obligation Strategy in the form of a Supplementary Planning Document (POS SPD) is identified within the Council's approved Local Development Scheme. A draft POS SPD and accompanying Sustainability Appraisal (SA) was approved for consultation by Environment Scrutiny Committee on 20 March 2007. The draft POS SPD was subject to public consultation from 16 April to 29 May 2007.

The report summarised the representations received to the consultation and the main changes to the POS SPD. Appendix 1 includes summaries of all representations received and the responses to those representations. Appendix 2 includes a track-changed version of the revised POS SPD for adoption.

Decision of Exec Cllr for Climate Change & Growth:

- 1 Agreed the responses to the representations received (excluding the education section) to the draft POS SPD and SA (Appendix 1) and the consequential amendments to the POS SPD (Appendix 2) and SA (Appendix 4);
- 2 Agreed to adopt the POS SPD with immediate effect;
- 3 Agreed that the Education section in the 2004 Planning Obligations Strategy continues to apply until it is replaced by a revised section which will form part of the 2010 POS SPD;
- 4 Agreed the Open Space Standards – Guidance for Interpretation and Implementation 2010 (Appendix 6), which has been updated in line with the requirements set out in the POS SPD.

Reason for the Decision:

There is a need to set out the Council's approach to planning obligations that complies with government guidance. The production of a Planning Obligation Strategy in the form of the POS SPD is identified within the Council's approved Local Development Scheme. Since the adoption of the previous version of the Strategy in 2004, Central government issued guidance on planning obligations in the form of Circular 05/2005 and other advice and the City Council adopted the Local Plan in 2006.

Any alternative options considered and rejected:

N/A

Scrutiny Considerations:

The Senior Planning Officer introduced the report. She corrected two errors in the report. In Appendix three the reference to space for children and teenagers should state that this does not apply to one bedroom units. Section 3.25 of the main report should give the adoption date as today (16th March 2010). She further stated that the education issues remain unresolved and will be brought to this committee at a later date.

Cllr Herbert questioned the statement on page 34 of the report that '*we have in effect already achieved the provision of Strategic Open Spaces*'. He was concerned that this relates to development as yet not built and suggested that the issue of open spaces should be deferred. The Head of Policy & Projects explained that, while these sites are not currently completed, detailed planning has taken place and there is no reason to believe that they will not be delivered. Cllr Baker questioned the use of the word significant (P34, Section 3.3, line 17). It was agreed that it should read '*will be of no practical importance*'. Cllr Herbert also queried if Strategic Open Space could be treated like education – so that officers will bring the issue back to committee for inclusion in the SPD.

Cllr Wright was concerned that some areas of open space, although close to the City, were not accessible by public transport. Cllr Reid stated that this factor is taken into account and that priority is given to local provision that can become a part of residents' everyday life. Some areas which will be open to the public in future are being used for other purposes at present. The Director of Environment and Planning confirmed that there is a commitment to achieving open spaces through existing planning policies. Transport links are an integral part of the process. Strategic policies are in place to offer users choices, such as walking or public transport, to access open spaces. The Head of Policy and Projects stated that taking a different approach to open space and education is justified. There is considerable credible evidence to support our inclusive approach to education provision. Similar evidence or precedents do not exist for open spaces and it is not a City Council function to provide them on a County-wide basis.

Cllr Herbert asked for a further report to Scrutiny Committee on this issue at a later date. He will produce a brief for the sort of report he would like to see and members will consider it at the next meeting. Cllr Reid reminded the committee of how much open space had been achieved using existing measures. The City has achieved commitments to open space provision at levels higher than the standard which has been withdrawn from the SPD.

Cllr Shah asked for clarification on PCT threshold requirements. The officer explained that these will be agreed on a case by case basis.

The Scrutiny Committee considered and endorsed the recommendations in the report by 6 votes to 0.

The Executive Councillor for Climate Change & Growth approved the recommendations.

Conflicts of interest declared by the Executive Councillor (and any dispensations granted):

N/A

**10/ENV/24 Key Decision – Review of Joint Development Control
Committee (Cambridge Fringes) Terms of Reference
(Agenda item 6)**

Matter for Decision:

The Joint Development Control Committee (JDCC) was set up in 2007. It has the power delegated from Cambridge City Council, South Cambridgeshire District Council and Cambridgeshire County Councils (the Councils) to exercise development control functions on major developments within Cambridge East, Cambridge Northern Fringe East, North West Cambridge and Cambridge Southern Fringe, as set out in the Terms of Reference.

A review of the boundaries is being undertaken following the adoption of South Cambridgeshire District Council's Site Specific Development Plan Document (DPD), which allocates additional land for housing and associated uses on NIAB 2 (or NIAB extra). Other minor amendments to the terms of reference are proposed for clarification.

South Cambridgeshire District Council and Cambridgeshire County Council will be considering similar reports at their respective Cabinet and Full Council

meetings in March and April. The terms of reference will come into effect when all three Councils have agreed them.

Decision of Exec Cllr for Climate Change & Growth:

- 1 Recommends that Full Council approve the amended Terms of Reference for the Joint Development Control Committee as included in Appendix A.
- 2 Agreed that the Terms of Reference for the Joint Development Control Committee are kept under review and any proposals for revision brought back to Environment Scrutiny Committee when appropriate.

Reason for the Decision:

As set out in the report.

Any alternative options considered and rejected:

N/A

Scrutiny Considerations:

The Principal Major Development Officer introduced the report.

The Scrutiny Committee considered and endorsed the recommendations in the report unanimously.

The Executive Councillor for Climate Change & Growth approved the recommendations.

Conflicts of interest declared by the Executive Councillor (and any dispensations granted):

N/A

10/ENV/25 Key Decision – Pro-Active Conservation (*Agenda Item 7*)

Matter for Decision:

The report reviews 2009-10 work on the Pro-active Conservation programme started in 2008-9, together with related unprogrammed projects. The Executive

Councillor was asked agreement on future strategy. Progress in 2009-10 has been constrained by external factors. Approval is sought to carry forward unspent funds from 2009-10 into the 2010-11 financial year.

Decision of Exec Cllr for Climate Change & Growth:

The Executive Councillor approved:

- 1 The carrying forward into 2010-11 of unallocated funding from 2009-10;
- 2 The completion of Appraisal coverage of designated Conservation Areas through Appraisals of the Castle area, Riverside, New Town and Glisson Road
- 3 The bringing forward of a detailed programme for 2010-11 to the Committee for approval in July 2010.

Reason for the Decision:

Funding of £30,000 per year for pro-active conservation work has been agreed for each of the financial years 2008-9, 2009-10, and 2010-11.

It was noted (report to Environment Scrutiny Committee, 8 April 2008) that: "4.2.....In using the new resources to develop proactive conservation a variety of matters might be targeted: a. Review existing Conservation Area boundaries. b. Designation of new Conservation Areas. c. Prepare Conservation Area Management Plans. d. Rapid appraisal of sensitive areas subject to change. e. Buildings of Local Interest. f. Protection of buildings at risk. g. Building Conservation Plans", and also that " 6.2 The budget figures for each subject area are initial estimates and there may be a need for some reallocation between them as they are refined.

Any alternative options considered and rejected:

N/A

Scrutiny Considerations:

The Historic Environment Manager introduced the report and members praised the detailed work that has been undertaken.

The officer highlighted a lack of maintenance funding for the Holy Trinity War Memorial and asked members if they had any contacts who might be willing to

contribute. Members felt it would be a great shame if the work completed to-date was lost due to a lack of a contingency fund to deal with vandalism and graffiti. Other funding options will be investigated.

Members questioned the carry forward requested and the officer explained how the three-year funding programme was being spent. Future priorities were discussed and members highlighted area where they would like to see appraisals completed. Cllr Reid suggested that members contact the officer or the Chair to suggest areas they would like included. She suggested that this could include unconventional areas such as artisan building as suggested by Cllr Wright.

The officer stated that he would welcome suggestions. Previously projects had been suggested by the general public and this had resulted in a patchy approach. There is a need for an overview of the City

The Scrutiny Committee considered and endorsed the recommendations in the report unanimously.

The Executive Councillor for Climate Change & Growth approved the recommendations.

Conflicts of interest declared by the Executive Councillor (and any dispensations granted):
N/A

10/ENV/26 Non Key Decision – Madingley Road Cycleway Scheme
(Agenda Item 8)

Matter for Decision:

The Madingley Road project is part of the Cycle Cambridge programme and aims to improve the existing poor provision for cyclists along Madingley Road. This corridor has been identified as a priority for funding from the Joint Funded Capital Cycleways budget and so it is proposed that up to £150,000 from the 2009/10 budget is put towards this project in addition to the £400,000 from the Western Area Corridor Transport Plan.

Decision of Exec Cllr for Climate Change & Growth:

The Executive Councillor noted the details of the Madingley Road project as set out in this report at paragraph 3.3, and to agreed the principle of a contribution of £150,000 towards the project subject to detailed costings and subject to the County Council's agreement to operate the City Council's tree protocol in regard to this scheme.

Reason for the Decision:

Madingley Road is an important radial route for cyclists and was identified as one of the radial routes which should be improved at the November 2002 Cambridge Environment and Transport Area Joint Committee as part of the Joint-funded Cycleways programme. This project could not subsequently be progressed due to issues with potential bus priority schemes on Madingley Road and implications arising from the Transport Innovation Fund proposals for the north western quadrant of the City. Cambridgeshire County Council have now decided that a bus priority scheme will not be pursued further east along Madingley Road and that the proposed cycle improvement scheme should not affect any future works undertaken as part of the Transport Innovation Fund.

Any alternative options considered and rejected:

As per report.

Scrutiny Considerations:

The Cycling and Walking Development Officer introduced the report and reminded members that the decision to be made at this stage is to agree the City Council's share of the funding. More detailed reports on the project will come to committee at a later date.

Members questioned the funding. The current funding arrangements come to an end next year and a new agreement has not yet been agreed. However, a draft list of future projects is available. The Chair asked if all members of the committee and the Cycle Steering Group could be sent a copy of this list.

Members had concerns about the trees near Churchill College. Further consultation will take place before a decision is made on the trees. If they remain in place the cycle path will be very narrow at this point.

Cllr Reid suggested that the decision should confirm that the tree protocol will apply as she would not be willing to commit funding unless this was agreed. Members supported this suggestion.

The Scrutiny Committee considered and endorsed the amended recommendations unanimously.

The Executive Councillor for Climate Change & Growth approved the recommendations.

Conflicts of interest declared by the Executive Councillor (and any dispensations granted):

N/A

10/ENV/27 Non Key Decision - Swift Tower Artwork Commission
(Agenda item 9)

Matter for Decision:

Cambridge City Council wish to commission a 'Swift Tower' to be located on Logan's Meadow Local Nature Reserve (LNR) extension (known as "Pye Fen"). The 'Tower' will provide a key point of interest in the new natural green space and will be visible from the Riverside cycle bridge, which will provide an elevated viewing station of the proposed tower and new part of the reserve allowing a unique eye level view of swifts entering the boxes.

The Executive Councillor is asked to approve the Capital Project and Procurement Report and S106 Public Art Initiative funding of £20,000 towards a Swift 'Tower' artwork commission at Pye Fen Local Nature Reserve. The total capital cost of the project is £35,000, proposed to be funded through the S106 Public Art Initiative and the Improve your Neighbourhood (IYN) Scheme bid for Logan's Meadow LNR extension (to also be presented at the Environment Scrutiny Committee of March 16, 2010). Any on-going revenue costs will be funded from the Local Nature Reserve revenue budget.

Decision of Exec Cllr for Climate Change & Growth:

The Executive Councillor approved the Capital Project Appraisal and Procurement Report and the S106 Public Art Initiative funding of £20,000

Towards a Swift 'Tower' Artwork Commission at Pye Fen Local Nature Reserve.

Reason for the Decision:

In June 2009 a public and stakeholder consultation was held, outlining the broad scope of the project to designate Pye Fen as a Local Nature Reserve. A landscape masterplan was presented, which included the aspiration to commission an artist to design a swift tower for the site (the masterplan was attached as Appendix 3 of the report). This was met with support and encouragement. A summary of responses from the public consultation is attached as Appendix 4 of the report.

Any alternative options considered and rejected:

N/A

Scrutiny Considerations:

The Head of Joint Urban Design Team introduced the report and made minor corrections to the text of the report. On page 458 the first item in the comments column the words '*and stage 2*' are to be inserted after '*Stage 1*'.

Cllr Kerr praised the project and members agreed it would enhance the area. Cllr Herbert was concerned that the tower should be visually pleasing. Use of a national designer had been considered but rejected as an unnecessary expense. However, members were assured that the end design will be attractive.

Cllr Reid suggested that extracts of the Public Art Panel minutes would be useful when considering this type of project in future.

The Scrutiny Committee considered and endorsed the recommendations unanimously.

The Executive Councillor for Climate Change & Growth approved the recommendations.

Conflicts of interest declared by the Executive Councillor (and any dispensations granted):

N/A

10/ENV/28 Non Key Decision - Logan's Meadow LNR Extension
(Agenda item 10)

Matter for Decision:

The extension to Logans Meadow LNR is a key, strategic project delivering ecological benefits along the river corridor and increasing the level of natural greenspace available to visitors and residents.

The project will provide new wetland habitats, viewed from the Riverside cycle bridge, and a circular footpath to the existing area of the reserve.

The project also contributes to the proposed installation of an iconic swift tower and public art feature to celebrate the biodiversity of Cambridge.

It is envisaged that this project will continue to include local people in the design and ongoing management of the site and help to promote the value of biodiversity within the City.

Decision of Exec Cllr for Climate Change & Growth:

Approved the project appraisal and release of S106 monies (identified through the Improve Your Neighbourhood scheme) to deliver the new LNR habitat and access enhancements and provide a contribution towards the Swift Tower public art feature.

Reason for the Decision:

The Project Appraisal and site wide plan show the details of the proposed works. Public consultation undertaken in June 2009 was met with a favourable response.

This project reinforces the connectivity of wildlife sites along the River Cam. New habitats will assist species to adapt and disperse in response to climate change.

Any alternative options considered and rejected:

The figures stated are based on the Environment Agency's requirement to provide sufficient flood modelling of the proposed watercourses. The exact

nature of this modelling and subsequent extent of earthworks and spoil removal is still being agreed. Therefore the figures for earthworks are a maximum acceptable cost based on quotes for a similar scheme at Byron's Pool LNR. It should be noted that the exact areas of different habitats (reedbed, open water etc) will therefore need to be established as part of a continual design process.

Scrutiny Considerations:

The Nature Conservation Projects Officer introduced the report. Members supported the project. Cycle access and parking was discussed. Cllr Wright expressed the hope that residents of the Abbey Area could be involved in the project.

The Scrutiny Committee considered and endorsed the recommendations unanimously.

The Executive Councillor for Climate Change & Growth approved the recommendations.

Conflicts of interest declared by the Executive Councillor (and any dispensations granted):

N/A

10/ENV/29 Non Key Decision - Coldhams Common Local Nature Reserve (Agenda item 11)

Matter for Decision:

Cambridge City Council is committed to protecting and enhancing biodiversity as detailed in the adopted 2006 Nature Conservation Strategy.

Following the designation of part of Coldhams Common as a Local Nature reserve (LNR) this proposed project will deliver site enhancements for users and ecological benefits.

It is envisaged that this project will continue to include local people in the design and ongoing management of the site and help to promote the value of biodiversity within the City.

Decision of Exec Cllr for Climate Change & Growth:

Approved the project appraisal and release of S106 monies (identified through the Improve Your Neighbourhood scheme) to deliver the new LNR habitat and access enhancements.

Reason for the Decision:

The eastern end of Coldhams Common has a valuable mosaic of grassland, scrub and brookside habitats. The location next to the existing Barnwell LNRs and Coldhams Brook means that enhanced management will benefit a wide area and mix of habitats. Grazing no longer occurs on the site due to lack of infrastructure and this project proposes to reinstate grazing as a key habitat management tool.

New entrances and on site information will raise the profile of the site, improve safety / DDA access and explain the importance of the habitats, wildlife to be seen and links to the Cherry Hinton Brook corridor and wider countryside.

The Project Appraisal and site wide plan show the details of the proposed works, including linking of the eastern end to the areas of the common currently available for grazing. This would enable cattle to be moved between compartments, without the need to transport by road.

The public consultation undertaken in June 2009 was met with a favourable response.

Any alternative options considered and rejected:

N/A

Scrutiny Considerations:

The Nature Conservation Projects Officer introduced the report. Members expressed support for the project. Concerns of dog walkers were agreed to be unfounded.

The Scrutiny Committee considered and endorsed the recommendations in the report unanimously.

The Executive Councillor for Climate Change & Growth approved the recommendations.

Conflicts of interest declared by the Executive Councillor (and any dispensations granted):

N/A

10/ENV/30 Non Key Decision - Future of Development Plan Steering Group (Agenda item 12)

Matter for Decision:

The Development Plan Steering Group (DPSG) is a working party of Environment Scrutiny Committee. However, over recent years its brief has widened and it is now considered appropriate that the Scrutiny Committee and the Executive Councillor for Climate Change & Growth consider the status of the DPSG and agree to any changes required to incorporate in the Constitution.

Decision of Exec Cllr for Climate Change & Growth:

- 1 Agreed that a Development Plan Scrutiny Sub-Committee of six members be appointed from the 2010/11 Municipal Year.

- 2 Agreed the Terms of Reference for the Scrutiny Sub-Committee as set out in paragraph 4.3

Reason for the Decision:

Over recent years, the executive decisions required concerning the planning policy framework have increased in number and spread throughout the year, both because of legislative changes to planning policy and the growth issues specific to this authority. The Environment Scrutiny Committee meets four times a year currently in June, October, January and March. This annual cycle does not fit with the requirement for decision making throughout the year and consequently the DPSG has enabled the business of Executive decision making to carry on within a format allowing prior consideration by a Member working group. Although the way in which the decision making and the role of Members functions adequately, there is a risk that the working group could act outside of the current remit. It is also the case that these arrangements are out

of step with the Council's conventions on the Executive/Scrutiny split and decision making.

Any alternative options considered and rejected:

N/A

Scrutiny Considerations:

The Head of Policy & Projects introduced the report. Members were concerned at the duplication of paperwork and ways to avoid this while still ensuring that members had all the information to make a decision were discussed. Cllr Herbert had concerns about the clarity of who is making the decisions. The Director of Environment and Planning suggested reviewing the work plan and the clarity of roles.

Cllr Reid spoke of the benefits of keeping the sub committee small as the role was demanding and reflective.

Cllr Wright was concerned that members who are not part of a group would not be allocated places on this committee. Cllr Reid assured her that although she could not vote, she was welcome to request the agenda, attend the meeting and take part in the debate. Decisions tend to be made by consensus.

The Scrutiny Committee considered and endorsed the recommendations in the report by a vote of 6 to 0.

The Executive Councillor for Climate Change & Growth approved the recommendations.

Conflicts of interest declared by the Executive Councillor (and any dispensations granted):

N/A

The meeting ended at 11.25am

CHAIR

ENVIRONMENT SCRUTINY COMMITTEE

27 May 2010
1.08 - 1.09 pm

Present: Councillors Ward (Chair), Shah (Vice-Chair), Herbert, Kightley, Newbold, Wright and Zmura

Executive Councillors:

Executive Councillor for Environmental and Waste Services: Cllr Pitt
Executive Councillor for Climate Change and Growth: Cllr Blair

FOR THE INFORMATION OF THE COUNCIL

10/31/ENV Appointment of Development Plan Scrutiny Sub-Committee

Resolved to appoint

Development Plan Scrutiny Sub-Committee:

Cllrs: Ward, Znajek, Saunders, Tunnacliffe, Herbert, Pogonowski
Alternates: Dryden, Nimmo-Smith, Wright

Chair: Cllr Ward

Vice Chair: Cllr Znajek

10/32/ENV Appointments to outside bodies

The Executive Councillor for Climate Change and Growth and the Executive Councillor for Environmental and Waste Services approved the nominations as follows:

Addenbrookes/City Council/South Cambridgeshire DC Joint Working Group (3)

Cllrs Blair, Al Bander, Dryden

Joint Transport Forum (3+2)

Cllrs Blair, Ward, Herbert

Alternates: Zmura, Newbold

Car Club Steering Group (3)

Cllrs Smart, Blair, Walker

City Ranger Steering Group (2)

Cllrs: Dryden, Ward

Members Cycling Steering Group (6+1)

Cllrs: Nimmo-Smith, Taylor, Al Bander, Rosenstiel, Todd-Jones, Wright
Alternates: TBC

Public and Community Transport Forum (1+1)

Cllr Blair

Alternate: TBC

Environmental Sustainability Partnership (1)

Cllr Blair (Opposition Spokes: Cllr Herbert)

Recycling in Cambridge and Peterborough (RECAP) (1)

Cllr Pitt

Gypsy and Travellers Working Group

Cllrs: Smart, Znajek, Blair, Swanson, Newbold

Cambridgeshire Councils Association Waste Forum (1)

Cllr Pitt

Cambridgeshire Regional Spatial Strategy Review Panel (3+2)

Cllrs: Blair, Ward, Herbert

Alternates: Reid, Newbold

Public and Community Transport Steering Group (6)

Cllrs: Ward, Swanson, Brown, Hart, Pogonowski + 1LD

Joint Transport and Planning Lead Member Group (1)

Cllr Blair

Cycling Champion

Cllr: Nimmo-Smith

Design Champion

Cllr: Stuart

Historic Environment Champion

Cllr: Tunnacliffe

The meeting ended at 1.09 pm

CHAIR

This page is intentionally left blank



To Executive Councillor for Environmental and Waste Services
Councillor Mike Pitt
Report by Director of Environment & Planning, Director of City Services,
Director of Finance
Relevant Scrutiny Committee Environment 22 June 2010

2009/10 Revenue and Capital Outturn, Carry Forwards and Significant Variances

Not a Key Decision

1. Executive summary

1.1 This report presents a summary of the 2009/10 outturn position (actual income and expenditure) for services within the Environmental & Waste Services portfolio, compared to the final budget for the year. The position for revenue and capital is reported and variances from budgets are highlighted, together with explanations. Requests to carry forward funding arising from certain budget underspends into 2010/11 are identified.

2. Recommendations

The Executive Councillor is recommended:

- a) To agree which of the carry forward requests, totalling £1,930 as detailed in Appendix C, are to be recommended to Council for approval.
- b) To seek approval from Council to carry forward capital resources to fund rephased capital spending of £150,000 from 2009/10 into 2010/11 as detailed in Appendix D.

3. Background

Revenue Outturn

3.1 The outturn position for the Environmental & Waste Services portfolio, compared to the final revenue budget, is presented in detail in Appendix A.

- 3.2 Appendix B to this report provides explanations of the main variances.
- 3.3 Appendix C sets out the final list of items, for this service portfolio, for which approval is sought to carry forward unspent budget from 2009/10 to the next financial year, 2010/11.
- 3.4 The overall revenue budget outturn position for the Environmental & Waste Services portfolio is set out in the table below:

Environmental Services 2009/10 Revenue Summary	£
Final Budget	6,653,860
Outturn	6,560,526
Net Variation – (under) / overspend for the year	(93,334)
Carry Forward Requests	1,930
Net Variance	(91,404)

The net variance represents 1.4% of the overall portfolio budget for 2009/10

Capital Outturn

- 3.5 Appendix D shows the outturn position for schemes and programmes within the Environmental & Waste Services portfolio, with explanations of variances.
- 3.6 An overall underspend of £160,000 has arisen. £150,000 is due to slippage and rephasing of the capital programme is required to transfer the budget into 2010/11. The remaining variance of £10,000 is a result of slight underspends on two completed projects.

4. Implications

- 4.1 The net variance from final budget, after approvals to carry forward £1,930 budget from 2009/10 to the next financial year, 2010/11, would result in a reduced use of General Fund reserves of £91,404.
- 4.2 In relation to anticipated requests to carry forward revenue budgets into 2010/11 the decisions made may have a number of implications. A decision not to approve a carry forward request will impact on officers' ability to deliver the service or scheme in question and this could have staffing, equal opportunities, environmental and/or community safety implications.

5. Background papers

These background papers were used in the preparation of this report:

- Closedown working files 2009/10
- Directors variance explanations – March 2010
- Capital Monitoring Report – March 2010
- Budgetary control reports to 31 March 2010

6. Appendices

- Appendix A - Revenue Budget 2009/10 - Outturn
- Appendix B - Revenue Budget 2009/10 - Major Variances from Final Revenue Budgets
- Appendix C - Revenue Budget 2009/10 - Carry Forward Requests
- Appendix D - Capital Budget 2009/10 - Outturn

7. Inspection of papers

To inspect the background papers or if you have a query on the report please contact:

Author's Name: Karen Whyatt; Steve Maxwell
Author's Phone Number: Telephone: 01223 – 458145; 01223 – 458240
Author's Email: karen.whyatt@cambridge.gov.uk;
steve.maxwell@cambridge.gov.uk

O:\accounts\Committee Reports & Papers\Environment Scrutiny\2010 June\Draft\Env and Waste Servs\Environment (E&WS) Outturn report - Draft - June 2010.doc

Environmental & Waste Services Portfolio / Environment Scrutiny Committee

Revenue Budget - 2009/10 Outturn

Service Grouping	Original Budget £	Final Budget £	Outturn £	Variation Increase / (Decrease) £	Carry Forward Requests - see Appendix C £	Net Variance £
Environment & Planning - Street Services						
Conveniences	565,710	659,450	659,445	(5)	0	(5)
Street Cleansing	1,776,690	1,773,720	1,774,652	932	0	932
City Ranger	310,320	310,320	310,320	0	0	0
Public Realm Enforcement Officer	147,240	167,240	167,240	0	0	0
	2,799,960	2,910,730	2,911,657	927	0	927
Environment & Planning - Environmental Services						
Control of Disease	168,460	156,690	156,893	203	0	203
Control of Air Pollution	205,680	0	0	0	0	0
Control of Dogs	142,950	123,770	112,873	(10,897)	0	(10,897)
Control of Pollution	362,350	0	0	0	0	0
Environmental Protection	0	475,700	470,314	(5,386)	0	(5,386)
Out of Hours	135,410	129,910	134,910	5,000	0	5,000
Scientific Team	132,520	217,260	209,985	(7,275)	0	(7,275)
Liquor Licensing	46,970	12,680	5,748	(6,932)	0	(6,932)
Gambling Act	11,710	2,490	3,024	534	0	534
Miscellaneous Licensing - Env	0	4,330	3,914	(416)	0	(416)
Taxi Licensing	0	0	0	0	0	0
	1,206,050	1,122,830	1,097,661	(25,169)	0	(25,169)
Environment & Planning - Waste Management Services						
Recycling	1,714,090	1,662,270	1,661,050	(1,220)	1,930	710
Recycling - Publicity	24,240	0	0	0	0	0
Waste Strategy						
- Abandoned Vehicles	52,620	52,620	51,301	(1,319)	0	(1,319)
- Domestic Refuse	1,018,690	1,018,690	925,511	(93,179)	0	(93,179)
- Commercial Waste	(282,930)	-282,930	(257,229)	25,701	0	25,701
- Other	161,180	169,650	170,575	925	0	925
	2,687,890	2,620,300	2,551,208	(69,092)	1,930	(67,162)
Total Net Budget	6,693,900	6,653,860	6,560,526	(93,334)	1,930	(91,404)

Changes between original and final budgets may be made to reflect:

- portfolio and departmental restructuring
- approved budget carry forwards from the previous financial year
- technical adjustments, including changes to the capital accounting regime
- virements approved under the Council's constitution
- additional external revenue funding not originally budgeted for

and are detailed and approved:

- in the June committee cycle (outturn reporting and carry forward requests)
- in September (as part of the Medium Term Strategy (MTS))
- in the November committee cycle (revised budgets)
- in the January committee cycle (as part of the budget setting report)
- and via technical adjustments/virements throughout the year

Environmental & Waste Services Portfolio / Environment Scrutiny Committee

Revenue Budget 2009/10 - Major Variances
from Final Revenue Budgets

Service Grouping	Reason for Variance	Amount £	Contact
Waste Strategy	<p>Environment & Planning - Waste Management Services</p> <p>The economic downturn has significantly affected the income into trade waste, despite considerable efficiency gains the expected return was underachieved by £25,701. Savings were made in domestic waste in relation to employee costs and indirect costs resulting in an underspend of £93,179.</p>	(67,872)	Jen Robertson/ Michael Parsons

**Environmental & Waste Services Portfolio / Environment Scrutiny
Committee**

Revenue Budget 2009/10 - Carry Forward Requests

Request to Carry Forward Budgets from 2009/10 into 2010/11

Item		Final Request £	Contact
1	<p>Environment & Planning - Waste Management Services</p> <p>A carry forward of the balance of unspent battery recycling grant received from the County Council to fund the last empty of this system in 10/11.</p>	1,930	Rebecca Weymouth-Wood
	<p>Total Carry Forward Requests for Environmental & Waste Services Portfolio / Environment Scrutiny Committee</p>	1,930	

Environmental & Waste Services Portfolio / Environment Scrutiny Committee

Capital Budget 2009/10 - Outturn

Capital Ref	Description	Contact	Original Budget £000	Final Budget 2009/10 £000	Outturn £000	Variance £000	Rephase £000	Over / (Under) Spend £000	Comments
PR016	Public Conveniences	B Kerry	522	262	153	(109)	109	0	In 2009/10 a further £35k was agreed for the installation of coin boxes at Drummer Street toilets. The contract for installation was awarded in April 2010. The completion of Romsey Rec. changing rooms will be completed May 2010. The variance for 2009/10 will need to be rephased.
SC387	Purchase of Refuse Collection Vehicle for Flats	M Parsons	0	140	137	(3)	0	(3)	Project completed
SC388	Street Litter Recycling	B Kerry	0	7	7	0	0	0	Project completed
SC423	Recycling Bins for Flats	J Robertson	105	70	29	(41)	41	0	Project appraisal approved by ESC on 23/6/09. Spend of £29,000 has been made and the remainder needs to be rephased for work to continue in 10/11
SC424	Wheellie Bins for Dry Recycling Scheme	J Robertson	694	700	693	(7)	0	(7)	Project completed
Total for Environmental & Waste Services			1321	1179	1019	(160)	150	(10)	

Changes between original and final budgets may be made to reflect:

- rephased capital spend from the previous financial year
- rephased capital spend into future financial periods
- approval of new capital programmes and projects

and are detailed and approved:

- in the June committee cycle (outturn reporting and carry forward requests)
- in September (as part of the Medium Term Strategy (MTS))
- in the January committee cycle (as part of the budget setting report)

This page is intentionally left blank



To: Executive Councillor for Climate Change and Growth
Report by: Simon Payne
Relevant scrutiny committee: Environment Scrutiny Committee 22/6/2010
Wards affected: From Newnham to Castle

MADINGLEY ROAD CYCLE IMPROVEMENTS

1. Executive summary

The Madingley Road project is part of the Cycle Cambridge programme and aims to improve the existing poor provision for cyclists along Madingley Road. This corridor has been identified as a priority for funding from the Joint Funded Capital Cycleways budget and so it is proposed that £150,000 from the 2009/10 budget is put towards this project in addition to the £250,000 from the Western Area Corridor Transport Plan.

2. Recommendations

The Executive Councillor is recommended:

To note the details of the Madingley Road project as set out in this report at paragraph 3.3, and to agree to a contribution of £150,000 towards the project.

3. Background

3.1 Madingley Road is an important radial route for cyclists and was identified as one of the radial routes which should be improved at the November 2002 Cambridge Environment and Transport Area Joint Committee as part of the Joint-funded Cycleways programme. This project could not subsequently be progressed due to issues with potential bus priority schemes on Madingley Road and implications arising from the Transport Innovation Fund proposals for the northwestern quadrant of the City. Cambridgeshire County Council have now decided that a bus priority scheme will not be pursued further east along Madingley Road and that the proposed cycle improvement scheme should not affect any future works undertaken as part of the Transport Innovation Fund.

- 3.2 Cambridge was granted 'Cycle Demonstration Town' status in 2008 and links to villages and new growth areas were part of the bid. As Madingley Road is a route out to the West Cambridge site, Madingley and Hardwick, and will be an important link to the North West Cambridge site, this project was included in the Cycle Cambridge Programme.
- 3.3 The existing provision for cyclists along Madingley Road is very narrow, poorly surfaced shared paths on each side of the road with no continuity or provision at side roads. The proposals consulted on included a continuous on-road cycle lane for out-bound cyclists along the length of Madingley Road from the junction with Lady Margaret Road to the Park & Ride site, and the widening to 3 metres of the existing off-road provision for in-bound cyclists. This off-road provision would also include priority over side roads where visibility permits. The layout plans used for the consultation will be available at the meeting.
- 3.4 Public consultation on these initial proposals was undertaken by the County Council in January/February this year, with an exhibition at the Madingley Road P&R and at the central library. Around 300 leaflets were distributed on Madingley Road and surrounding side streets of which 137 were returned. Of these 91 were in favour with 7 against and 39 giving no opinion. The few comments made on the scheme related to a dislike of shared paths, a desire to see better signage of shared paths, and a wish to see the improvements extended further west.
- 3.5 The previous report stated that there was £400,000 funding available from the Western Corridor Area Transport Plan. This was an error made by the County Council as only £250,000 is available and the initial figure included the Joint Funded Cycleways Capital budget. Updated estimate costs indicate that the off road improvements, mainly on the in-bound side, will cost £395,000 and so the out-bound on-road cycle lanes may have to be white lines only rather than coloured in red if no additional Cycling England funding becomes available.
- 3.6 As part of the scheme it is proposed to remove and replace trees on the highway in front of Churchill College grounds in order to widen the path. Consultation will be undertaken with local members, residents and arboricultural officers in accordance with the City's Tree Protocol. The process for the determination of any objections will shortly be agreed for trees on the highway.

- 3.7 Implementation of the works will be undertaken by Cambridgeshire County Council's current contractor. This contractor was procured by the County Council following a competitive tender in compliance with the County Council's regulations.
- 3.8 Works are planned to begin in Autumn 2010 and the target completion date is March 2011.

4. Implications

- 4.1 Financial Implications: £250,000 will be funded from the Western Corridor Area Transport Plan and it is proposed that £150,000 be funded from the Joint-funded Capital Cycleways budget (to which the County Council contributes £50,000 and the City Council £100,000 per year).
- 4.2 Staffing Implications: the project will be managed by Cambridgeshire County Council.
- 4.3 Equal Opportunities Implications: a wider shared path on the northern side of Madingley Road will allow pedestrians and cyclists to pass each other with ease and so reduce conflict, which is particularly important for more vulnerable users such as those who are visually impaired.
- 4.4 Environmental Implications: the removal of some trees and vegetation is likely to be necessary to provide a wider shared path. Arboricultural officers have indicated that some of the trees may be at the end of their life anyway, but as outlined in paragraph 3.4, further consultation on this issue will be undertaken.
- 4.5 Community Safety Implications: there are no direct implications.

5. Background Papers

These background papers were used in the preparation of this report:

Cambridge – Cycling Town update report – Cambridge Environment and Traffic Management Area Joint Committee January 25th 2010.

6. Inspection of papers

To inspect the consultation plans or if you have a query on the report please contact:

Author's Name: Clare Rankin
Author's Phone Number: 01223 - 457108
Author's Email: clare.rankin@cambridge.gov.uk



To: Executive Councillor for Environmental and Waste Services
Report by: Jas Lally - Head of Environmental Services
Relevant scrutiny committee: Environment Scrutiny Committee 22/6/2010
Wards affected: All Wards

Hackney Carriage and Private Hire Licensing Fees and Conditions Key Decision

1. Executive summary

- 1.1 The Council is committed to promoting Cambridge as a sustainable city, particularly in relation to reducing carbon dioxide emissions and the amount of waste going into landfill in the City and sub-region. The Council is also committed to maintaining a healthy, safe and enjoyable city for all.
- 1.2 A key action for Environmental Services for 2010/2011 is to consider introducing a 'taxi' licensing fee related to CO₂ emissions.
- 1.3 This report proposes that the current fee structure for licensed vehicles is revised by introducing a sliding scale which relates to carbon emission levels of vehicles.
- 1.4 If proprietors of licensed vehicles are encouraged to contribute towards an improvement in air quality by running lower emission licensed vehicles and this policy is implemented successfully then when licensees replace their current vehicles they may choose to purchase ones in a lower emissions band. Therefore, if the current fleet of 500 vehicles all moved up one emission band, then based on vehicles traveling an estimated 50,000 km per year, we would save 10g x 500 x 50,000 = 250,000,000 g or 250,000 kg CO₂ annually. To put this into context, in 2005 the average carbon footprint for a Cambridge City resident was estimated to be 6.2 metric tons and so any significant reduction in taxi emissions would offset this figure.

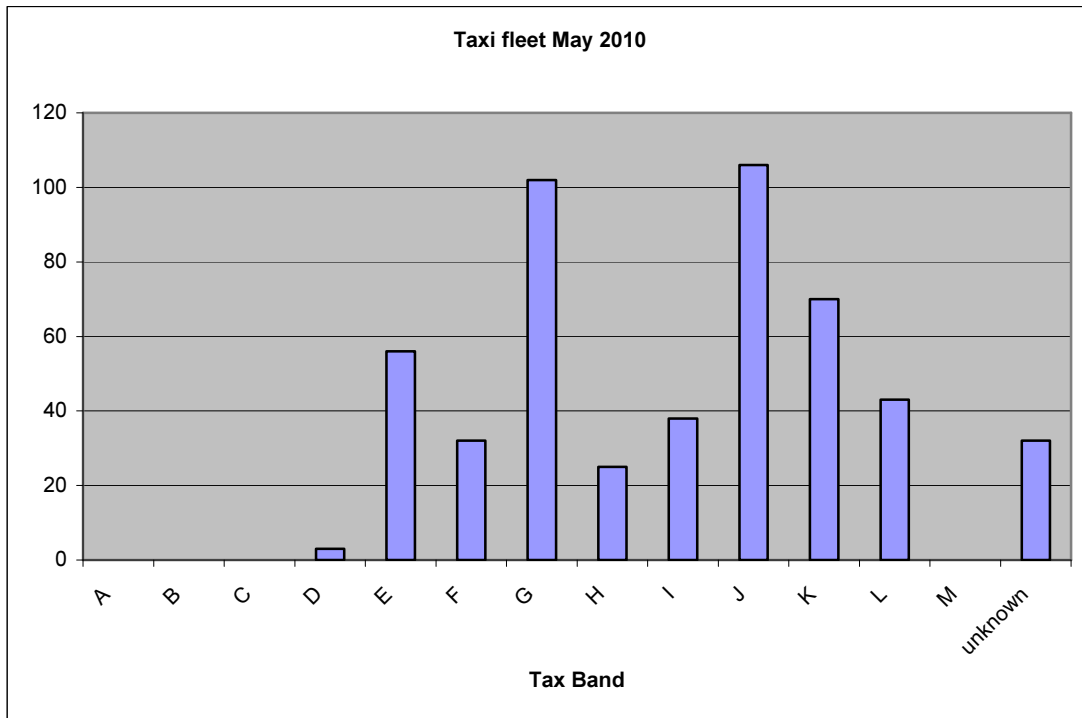
2. Recommendations

- 2.1 The Executive Councillor is recommended to:
 - 2.1.1 agree to the principle of amending the current fee structure by creating a fee banding system based on vehicle carbon dioxide emission levels and to request that following consultation with the taxi trade the October Licensing Committee sets the new Licensing fees. The new fees would then be advertised and implemented by January 2011

- 2.1.2 instruct officers to consult with the 'taxi' trade and the public on the suggested measures
- 2.1.3 recommend to Licensing committee that they consider retaining an upper age limit for licensed vehicles to ensure that emissions of the air pollutants, Nitrogen Dioxide and Particulate Matter are lowered with time

3. Background

- 3.1 Best Practice Guidance from the Department for Transport (Para 32) states that 'Local licensing authorities may wish to note that a review carried out by the National Society for Cleaner Air in 2005 found that taxis were more likely than other vehicles to fail an emissions test. This finding, perhaps suggests that emissions testing should be carried out on ad hoc basis and more frequently than the full vehicle test'.
- 3.2 Para 39 continues 'Local licensing authorities, in discussion with those responsible for environmental health issues, will wish to consider how far their vehicle licensing policies can and should support any local environmental policies that the local authority may have adopted. This will be of particular importance in designated Air Quality Management Areas (AQMAs), Local authorities may, for example, wish to consider setting vehicle emissions standards for taxis and PHVs. However, local authorities would need to carefully and thoroughly assess the impact of introducing such a policy; for example, the effect on the supply of taxis and PHVs in the area would be an important consideration in deciding the standards, if any, to be set. They should also bear in mind the need to ensure that the benefits of any policies outweigh the costs (in whatever form)'.
- 3.3 An AQMA is an area identified by Local Authorities where statutory UK air quality standards are being, or are expected to be breached up to the end of 2005, AQMAs are areas where levels of air pollution are higher than they should be (as defined by central government). Cambridge City declared an AQMA in 2004 because of predicted levels of nitrogen dioxide.
- 3.4 Cambridge City Council's current fleet of licensed vehicles is comprised of 90% diesel vehicles and 10% petrol vehicles. The emission of carbon dioxide is usually lower in diesel vehicles, whereas emission of nitrous oxides and particulate matter are lower in petrol vehicles, more information on Fuel types and emissions can be found in Appendix A.
- 3.5 This report proposes aligning future licence fees on the current road tax banding which is based on the manufacturer's figure for CO₂ emissions as cited on the vehicle registration document (See Appendix B for road tax bandings). The breakdown of the current fleet of hackney carriage and private hire vehicles into road tax bandings is shown below.

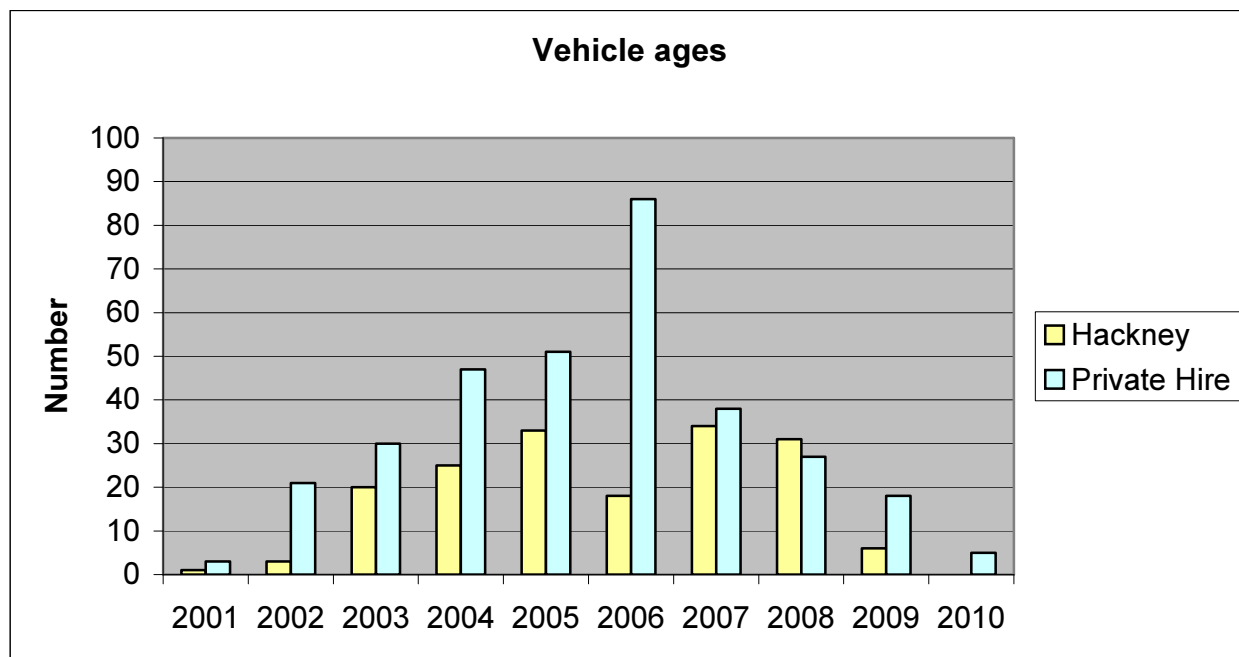


3.6 Cambridge City Council's current policy on Age limits for Hackney Carriage Vehicles and Private Hire Vehicles were agreed by the Environment Committee on 16th March 1998 and 9th November 1999 respectively, and state:

- ALL Hackney Carriage / Private Hire Vehicles MUST BE less than 8 years of age. No vehicle will be re-licensed after its 8th birthday.
- Upon CHANGE OF VEHICLE, the new Hackney Carriage / Private Hire Vehicle MUST BE less than 4 years of age.
- "New" means any vehicle licensed for the first time i.e., complete new licence, or at change of vehicle within current licence term.

Breakdown of current fleet – age of vehicles as at 10th May 2010 = 497

Date of registration	Private Hire	Hackney Carriage
2001	1	3
2002	3	21
2003	20	30
2004	25	47
2005	33	51
2006	18	86
2007	34	38
2008	31	27
2009	6	18
2010	0	5



- 3.7 Licensed vehicles undergo twice yearly Certificate of Compliance tests (MOT equivalent) which include an emissions test on a rolling road.
- 3.8 The MOT emissions testing is for the pollutants CO and HC (Carbon Monoxide and Hydrocarbons) and so does not provide the local authority with information on either Carbon Dioxide emissions or the emissions of the pollutants of concern, Nitrogen Dioxide and Particulate Matter. However, the test has some use in that a vehicle which fails its emission test would have a poorly tuned engine and therefore be emitting higher levels than it should of Carbon Dioxide, Nitrogen Dioxide and Particulate Matter.
- 3.9 The progressive vehicle emission standards (Euro Standards) do result in significantly lower emissions of these pollutants, so that newer vehicles have cleaner engines, as shown by the graph in Appendix C. The current age limits for licensed vehicles means that the whole licensed fleet meets Euro 3 standards or above. The retention of the age limit policy means that in time the licensed fleet will all comply with Euro 4 standards or higher. Appendix D contains an article on trials of an electric Mercedes Vito taxi which was published in 'Taxi Talk' May 2010.
- 3.10 There is no proposal to amend the current testing fees which are set by City Services.
- 3.11 Section 70(1)(c) of the Local Government Miscellaneous Provisions Act 1976 allows the recovery of: 'any reasonable administrative or other costs in connection with the foregoing and with the control and supervision of hackney carriages and private hire vehicles.' The Council's current fee structure includes a £225 annual licence fee for hackney carriage vehicles and £195 for private hire vehicles. The current fee for certificate of compliance tests is £51.
- 3.12 The table in 3.13 illustrates aligning future fees with road tax banding could be applied to the fees for hackney carriage (HCV) and Private Hire (PV) vehicles however the actual fee bandings would be agreed by the Licensing Committee. Due to the need for Taxi Licensing to be self-financing, any proposed changes will not be for profit.

3.13 Illustration of possible proposed fees based on road tax bandings

Government Road Tax Band	CO ₂ Emission Figure (g/km)	Applying discount / surcharge as shown (column to right)		Discount / surcharge	Possible proposed fees	
		HCV	PV		HCV	PV
A	Up to 100	112.50	97.50	-50%	115	100
B	101-110	168.75	146.25	-25%	170	150
C	111-120	180	156	-20%	180	160
D	121-130	202.50	175.50	-10%	205	180
E	131-140	213.75	185.25	-5%	215	185
F	141-150	225	195	0	225	195
G	151-165	281.25	243.75	25%	280	245
H	166-175	292.50	253.50	30%	295	255
I	176-185	315	273	40%	315	275
J	186-200	337.50	292.50	50%	340	295
K – M	201+	360	312	60%	360	315

3.14 Cambridge City car parks currently operate a concession scheme for season ticket holders based on emissions, also using the DVLA road tax banding. The table below gives an indication of how this operates at the Queen Anne car park and further details can be found at: www.cambridge.gov.uk/ccm/content/transport-and-streets/car-parks. The table below does not match the bandings shown above because it does not reflect changes to the road tax banding system.

Vehicle	Carbon dioxide emissions (g/km)	Price
Band A	Up to 100	£160
Bands B-F	101-150	£280
Band G	151-160	£360
Band H	161-170	£420
Band I	171-180	£495
Band J	181-200	£630
Bands K-M	201-255	£725

4. Advantages and Disadvantages of the Scheme

4.1 The advantages of the scheme are listed below:

- One potential benefit could be a reduction in the environmental impact of the Council's current taxi and private hire fleet so that in time the City would have a fleet of modern, clean, fuel efficient taxis which would contribute to cleaner air for Cambridge.
- A policy that introduces a differential fee structure would provide a financial incentive for the take up of low carbon emission vehicles in the taxi fleet and would be in accord with the Council's Medium Term Objectives.
- A reduction in licence fees for cleaner, fuel efficient saloon cars may encourage vehicle owners to replace their vehicle sooner than required by the current age limits.

- Some hackney carriage plate proprietors may take advantage of the reduced fees for private hire saloon type vehicles which could reduce congestion and improve air quality around the City centre taxi ranks.

4.2 The disadvantages of the scheme are listed below:

- Cambridge City Council's policy on wheelchair accessible vehicles state that all new Hackney Carriage Vehicles must be wheelchair accessible. Any new policy will need to be assessed against the Equal Opportunities Impact Assessment (EQIA) for hackney carriage and private hire vehicles which will be produced in the near future.
- The introduction of this policy will not affect emissions from licensed vehicles from South Cambridgeshire District Council (SCDC) and other authorities within the locale that regularly travel through central Cambridge. However we would encourage our colleagues in SCDC to introduce a similar policy and advise on the benefits of the scheme.

4.3 Subject to approval for a policy on cheaper fees for greener vehicles, officers can conduct further research and consult with the 'taxi' trade in order to produce clear guidelines for vehicle proprietors on emissions, age limits and fees. In addition, it may be advantageous for officers to research and produce information for the trade which promotes safe and efficient fuel driving.

5. Implications

5.1 Legal - The Council must consult with the taxi trade and other interested parties on any proposed changes to policy.

Section 70 (3) of the Local Government Miscellaneous Provisions Act 1976 provides that if a District council intends to vary their licence fees they must advertise the proposed fees and take account of any objections received.

5.2 Financial - This report recommends that the fees for licensing vehicles be related to the amount of carbon dioxide emitted with larger vehicles paying a fee which is higher than average.

Best Practice Guidance from the Department for Transport (Para 10) urges local licensing authorities to look carefully at the costs – financial or otherwise – imposed by each of their licensing policies. It is suggested they should ask themselves whether those costs are really commensurate with the benefits a policy is meant to achieve.

Local Authority hackney carriage licensing must be self-financing and so the Council would need to reconcile any surplus generated by the introduction of a new fee structure.

The fee structure for licensed vehicles has no connection with fares charged to the public.

5.3 Equal Opportunities – none.

5.4 Community Safety - Cambridge City Council has a duty to provide a safe and secure taxi service for the public.

- 5.5 Environmental - If proprietors of licensed vehicles support such a scheme then a potential benefit could be a reduction in the environmental impact of the Council's current taxi and private hire fleet so that in time the City would have a fleet of modern, clean, fuel efficient taxis which would contribute to cleaner air for Cambridge.
- 5.6 Staffing – There are no additional staffing implications, however the allocation of staff time to implement the changes will need to occur.

6. Background papers

These background papers were used in the preparation of this report:
Department for Transport Taxi and Private Hire Vehicle Licensing: Best Practice Guidance March 2010
Information provided by Woking District Council on fee banding for licensed vehicles
www.cambridge.gov.uk/ccm/content/transport-and-streets/car-parks
DfT website: Road Vehicle Emission Factors 2009

7. Appendices

Appendix A - Fuel types and emission figures
Appendix B - Road tax bandings
Appendix C - Progressive vehicle emission standards over time
Appendix D - Article from taxi Talk magazine on Electric Mercedes Vito

8. Inspection of papers

To inspect the background papers or if you have a query on the report please contact:

Author's Name: Deborah Jones
Author's Phone Number: 01223 - 458067
Author's Email: Debs.Jones@cambridge.gov.uk

This page is intentionally left blank

Agenda Item 7a

Appendix A

Fuel types

Petrol Emissions of Carbon Dioxide, Nitrogen Dioxide and Particulate Matter increase with engine size. Particulate Matter emissions are much lower, (around 2 orders of magnitude) than from vehicles than run on Diesel. Therefore these are good in terms of Air Quality

Diesel Emissions of Carbon Dioxide, Nitrogen Dioxide and Particulate Matter increase with engine size. MPG is higher for diesel than petrol, so Carbon Dioxide emissions are typically around 2/3 lower (although DfT data suggests that for heavier vehicles the difference is minimal).

LPG Emissions of Carbon Dioxide and Nitrogen Dioxide are low and Particulate Matters are very low so they are good in terms of Air Quality however a limited range of vehicles are available.

Hybrid Petrol/Electric Emissions of Carbon Dioxide and Nitrogen Dioxide are low and Particulate Matters are very low so this fuel is good in terms of Air Quality however a limited range of vehicles are available.

Emissions

Emissions at 30 kph of carbon dioxide, nitrous oxides and particulate matter by vehicle type and Euro standard (proxy for age), in g/km. Figures taken from DfT website: Road Vehicle Emission Factors 2009)

Car type	CO2 g/km				NOx g/km				PM g/km			
	Eu3	Eu4	Eu5	Eu6	Eu3	Eu4	Eu5	Eu6	Eu3	Eu4	Eu5	Eu6
Car <2.5t, Petrol, 1400 - 2000cc	194	182	161	145	0.08	0.05	0.04	0.04	0.001	0.001	0.001	0.001
Car <2.5t, Petrol, >2000cc	276	264	236	213	0.09	0.10	0.08	0.08	0.005	0.005	0.005	0.005
Car <2.5t, Diesel, 1400 - 2000cc	160	154	138	124	0.52	0.34	0.24	0.10	0.039	0.029	0.003	0.003
Car <2.5t, Diesel, >2000cc	222	209	188	169	0.68	0.34	0.24	0.10	0.030	0.008	0.002	0.002
Car <2.5t, LPG All	165	158	158	158	0.35	0.19	0.14	0.14	0.001	0.001	0.001	0.001
Car 2.5t - 3.5t, Petrol, All	280	280	280	280	0.12	0.07	0.06	0.06	0.001	0.001	0.001	0.001
Car 2.5t - 3.5t, Diesel, All	299	299	299	299	0.68	0.34	0.24	0.10	0.030	0.008	0.002	0.002
Car (taxi), Diesel, All	225	225	225	225	0.68	0.34	0.24	0.10	0.021	0.010	0.002	0.002

This page is intentionally left blank

Cars registered on or after 1 March 2001 (based on fuel type and CO2 emissions)

The rates shown only apply to cars that have been type approved in category M1 and registered on the basis of CO2 emissions measured in grams per kilometre (g/km) driven. These details are shown on the registration certificate (V5C).

Vehicle tax rates for cars registered on or after 1 March 2001 are split into 13 bands depending on CO2 emissions. The amount you'll pay depends on which band your car is in. The lower a car's emissions, the lower the vehicle tax payable on it.

Standard Rates - The following table contains the rates of vehicle tax for already registered cars.

Petrol car (TC48) and diesel car (TC49)

Band	CO2 emission (g/km)	12 months rate	6 months rate
A	Up to 100	Not applicable	Not applicable
B	101-110	£20.00	Not applicable
C	111-120	£30.00	Not applicable
D	121-130	£90.00	£49.50
E	131-140	£110.00	£60.50
F	141-150	£125.00	£68.75
G	151-165	£155.00	£85.25
H	166-175	£180.00	£99.00
I	176-185	£200.00	£110.00
J	186-200	£235.00	£129.25
K*	201-225	£245.00	£134.75
L	226-255	£425.00	£233.75
M	Over 255	£435.00	£239.25

Band K includes cars that have a CO2 figure over 225g/km but were registered before 23 March 2006

Alternative fuel car (TC59)

Band	CO2 emission (g/km)	12 months rate	6 months rate
A	Up to 100	Not applicable	Not applicable
B	101-110	£10.00	Not applicable
C	111-120	£20.00	Not applicable
D	121-130	£80.00	£44.00
E	131-140	£100.00	£55.00
F	141-150	£115.00	£63.25
G	151-165	£145.00	£79.75
H	166-175	£170.00	£93.50
I	176-185	£190.00	£104.50
J	186-200	£225.00	£123.75
K*	201-225	£235.00	£129.25
L	226-255	£415.00	£228.25
M	Over 255	£425.00	£233.75

* Band K includes cars that have a CO2 figure over 225g/km but were registered before 23 March 2006

First year rates - Cars registered on or after 1 April 2010 (based on fuel type and CO2 emissions)

From 1 April 2010, anyone buying a new car will pay a different rate of vehicle tax for the first tax disc. These are known as 'first year rates'.

From the second tax disc onwards, the standard rate of vehicle tax will apply. This will send a stronger signal to the buyer about the environmental implications of their car purchase and will only apply to new cars, not already registered cars.

Please note that the rates in the table below are only payable for a vehicle's first tax disc taken out at first registration. All other tax discs will be charged according to the standard rate tables shown above.

Petrol car (TC48) and diesel car (TC49)

Band CO2 emission (g/km) 12 months rate 6 months rate

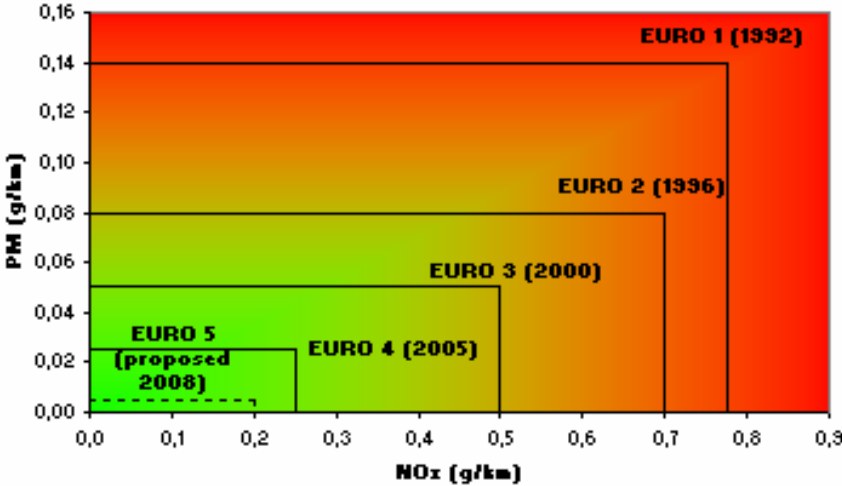
A	Up to 100	Not applicable	Not applicable
B	101-110	Not applicable	Not applicable
C	111-120	Not applicable	Not applicable
D	121-130	Not applicable	Not applicable
E	131-140	£110.00	£60.50
F	141-150	£125.00	£68.75
G	151-165	£155.00	£85.25
H	166-175	£250.00	Not applicable
I	176-185	£300.00	Not applicable
J	186-200	£425.00	Not applicable
K	201-225	£550.00	Not applicable
L	226-255	£750.00	Not applicable
M	Over 255	£950.00	Not applicable

Alternative fuel car (TC59)

Band CO2 emission (g/km) 12 months rate 6 months rate

A	Up to 100	Not applicable	Not applicable
B	101-110	Not applicable	Not applicable
C	111-120	Not applicable	Not applicable
D	121-130	Not applicable	Not applicable
E	131-140	£100.00	£55.00
F	141-150	£115.00	£63.25
G	151-165	£145.00	£79.75
H	166-175	£240.00	Not applicable
I	176-185	£290.00	Not applicable
J	186-200	£415.00	Not applicable
K	201-225	£540.00	Not applicable
L	226-255	£740.00	Not applicable
M	Over 255	£940.00	Not applicable

NOx and PM emission standards for diesel cars



This graph shows progressive vehicle emission standards over time (Euro Standards) which result in significantly lower emissions of pollutants.

This page is intentionally left blank

Plug-in London Taxi is ready for trials

A prototype electric version of the Mercedes Vito Taxi has been designed and built in just six months by a consortium of British technology companies. Part-funded by the UK Government's Advantage Niche Vehicle Research & Development Programme, the prototype vehicle meets the demanding requirements of the London Carriage Office and can carry up to six people more than 120 kilometres on a single six hour charge.

The E-Vito taxi uses a new 70kW version of Zytek's proven electric drivetrain and a custom-designed Vocis gearbox built by Graziano. To maximise interior space, the vehicle has been converted to front wheel drive to allow the 35kWh Valence Li-Ion battery pack to be installed beneath the vehicle floor. By lowering the centre of gravity, the low mounting point also improves vehicle stability and ride quality. A steerable rear axle provides the tiny 25ft (7.6m) turning circle required by all licensed black cabs operating in London.

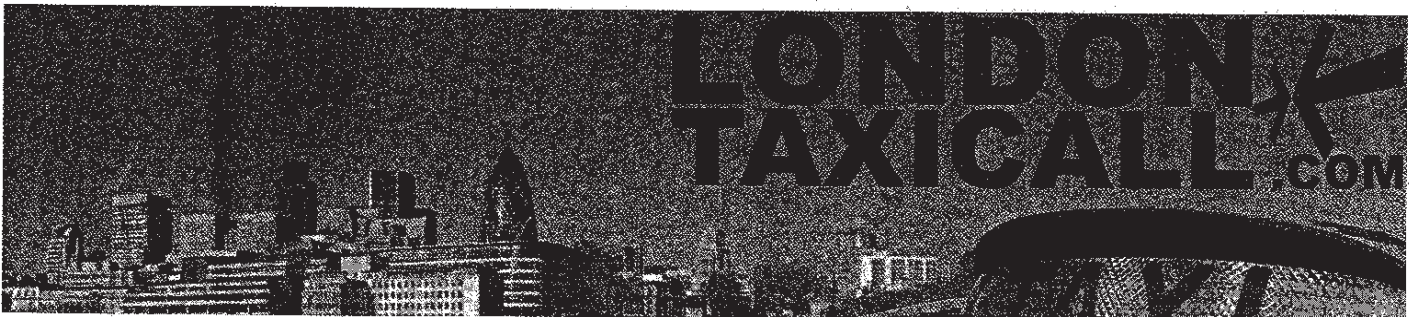
The electric drive uses the existing engine mounting points with minor revisions and requires just three additional connections (water, high voltage electrics and low voltage electrics). It interfaces with all existing vehicle systems including ABS (Antilock Braking System), ESP (Electronic Stability Programme) and OBD (onboard diagnostics). Performance at city speeds is said to be lively, as expected by London's cabbies.



Zytek Automotive sales and marketing director Steve Tremble says that all the technologies are market-ready and thoroughly proven in vehicles already in production. "We could easily have electric taxis in service in-time for the 2012 London Olympics," he says.

The partners in the programme are Zytek, Valence Technology, Penso and Mercedes-Benz UK, which donated the base vehicle. Zytek has designed and integrated electric drive systems

for a wide range of European and US vehicle manufacturers and is currently building high performance electric drivetrains up to 70kW and 300Nm for cars, busses and light commercial vehicles. Their UK facility can accommodate up to 6,000 E-Drive integrations a year in batches as low as 100, providing vehicle manufacturers with a highly flexible specialist production resource for their low carbon programmes. The company was also amongst the first to design and validate a production-ready diesel hybrid



The TaxiCall DriverPhone

"Just what the London Taxi trade needs"

For 5 years TaxiCall has been helping independent Taxi drivers make a better living for themselves around the UK. But London presented a problem for the original system which works on the "virtual rank", or "Whose turn next?" basis. The TaxiCall DriverPhone changes all that, allowing customer calls to be delivered to the nearest Taxi instead, and letting drivers change their own maximum run-in distance whenever they want.

TaxiCall is not a Taxi business – it is a service provided by a specialist telecoms company, Cambridge Telecom Ltd, so every driver who uses it can remain totally independent without any bosses. The original version has connected millions of calls to hundreds of taxi drivers, some using it for a few calls a month and some taking hundreds of calls a month. The new version – being introduced initially as "London TaxiCall" with the number 020 33 55 00 00 – uses

methods which means that it receives the location of every Taxi logged in by GPS from the DriverPhone, and the location of customers by mobile or landline positioning technology. The touch screen DriverPhone makes it very simple to use. Here's an example of how it works:

A licensed taxi driver has logged in with a single touch on the DriverPhone screen and he is within his licensed area. The system automatically loaded his maximum run in distance and he does not want to change it from its current setting of 600 metres. A customer has called and confirmed to the system that he is looking for an immediate pick up from less than 600 metres away, and the system has calculated that our driver is the nearest. His DriverPhone rings and with a single touch on the screen he is able to "Accept" or "Pass On" the call.

Page 49
Cambridge Tele.com Ltd's Technical Director,

Phil Collins said: "Our challenge was to keep the new system with its more advanced features as simple to use as the original – and the feedback we have had from driver testing is that it is".

In London the service works for both Green and Yellow badge drivers within their respective licensed areas. John Burnett, Managing Director of Cambridge Tele.com Ltd, said: "We have to thank many drivers from both badge types, and the TfL PCO, for helping us to arrive at a solution which is both fair and within the regulations".

The London number went live on Wednesday 28th April and the first wave of London Taxi drivers to take it up are enthusiastic about the new service. "This really helps us take on the opposition", said one driver with his new DriverPhone, "it's just what the London Taxi trade needs."

This page is intentionally left blank



To: Executive Councillor for Environmental and Waste Services
Report by: Jas Lally - Head of Environmental Services
Relevant scrutiny committee: Environment Scrutiny Committee 22/6/2010
Wards affected: All Wards

Use of Taxis for shared usage agreed at point of departure Key Decision

1. Executive summary

- 1.1 The Council is committed to promoting Cambridge as a sustainable city, particularly in relation to reducing carbon dioxide emissions and the amount of waste going into landfill in the City and sub-region.
- 1.2 Members of the Licensing Committee have proposed the introduction of a shared 'taxi' scheme, which would make a contribution towards achieving a reduction in the carbon footprint within the city.
- 1.3 Section 10 of the Transport Act 1985 makes provision for a licensing authority to adopt a scheme for the use of taxis (licensed hackney carriage vehicles) for shared journeys, with each person paying a separate fare. Such a scheme, if adopted in Cambridge, could:
 - help reduce number of journeys taken in the central area
 - increase taxi occupancy
 - reduce carbon emissions

Additional Benefits include:

 - passengers gain because they pay only a proportion of metered fare so more people may be attracted to use shared taxis
 - taxi drivers gain because collectively they will receive more than the metered fare because vehicle is not hired as a whole and so more people should be attracted to using their service
 - taxi vehicle used more efficiently
 - local residents and visitors will potentially benefit from an improvement in air quality and possible reduction in congestion in Cambridge City.
- 1.4 If the introduction of a scheme is approved in principle, officers could then conduct more detailed research into the feasibility of using taxis for shared journeys.
- 1.5 It is proposed that a survey be commissioned to assess the feasibility and viability of such a scheme. The survey would be used to collect the views of the taxi trade, residents, local visitors and other stakeholders on whether and where they would like to see such a scheme. The survey will collate the final destinations of passengers arriving at the railway and ascertain the demand and level of interest from users of taxis.

2. Recommendations

- 2.1 The Executive Councillor is recommended:
- 2.1.1 to endorse the principle of introducing a scheme under section 10 of the Transport Act 1985 for the use of taxis for the carriage of passengers for hire and reward at separate fares
 - 2.1.2 to approve the commission of a survey to assess the level of public interest and the interest of the hackney carriage trade and other stakeholders in such a scheme
 - 2.1.3 In the event that the results of the survey support the introduction of a scheme to instruct officers to prepare a draft scheme in accordance with section 10 of the Transport Act 1985 to be considered by the Executive Councillor at the Environment Scrutiny Committee meeting in March 2011.

3. Background

- 3.1 Sections 10, 11 and 12 of the Transport Act 1985 set out three separate options for shared use of taxis, advance bookings and taxibuses.
- 3.1.1 Shared taxis - immediate hirings: Section 10 permits the local licensing authority to set up schemes where by licensed hackney carriage vehicles can be hired by up to 8 people at separate fares. The authority has discretion to set up such a scheme, except where holders of at least 10% of the hackney proprietors licences in its area request the authority in writing to do so, in which case it is required to set up a scheme. The relevant provisions of Section 10 are:
- (5) Any scheme made under this section shall—
 - (a) designate the places in the area from which taxis may be hired under the scheme (“authorised places”);
 - (b) specify the requirements to be met for the purposes of the scheme in relation to the hiring of taxis at separate fares;
 - (6) Subject to subsection (5) above, any scheme made under this section may, in particular, make provision with respect to—
 - (a) fares;
 - (b) the display of any document, plate, mark or sign for indicating an authorised place or that a taxi standing at an authorised place is available for the carriage of passengers at separate fares;
 - (c) the manner in which arrangements are to be made for the carriage of passengers on any such hiring as is mentioned in subsection (1) above; and
 - (d) the conditions to apply to the use of a taxi on any such hiring.
- 3.1.2 Advance bookings: Section 11 allows for a private hire operator to take the initiative to match up passengers who book in advance and agree to hire the vehicle at separate fares (lower than for a single hiring).

- 3.1.3 Taxibuses: Section 12 allows for the owners of licensed taxis and private hire vehicles to apply to the Traffic Commissioner for a "restricted service vehicle (PSV) operator licence". The vehicle is then used to run a bus service for up to 8 passengers on a registered route which must have at least one stopping place in the area of the local authority.
- 3.2 Sections 11 and 12 of the Act do not require authorisation from, or involvement with, the Local Authority and therefore a taxi sharing scheme would only be drafted in accordance with sections 10(5) and 10(6) Transport Act 1985.
- 3.3 Paragraphs 92 to 95 of the Department for Transport Taxi and Private Hire Vehicle Licensing: Best Practice Guidance March 2010 discuss flexible transport services, para 93 states:
- “The Department encourages local licensing authorities, as a matter of best practice, to play their part in promoting flexible services, so as to increase the availability of transport to the travelling public. This can be done partly by drawing the possibilities to the attention of the taxi and PHV trade.”
- 3.4 At present, Transport for London (TfL) operates regular sharing services from Paddington and Euston stations to central London and other important destinations, in addition some of Central London’s night time taxi ranks use taxi marshals to organise passengers into groups for shared journeys. These taxi sharing schemes are facilitated by marshals who have passed the London ‘knowledge’ and are funded by Network rail or similar station management.
- 3.5 Officers have conducted research into how other local authorities have implemented Section 10 of the Transport Act 1985. The research highlighted that although many Local Transport Plans discuss flexible and demand responsive transport, the provision of taxi sharing from designated places currently only occurs in rural areas where conventional public transport is unable to provide a suitable range of destinations for the travelling public.
- 3.6 Taxi sharing schemes do operate successfully overseas: in New York primary locations (e.g. airports, train stations) have been designated as places where people can get taxis for ‘group rides’ with other people headed in a similar direction; in developing countries shared taxi routes usually start and finish in central locations, larger towns often have several taxi parks, one for each road out or for each major destination; and in the Netherlands and Switzerland sophisticated journey matching software is used to match people's trips.
- 3.7 Software data despatch companies such as Autocab, Auriga and Cordic that produce journey booking software which is used in Cambridge could be approached to discuss the existing facilities within private hire booking software as well as possibilities for future on-street or in-cab systems.
- 3.8 A taxi sharing scheme in Cambridge City would require co-operation from the taxi trade. The taxi trade should be consulted on any draft scheme and their views taken into account. Further consultation should include the County Council regarding use of the highways, the views of bus companies should also be sought.
- 3.9 An additional method of calculating taxi fares for shared journeys would have to be researched and introduced.

- 3.10 In summary: if the Executive Councillors endorse the principle of introducing a taxi sharing scheme and the results of consultation show that the public, the taxi trade and other stakeholders are in favour of such a scheme then officers would work in partnership with its stakeholders to develop suitable proposals for shared taxis that are beneficial and safe for both drivers and passengers. The authority is required to adopt a scheme if at least 10% of the current hackney carriage proprietors licence holders request this in writing.

A scheme should aim to provide:

- Taxi waiting facilities which are conveniently located, highly visible and accessible
- Facilities to address personal safety and security issues
- Readily available and easy to understand information which enables passengers to plan their journey and includes details on typical charges for end-to-end journeys
- Signage to taxi waiting facilities and clear markings on vehicles which operate within the scheme.

4. Advantages and Risks

- 4.1 Advantages - Environmental, cheaper fares for the travelling public, schemes perform well in cost per passenger and usage terms.
- 4.2 Risks - possible lack of demand, lack of support from taxi trade, funding issue surrounding use of taxi marshals and potential areas for pick up points. Locations such as Addenbrookes hospital, Railway station, retail parks and science parks are on private land and therefore we would need to arrange meetings with the landowners as a part of the consultation process in order to facilitate the introduction of a scheme.

5. Implications

- 5.1 Legal - the introduction of a taxi sharing scheme would require consultation and co-operation from stakeholders including:
- 5.1.1 Members of the Hackney Carriage trade, who must be given the opportunity to make comments on a taxi sharing scheme and could not be forced to participate in any such scheme.
- 5.1.2 Cambridgeshire County Council involvement would be required in setting up shared rank space and signage, designating and approving possible new rank provision and assessing the viability of pick up and drop off points within the central area.
- 5.2 Operational -a number of operational issues would need to be explored in depth, including:
- 5.2.1 The use of Taxi marshals may be required to organise passengers into shared groups in the evenings
- 5.2.2 The use of technology for matching passengers (see Para 3.7)
- 5.2.3 On street and on vehicle signage would be required

- 5.2.4 A simple fare structure would need to be researched, approved, advertised and implemented
 - 5.2.5 Communicating / advertising the scheme to the public
 - 5.2.6 Discussions with the relevant taxi associations.
- 5.3 Environmental – if taxi occupancy is increased then the number of journeys taken in the central area would reduce which should improve air quality and could also reduce congestion around the City centre ranks.
- 5.4 Financial – it is proposed that any costs associated with a taxi sharing scheme could be recovered through licence fees, these would include the cost of undertaking an external survey and the cost of marshals for night time passenger matching services.
- 5.5 Equal Opportunities – none.
- 5.6 Staffing - there are no additional staffing implications.
- 5.7 Community Safety – Cambridge City Council has a duty to provide a safe and secure taxi service for the public. In the interests of public safety the introduction of a scheme for shared use of taxis should not preclude, prevent or penalise those who wish to continue to hire a hackney carriage on an individual basis.

6. Background papers

These background papers were used in the preparation of this report:

www.dft.gov.uk/pgr/regional/buses/bol/flexibletransportservices?page=5
Department for Transport Taxi and Private Hire Vehicle Licensing: Best Practice Guidance March 2010
Transport Act 1985
<http://cfit.independent.gov.uk/pn/081127/index.htm>

7. Appendices

None

8. Inspection of papers

To inspect the background papers or if you have a query on the report please contact:

Author's Name:	Deborah Jones
Author's Phone Number:	01223 - 458067
Author's Email:	Debs.jones@cambridge.gov.uk

This page is intentionally left blank



To: Executive Councillor for Environmental and Waste Services
Report by: Jen Robertson - Waste and Street Strategy Manager
Relevant scrutiny committee: Environment Scrutiny Committee 22/6/2010
Wards affected: All Wards

BRING BANK SERVICES – SHARED CAMBRIDGESHIRE PROCUREMENT OPTION Key Decision

1. Executive summary

- 1.1 Cambridge City Council operates 24 public bring banks sites, where residents can take their dry recyclables to a local facility in, for example, a neighbourhood car park and segregate various materials for recycling. This joint procurement is aimed at providing a range of options for partners including the emptying of banks or bins at these sites, the maintenance of banks and the sale of recyclables.
- 1.2 It was agreed in light of changes to the kerbside collection for dry recyclables that the bring bank scheme should be reviewed. As part of this process and the need to explore all options, it is recommended that the authority be included in a collaborative procurement with the RECAP partners, of Huntingdonshire, Fenland, South Cambridgeshire and East Cambridgeshire District Councils, for a joint contract for the emptying of bring banks, with the collection and onward sale of materials to establish whether efficiencies can be gained. The tender will also seek bids from tenderers for an extended range of materials to those provided at present e.g. small waste electrical and electronic equipment.
- 1.3 The joint procurement is to be led by Huntingdonshire District Council (HDC) and will involve the RECAP partners of Fenland, East Cambridgeshire and South Cambridgeshire.
- 1.4 It is intended that the procurement for the bring bank services be as flexible as possible. The various aspects of the services will be divided into 'lots' and each 'lot' will cover a variety of service options. For instance a 'lot' will include an element for collection, maintenance and provision of bins. This will enable all partners to opt-in to any

number of separate 'lots' for the services as and when they require.

2. Recommendations

The Executive Councillor is recommended:

- 2.1 To authorise the inclusion of Cambridge City Council in a joint procurement with RECAP partner authorities for one or more of the following options:-
 - the emptying of bring banks
 - the provision, maintenance and replacement of bring banks
 - the collection of recyclables from the bays at our Mill Road Depot and the sale of recyclables to reprocessorsThese services would be provided as 'lots' for each individual material including commingled dry recyclables.
- 2.2 To decide in consultation with the Director of Environment and Planning which of the 'lots' the Council will contract for as a result of the tender process.

3. Background

- 3.1 The council moved to a commingled collection of recyclables in November 2009. Households now have a blue bin for mixed dry recyclables. The commingled collection service will be provided to all new developments including flats.
- 3.2 Public recycling points have segregated recycling bins for glass, paper, cans and plastic bottles. Some sites also have a range of other banks or bins for textiles, books, tetra-pak, shoes, compact energy saving light bulbs and batteries. These bins and banks are emptied either by our waste collectors at City Services or by a third party contractor, some of which are charities. The sale of some of these materials generates income to the authority. Please see Appendix A for details of what is provided at each site.
- 3.3 Currently our waste services collect the glass, paper and cans from recycling centres, colleges, flats and schools with two top loader recycling vehicles. These vehicles are due for replacement in 2013/14. Schools, flats and colleges are not included in this procurement as it is the intention to incorporate these collections into the kerbside commingled service. This will enable more efficient round routing with the blue bin collection vehicles being able to collect

this material as part of their existing round.

- 3.4 The glass and cans are taken to the depot at Mill Rd. Paper is deposited at SCA off Newmarket Rd. These materials are then sold to reprocessors. Income from the sale offsets the cost of the collection service. The Council also receives income through the recycling credits system from the County Council for any material diverted from landfill.
- 3.5 The Council will carry out a financial analysis to compare the costs of operating segregated bring banks/bins with the provision and emptying of commingled bins. However, for the purposes of this decision, we would like to ensure the option of either system is available. It is essential to have an option of offering an extended range of materials e.g. small electrical and electronic equipment to residents to bring about increased recycling and less waste going to landfill, particularly for materials not included in the kerbside collection. We are keen to be able to offer commingled recycling at bring bank sites if this proves to be the most cost effective approach.
- 3.6 The procurement will be carried out through the Eastern Shires Purchasing Organisation (ESPO) with HDC as lead authority. Legal advice will be provided by Fenland, who will co-ordinate on behalf of the partners. The contractor or contractors need to be in place by 1st December 2010.
- 3.7 The Council will influence and negotiate with the RECAP partners in accordance with current principles on outsourcing and adhere to any future principles laid down.
- 3.8 The system of 'lots' mentioned in 1.4 will provide flexibility for partners, who have differing needs in terms of service provision. It will enable a partner to opt-in to just one 'lot' for example for the sale of recyclables. This may particularly suit Cambridge as we have a range of contracts and agreements for the recyclables collected at these sites, not all of which will be more cost effective through a larger contract. There will also be the flexibility to join the contract for certain 'lots' at a later date after the start date.
- 3.9 It is not intended to reduce the range of materials collected or the number of sites presently provided and in fact this number is likely to increase as the city grows.
- 3.10 A collaborative procurement for these services may benefit the authority by providing:-
 - Economies of scale and therefore better value for money

- Access to the provision of a greater range of materials that can be recycled
- Efficient method of procurement for these services

3.11 An in-house project team will be set up to work on this procurement, contributing to the specification, tender documents and evaluation process.

4. Implications

4.1 Financial – the costs of the procurement process are related to officer time. The project team will consist of a representative from procurement, waste operations, waste strategy and legal. However it is important to note that if the authority does not enter into certain elements of this procurement, work will still need to be carried out on the tendering of bring bank contracts for the city alone. At this stage it is difficult to calculate the number of hours that will be required. HDC have agreed to cover the ESPO fee.

4.2 As part of the procurement process officers will evaluate tender prices against current costs of providing like for like services. To establish current costs of the service a financial evaluation will be carried out including overheads which are likely to alter in the future due to restructuring. These costs will then be used to compare with tender prices. This work will need to be undertaken prior to going out to tender.

4.3 If the Council were to enter into a 'lot' for the provision of bins/banks at recycling centres, the procurement evaluation would need to include the capital asset of bins that at present are owned by the Council.

4.4 If the contract were to include the emptying of bins for glass and cans there could be a reduced space requirement at Mill Rd Depot for storage of these materials.

4.5 Staffing – The majority of the current collection service is provided in-house therefore any decisions involving a change to this will need careful consideration to ensure that any effects on staff are fully consulted on. This consultation will take place at an early stage, fully involving union representatives. If Transfer of Undertakings (Protection of Employment) Regulations 2006 (TUPE) applies, this will need to be carefully considered. Indirect staffing implications also need to be considered.

4.6 Environmental – There will be benefits to the environment if we are able to offer a greater range of materials that residents can recycle

closer to home instead of going to the County run recycling centres at Milton or Thriplow, which are some distance away. There are also environmental benefits of avoiding landfill by recycling more materials, some of which are hazardous. There may be reductions in transport fuel if routing can be organised and planned across the whole of Cambridgeshire.

4.7 Risks

- 4.7.1 There is a risk that the value of recyclables may change, which may have an impact of the cost of the service
- 4.7.2 National legislation may affect the contract and the council's position for example in terms of materials banned from landfill and therefore this is a risk that needs mitigation.
- 4.7.3 There is also a risk to the Council in terms of management of a potentially complex contract, which may result in an unacceptable level of performance.
- 4.7.4 Managing a complex procurement with partners also has its risks. If it is unachievable the city council will need to tender contracts on its own.
- 4.7.5 If the option of the provision of bins is included, the replacement of the lost asset of the Council's own bins, if the Council wanted to return to an in-house provision may not be feasible when the contract comes to an end.
- 4.7.6 There is a risk regarding the knock on effect to remaining services.
- 4.7.7 If the council tenders for these services on its own there may be less financial benefit to the council.

5. Background papers

There were no background papers used in the preparation of this report:

6. Appendices

Appendix A – List of Public Recycling Points in the city.

7. Query about the report

If you have a query on the report please contact:

Author's Name: Jen Robertson
Author's Phone Number: 01223 - 457658
Author's Email: jen.robertson@cambridge.gov.uk

This page is intentionally left blank

Appendix A												
Site/ material	Green glass	Clear glass	Brown glass	Paper	Cans	Plastic bottles	Textiles	Separate shoes	Books/music	Cartons*	Batteries and Energy saving lightbulbs	Cardboard
Abbey Road Recycling Bin? Provider	Y City Services	Y City Services	Y City Services	Y City Services	Y City Services							
Adam & Eve Recycling Bin? Provider	Y City Services	Y City Services	Y City Services	Y City Services	Y City Services							
Addenbrookes Recycling Bin? Provider	Y City Services	Y City Services	Y City Services	Y City Services	Y City Services	Y City Services						
Arbury Court Recycling Bin? Provider	Y City Services	Y City Services	Y City Services	Y Aylesford newsprint and City Services	Y City Services	Y City Services	Y BCR (Black Country Rag)	Y European shoe company			Y Recolight	
Beehive Centre Recycling Bin? Provider	Y City Services	Y City Services	Y City Services	Y Aylesford Newsprint and City Services	Y City Services	Y City Services	Y Salvation Army and BCR	Y European shoe company	Y Oxfam	Y Recresco	Y Recolight. Batteries only in Budgens: G and P Batteries	
Byron Square Recycling Bin? Provider	Y City Services	Y City Services	Y City Services	Y City Services	Y City Services	Y City Services						
Castle Hill car park Recycling Bin? Provider	Y City Services	Y City Services	Y City Services	Y City Services	Y City Services							
Campkin Road Recycling Bin? Provider	Y City Services	Y City Services	Y City Services	Y City Services	Y City Services	Y City Services						
Cherry Hinton Hall Recycling Bin? Provider	Y City Services	Y City Services	Y City Services	Y City Services	Y City Services	Y City Services				Y Recresco	Y Recolight	
Cherry Hinton High St Recycling Bin? Provider	Y City Services	Y City Services	Y City Services	Y City Services	Y City Services	Y City Services						
Chesterton Rec Recycling Bin? Provider	Y City Services	Y City Services	Y City Services	Y City Services	Y City Services							



Cambridge City Council

To: Executive Councillor for Environmental and Waste Services.
Report by: Director of City Services
Relevant scrutiny committee: ENVIRONMENT
Wards affected: All

22 June
2010

Statutory Litter Duty – Zoning of the District Non Key

1. Executive summary

- 1.1 The Environmental Protection Act 1990, imposes statutory duties on Principle Litter Authorities, (Cambridge City Council is such an Authority), and certain other land managers (duty bodies) to keep specified land and highways clear of litter, refuse and detritus. A Code of Practice for Litter and Refuse, issued with this legislation, set out recovery times for restoring this land and highways to acceptable standards dependant upon the land use. This required Principle Litter Authorities to Zone their district for litter collection purposes and set their cleansing schedules so that they meet these duties.
- 1.2 A revised Code of Practice on Litter and Refuse, published in April 2006, re-classified the different types of land managed by duty bodies into four main zones based on intensity of use and special circumstances.
- 1.3 The Code recommends that all duty bodies in an area should consult together and develop an integrated approach to zoning. This should be lead by the Principle Litter Authority. The duty bodies are then expected to publish details of the zones for their land and make them available to the public on request. Best practice should also include consultation with the public regarding any changes to the zoning.

2. Recommendations

2.1 The Executive Councillor is recommended: To approve the Director of City Services undertaking a public consultation exercise through the Area Committees.

3. Background

3.1 The Environmental Protection Act 1990 (EPA) imposes duties under section 89 (1) and (2) on certain landowners and occupiers (duty bodies) to keep specified land clear of litter and refuse, and on local authorities and the Secretary of State to keep clean public highways for which they are responsible.

3.2 A Code of Practice on Litter and Refuse (COPLR) was first published in 1991 under section 89 (7) of the EPA 1990. This has since been revised and the current COPLR was introduced under the Clean Neighbourhoods and Environment Act 2005.

3.3 Original zoning of the district was undertaken following the issuing of the original COPLR in 1991. There have been no changes to zoning since its original introduction.

3.4 The purpose of the zoning, originally zones 1, 2 & 3, identifies the statutory response times allowed to bring areas back to a Grade A standard (free of litter) if they fall below Grade B. This affects the way in which our resources are deployed in order to meet that statutory duty.

3.5 Under the current COPLR zoning is now defined as :-

- High intensity of use
- Medium intensity of use
- Low intensity of use
- Special circumstances

Each definition has clear guidance for each land type on the appropriate designation to be used.

3.6 Since the original zoning in 1991 areas of city may have become busier or because of the changes in 3.5 above fall into a different category of zone and therefore will require a new allocation.

3.7 The public consultation will seek the views of the public regarding any proposed zoning through the Area Committee structure, a timetable for which will be produced.

3.8 Following the public consultation exercise a report outlining the recommended allocations, and implications, will come back to this committee.

4. Implications

4.1 The preparation work and the public consultation will be undertaken within existing resources.

5. Background papers

5.1 The Environmental Protection Act 1990, Code of Practice on Litter and Refuse.

5.2 The Clean Neighbourhoods and Environment Act 2005.

6. Appendices

Nil

7. Inspection of papers

To inspect the background papers or if you have a query on the report please contact:

Author's Name: [Toni Ainley](#)
Author's Phone Number: [01223 458201](tel:01223458201)
Author's Email: Toni.ainley@cambridge.gov.uk

This page is intentionally left blank



To Executive Councillor for Climate Change and Growth: Councillor
Clare Blair
Report Director of Environment & Planning, Director of City Services,
by Director of Finance
Environment Scrutiny Environment 22 June 2010
Committee

2009/10 Revenue and Capital Outturn, Carry Forwards and Significant Variances

Not a Key Decision

1. Executive summary

1.1 This report presents a summary of the 2009/10 outturn position (actual income and expenditure) for services within the Climate Change & Growth portfolio, compared to the final budget for the year. The position for revenue and capital is reported and variances from budgets are highlighted, together with explanations. Requests to carry forward funding arising from certain budget underspends into 2010/11 are identified.

2. Recommendations

The Executive Councillor is recommended:

- a) To agree which of the carry forward requests, totalling £399,430 as detailed in Appendix C, are to be recommended to Council for approval.
- b) To seek approval from Council to bring forward capital resources to fund rephased capital spending of £622,000 from 2009/10 into 2010/11 as detailed in Appendix D.

3. Background

Revenue Outturn

3.1 The outturn position for the Climate Change & Growth portfolio, compared to the final revenue budget, is presented in detail in Appendix A.

- 3.2 Appendix B to this report provides explanations of the main variances.
- 3.3 Appendix C sets out the final list of items, for this service portfolio, for which approval is sought to carry forward unspent budget from 2009/10 to the next financial year, 2010/11.
- 3.4 The overall revenue budget outturn position for the Climate Change & Growth portfolio is set out in the table below:

Climate Change & Growth 2009/10 Revenue Summary	£
Final Budget	5,887,620
Outturn	4,863,890
Variation – (under) / overspend for the year	(1,023,730)
Carry Forward Requests:	399,430
Net Variance	(624,300)

The net variance represents 10.6% of the overall portfolio budget for 2009/10

Capital Outturn

- 3.5 Appendix D shows the outturn position for schemes and programmes within the Climate Change & Growth portfolio, with explanations of variances.
- 3.6 An overall underspend of £642,000 has arisen. £622,000 is due to slippage and re-phasing of the capital programme is required to transfer the budget into 2010/11. The remaining variance of £20,000 is a result of a net underspend on individual capital schemes and programmes.

4. Implications

- 4.1 The net variance from final budget, after approvals to carry forward £399,430 budget from 2009/10 into the next financial year, 2010/11, would result in a reduced use of General Fund reserves of £624,300.
- 4.2 In relation to anticipated requests to carry forward revenue budgets into 2010/11 the decisions made may have a number of implications. A decision not to approve a carry forward request will impact on officers' ability to deliver the service or scheme in question and this could have staffing, equal opportunities, environmental and/or community safety implications.

5. Background papers

These background papers were used in the preparation of this report:

- Closedown working files 2009/10
- Directors variance explanations – March 2010
- Capital Monitoring Report – March 2010
- Budgetary control reports to 31 March 2010

6. Appendices

- Appendix A - Revenue Budget 2009/10 - Outturn
- Appendix B - Revenue Budget 2009/10 - Major Variances from Final Revenue Budgets
- Appendix C - Revenue Budget 2009/10 - Carry Forward Requests
- Appendix D - Capital Budget 2009/10 - Outturn

7. Inspection of papers

To inspect the background papers or if you have a query on the report please contact:

Authors' Name: Richard Wesbroom; Steve Maxwell
Authors' Phone Number: Telephone: 01223 458148; 01223 458240
Authors' Email: richard.wesbroom@cambridge.gov.uk;
steve.maxwell@cambridge.gov.uk

O:\accounts\Committee Reports & Papers\Environment Scrutiny\2010 June\Final\CC&G\Environment (C&G) Outturn report - Final - June 2010.doc

Climate Change & Growth Portfolio / Environment Scrutiny Committee

Revenue Budget - 2009/10 Outturn

Service Grouping	Original Budget £	Final Budget £	Outturn	Variation - Final Budget & Outturn Increase / (Decrease) £	Carry Forward Requests - see Appendix C £	Net Variance £
City Services - Parking Services/Street						
Bus Shelters	29,530	29,530	26,150	(3,380)	0	(3,380)
Car Parks	(486,940)	(985,800)	(1,397,511)	(411,711)	25,360	(386,351)
Shopmobility	110,710	82,330	80,011	(2,319)	0	(2,319)
	(346,700)	(873,940)	(1,291,350)	(417,410)	25,360	(392,050)
Environment & Planning - Policy & Projects						
Conservation & Design	587,230	550,070	527,713	(22,357)	21,900	(457)
Environmental Projects	715,550	599,270	562,166	(37,104)	0	(37,104)
Planning Policy	406,280	399,980	400,737	757	5,600	6,357
Planning Policy Consultants	8,780	4,380	405	(3,975)	0	(3,975)
Research & Information	438,520	378,060	365,122	(12,938)	0	(12,938)
Sustainable City	228,730	221,920	191,741	(30,179)	0	(30,179)
Sustainable City Grants	10,980	40,980	40,360	(620)	0	(620)
Environmental Grants	67,950	65,950	65,950	0	0	0
Housing Planning Delivery Grant (HPDG) Improvements	7,500	57,460	(283,116)	(340,576)	340,570	(6)
Local Nature Reserves	7,770	14,450	13,612	(838)	0	(838)
Urban Growth Project Manager	52,050	50,410	52,585	2,175	0	2,175
Economic Policy	103,760	98,890	101,146	2,256	0	2,256
	2,635,100	2,481,820	2,038,421	(443,399)	368,070	(75,329)
Environment & Planning - Transport						
Concessionary Fares	2,046,140	2,506,630	2,545,918	39,288	0	39,288
Street Name Plates	19,790	19,790	19,790	0	0	0
Highways Schemes General	77,920	77,920	79,090	1,170	0	1,170
Public Transport Subsidy	117,630	113,080	107,801	(5,279)	0	(5,279)
Taxicard	125,960	94,350	84,811	(9,539)	0	(9,539)
Transport Initiatives for the Disabled	33,000	33,000	33,000	0	0	0
Cycleways-General	1,730	0	0	0	0	0
Walking & Cycling Strategy	9,100	8,830	2,952	(5,878)	0	(5,878)
Ditching Maintenance	71,860	77,860	72,665	(5,195)	6,000	805
Park & Ride Cowley Road	104,260	0	0	0	0	0
	2,607,390	2,931,460	2,946,027	14,567	6,000	20,567
Environment & Planning - Development						
Building Control Fee Earning	0	0	0	0	0	0
Building Control Other	318,880	259,310	229,055	(30,255)	0	(30,255)
Considerate Contractors Scheme	8,550	7,680	18,923	11,243	0	11,243
Development Control	1,251,230	969,570	815,815	(153,755)	0	(153,755)
	1,578,660	1,236,560	1,063,793	(172,767)	0	(172,767)
Environment & Planning - Joint Urban Design						
Head of Joint Urban Design	110,820	111,720	106,999	(4,721)	0	(4,721)
	110,820	111,720	106,999	(4,721)	0	(4,721)
Environment & Planning - Director & Customer & Support Services						
Savings to be reallocated across department	0	0	0	0	0	0
	0	0	0	0	0	0
Total Net Budget	6,585,270	5,887,620	4,863,890	(1,023,730)	399,430	(624,300)

Climate Change & Growth Portfolio / Environment Scrutiny Committee

Revenue Budget - 2009/10 Outturn

Service Grouping	Original Budget £	Final Budget £	Outturn	Variation - Final Budget & Outturn Increase / (Decrease) £	Carry Forward Requests - see Appendix C £	Net Variance £
------------------	----------------------	-------------------	---------	---	--	-------------------

Changes between original and final budgets may be made to reflect:

- portfolio and departmental restructuring
- approved budget carry forwards from the previous financial year
- technical adjustments, including changes to the capital accounting regime
- virements approved under the Council's constitution
- additional external revenue funding not originally budgeted for

and are detailed and approved:

- in the June committee cycle (outturn reporting and carry forward requests)
- in September (as part of the Medium Term Strategy (MTS))
- in the January committee cycle (as part of the budget setting report)
- and via technical adjustments/virements throughout the year

Climate Change & Growth Portfolio / Environment Scrutiny Committee

Revenue Budget 2009/10 - Major Variances from Final Revenue Budgets

Service Grouping	Reason for Variance	Amount £	Contact
Car Parks	<p>City Services - Parking Services/ Street Services</p> <p>Stronger demand for car parking than originally forecast. A carry forward request of £25,360 for a deep clean of the Grand Arcade car park is included in Appendix C.</p>	(411,711)	Paul Necus
Conservation & Design	<p>Environment & Planning - Policy & Projects</p> <p>Underspend mainly due to delays in progressing the Pro-active Conservation works, due to staff absence and other factors (as noted in Environment Scrutiny Committee 16 March 2010, agenda item 7, paras 3.22. and 3.23). A request to carry forward the unspent Pro-active Conservation budget of £21,900 is included in Appendix C.</p>	(22,357)	David Roberts
Environmental Projects	<p>The variance represents the underspend on the unfilled Senior Transport Officer post. This has been offered up as part of CAS T5.</p>	(37,104)	David Roberts
Sustainable City	<p>Underspend primarily due to maternity cover for Sustainable City Manager post and 4 month vacancy for Sustainable Construction Co-ordinator post.</p>	(30,179)	David Roberts

Climate Change & Growth Portfolio / Environment Scrutiny Committee

Revenue Budget 2009/10 - Major Variances from Final Revenue Budgets

Service Grouping	Reason for Variance	Amount £	Contact
Housing Planning Delivery Grant Improvements	<p>This variance reflects:</p> <p>(a) a better than expected settlement, although the delay in the announcement of the final allocation made it impossible to feed into the revised budget process.</p> <p>(b) In addition an underspend has occurred relating to the element set aside for consultancy projects. This is for a variety of reasons including that the Joint Infrastructure Study will be fully funded by Cambridgeshire Horizons (£20k), and that studies to support the Local Development Framework (on affordable housing viability £10k and on employment land £5k) did not need to go forward in 2009/2010. This is because such studies should be to be done at the right time in the plan preparation process to ensure they are up to date, and in this regard uncertainties concerning the Regional Spatial Strategy and the housing target for the City meant that it was not appropriate to push forward the LDF Core Strategy.</p> <p>A request to carry forward the total underspend of £340,576 is included in Appendix C.</p> <p>Environment & Planning - Transport</p>	(340,576)	David Roberts

Climate Change & Growth Portfolio / Environment Scrutiny Committee

Revenue Budget 2009/10 - Major Variances from Final Revenue Budgets

Service Grouping	Reason for Variance	Amount £	Contact
Concessionary Fares	The variance reflects the slightly higher than anticipated reimbursement due to the County Council, including an estimate for the average fare increase for February and March. The overspend represents 1.6% of the revised budget for Concessionary Fares	39,288	David Roberts
Building Control Other	<p>Environment & Planning - Development Services</p> <p>Underspend on staff salaries (2 vacant posts & maternity leave). The underspend on the Building Control Other Account will offset the variance on the Considerate Contractor Scheme Account which underachieved on revenue.</p>	(30,255)	John Summers
Development Control	A combination of small amount of savings on expenditure and more significant over achievement of fee income.	(153,755)	John Summers

Climate Change & Growth Portfolio / Environment Scrutiny Committee

Revenue Budget 2009/10 - Carry Forward Requests

Request to Carry Forward Budgets from 2009/10 into 2010/11

Item		Final Request £	Contact
1	<p>Director of City Services</p> <p>Car Parks - Deep clean of Grand Arcade car park originally scheduled for March 2010 - project slipped to 10 May 2010.</p>	25,360	Paul Necus
2	<p>Director of Environment & Planning</p> <p>Conservation & Design - A carry forward request for the unspent Pro-Active Conservation budget is supported by Environment Scrutiny Committee (16/3/10) and the Executive Councillor; £5,000 of this total is already committed to the Mill Road and Romsey Appraisal.</p>	21,900	David Roberts
3	<p>Planning Policy - To implement Traffic Regulation Orders (TROs) for on site car club bays as per agreement with StreetCar.</p>	5,600	David Roberts
4	<p>Housing Planning Delivery Grant (HPDG) - A carry forward is requested in line with the approach taken in previous years as a contingency, should the 2010/11 grant allocation be significantly reduced and/or the final grant announcement be significantly delayed, as in 2009/10.</p>	340,570	David Roberts
5	<p>Ditching Maintenance - Due to emergency flood risk management work elsewhere tying up officers time, a surveyor was delayed in starting onsite in time to complete the Climate Change Fund Watercourses Flood Risk Survey before year end.</p>	6,000	David Roberts
<p>Total Carry Forward Requests for Climate Change & Growth Portfolio / Environment Scrutiny Committee</p>		399,430	

Climate Change & Growth Portfolio / Environment Scrutiny Committee

Capital Budget 2009/10 - Outturn

Capital Ref	Description	Lead Officer	Original Budget £000	Final Budget £000	Outturn £000	Variance - Final Budget & Outturn £000	Rephase £000	Over / (Under) Spend £000	Comments
PR004	Sustainable City Programme	S Chubb	30	0	0	0	0	0	Budget transferred to revenue (see Appendix A).
PR007	Cycleways	C Rankin	692	42	45	3	(3)	0	Three major projects subject to statutory procedures, extensive consultation and County Council implementation. These schemes are New Bit [£150k] Riverside [£140k] and Madingley Rd [£150k]. Important progress made on all these schemes but implementation now expected in 2010/11. The variance of £3k is due to additional costs for the Chesterford Rd scheme and some additional signage work.
PR010	Environmental Improvements Programme	D Foley-Norman	105	105	105	0	0	0	Landscape Architect fees.
PR010a	Environmental Improvements Programme - North Area	D Foley-Norman	309	305	168	(137)	137	0	The EIP Programme in this Area has progressed well, exceeding its annual capital contribution by over £40,000. This may be partly due to the adoption of schemes that have lower risks associated with their delivery. e.g. no landowners issues, legal involvement or complex highway authority approvals. Changes to the process of delivering EIP schemes has also improved the efficiency with which they are delivered. The continuous rephasing of this programme from previous years makes full expenditure a challenge, however the Committee have now fully allocated funding to schemes to the end of the programme in March 2011.
PR010b	Environmental Improvements Programme - South Area	D Foley-Norman	240	188	90	(98)	98	0	The Area Committee agreed a prioritisation for 2009/10 based on 8 projects with a total value of £225,000. Of which two large projects are to be constructed in 2010/11 with a total value of £131,000. Officer time during this financial year has focused on working up all of these projects, although the annual capital contribution for 2009/10 was exceeded.

Climate Change & Growth Portfolio / Environment Scrutiny Committee

Capital Budget 2009/10 - Outturn

Capital Ref	Description	Lead Officer	Original Budget £000	Final Budget £000	Outturn £000	Variance - Final Budget & Outturn £000	Rephase £000	Over / (Under) Spend £000	Comments
PR010c	Environmental Improvements Programme - West/Central Area	D Foley-Norman	280	111	23	(88)	88	0	The Area Committee agreed a prioritisation for 2009/10 based on 12 projects with a total value of £300,000. Of which four large projects are to be constructed in 2010/11 with a total value of £231,000. Officer time during this financial year has focused on working up all of these projects.
PR010d	Environmental Improvements Programme - East Area	D Foley-Norman	440	83	37	(46)	46	0	The Area Committee agreed a prioritisation for 2009/10 based on 11 projects with a total value of £340,000. Of which four large projects are to be constructed in 2010/11 with a total value of £300,000. Officer time during this financial year has focused on working up all of these projects.
PR010d	Environmental Improvements Programme - Riverside/Abbey Road Junction	D Foley-Norman	0	21	21	0	0	0	Construction due to commence in the summer and is expected to be complete by the end of the year.
PR010j	Environmental Improvements Programme - Fitzroy/Burleigh Street	D Foley-Norman	0	0	1	1	(1)	0	This project is due to be constructed during 2010/11 following Environment Scrutiny approval in January 2010.
PR014	Environmental Safety Fund	D Foley-Norman	46	20	0	(20)	20	0	A £12,000 contribution to the lighting on Fitzroy Burleigh St was approved at Full Council in February. Construction is due to be carried out during the Summer. Further schemes will be presented for approval shortly.
PR018	Bus Shelters	D Roberts	55	3	3	0	0	0	A framework contract for suppliers of bus shelters is currently being developed with approval being sort from the Executive Councillor at Environment Scrutiny in June. A strategy for new and replacement shelters will then be created for implementation in early 2011.
PR019	Car Parks Infrastructure and Equipment Replacement Programme	P Necus	1317	213	155	(58)	58	0	Revised programme /justification for continuation underway.
PR022	Local Nature Conservation	G Belcher	10	6	6	0	0	0	Capital committed for Paradise Local Nature Reserve tree works. Completed.

Climate Change & Growth Portfolio / Environment Scrutiny Committee

Capital Budget 2009/10 - Outturn

Capital Ref	Description	Lead Officer	Original Budget £000	Final Budget £000	Outturn £000	Variance - Final Budget & Outturn £000	Rephase £000	Over / (Under) Spend £000	Comments
SC033b	CCTV Street Lighting	D Roberts	40	40	0	(40)	40	0	First phase (Senate House Hill and Kings Parade) completed by County without drawing on City funding. Fund to be used towards further phase in 2010/11.
SC240	Barnwell West Nature Reserve	D Roberts	0	13	0	(13)	13	0	Budget carried forward to 2010/11 to combine with Coldhams Common LNR works.
SC366	Green Parking Bays	P Necus	5	0	0	0	0	0	Rephased to 2010/11.
SC368	GIS Phase 2 & 3	M Greensmith	19	19	0	(19)	19	0	The future strategy towards Partnership is still being resolved by the GIS Partnership Board. As a consequence Phase 2 & 3 of the City Strategy has not been completed in the current financial year.
SC408	Byron's Pool LNR Biodiversity Works	G Belcher	0	24	0	(24)	0	(24)	All expenditure occurred in previous financial year. Project complete.
SC412	Joint Urban Design Team Accommodation	G Richardson	0	11	12	1	0	1	Expenditure required to complete project more than originally anticipated.
SC415	Smartcard readers in Stagecoach Buses	D Roberts	15	15	15	0	0	0	Project completed in May 2009.
SC416	UNiform e-consultee Access Module	J Summers	15	15	5	(10)	10	0	Module purchased and installed. Business process Implementation will not take place until July 2010.
SC417	Development of UNiform system	J Summers	15	15	1	(14)	14	0	Work currently underway on various enhancements and fixes.
SC418	Public Access Module	I Boulton	13	12	12	0	0	0	Technically project completed. Go-live for Building Control to be finalised. No further costs expected.
SC419	Planning Services ICT Project Management	P Boucher	15	15	17	2	0	2	Project Management completed.
SC420	Corrosion Monitoring System at Park Street	P Necus	47	47	0	(47)	47	0	Contract being awarded - work due to start in July 2010.
SC421	E&P Server Replacements	P Boucher	70	55	48	(7)	7	0	Further server to be completed in early 2010/11.
SC422	Countryside Management System	G Belcher	4	4	4	0	0	0	Project complete.
SC431	Ventilation In Grand Arcade Car Park	P Necus	0	22	22	0	0	0	Project complete.

Climate Change & Growth Portfolio / Environment Scrutiny Committee

Capital Budget 2009/10 - Outturn

Capital Ref	Description	Lead Officer	Original Budget £000	Final Budget £000	Outturn £000	Variance - Final Budget & Outturn £000	Rephase £000	Over / (Under) Spend £000	Comments
SC432	Mill Road Cemetery Memorial Artwork	G Richardson	0	5	0	(5)	5	0	The artwork commissions for the Mill Road Cemetery and Snowy Farr were delayed due to issues around procurement and legal contracts and because of this we were not able to appoint the consultant to begin the projects until the end of January 2010. A sole consultant has been appointed to deliver both projects. This has meant that to date no payment on either project has been made due to the first payment stage, as set out in the consultant's contract, not yet being reached.
SC433	Snowy Farr Memorial Artwork	G Richardson	0	5	0	(5)	5	0	The artwork commissions for the Mill Road Cemetery and Snowy Farr were delayed due to issues around procurement and legal contracts and because of this we were not able to appoint the consultant to begin the projects until the end of January 2010. A sole consultant has been appointed to deliver both projects. This has meant that to date no payment on either project has been made due to the first payment stage, as set out in the consultant's contract, not yet being reached.
SC435	Biodiversity Project Year 2 & 3	E Selway	0	1	27	26	(26)	0	New agreement in place. Awaiting payment of end of year claim.
SC444	Development Control Public Access & 1APP Connector	P Boucher	0	22	23	1	0	1	Project technically complete. Public Access live on 31/3/2010. Connectors installed - business process work to be completed during 2010/11.
SC445	Monitors for use with Document Management System	P Boucher	0	30	0	(30)	30	0	Project approved as part of Budget report to Environment Scrutiny Committee. Equipment to be procured during April/May 2010.
SC449	Holy Trinity War Memorial Shelter	J Preston	0	15	0	(15)	15	0	Awaiting resolution of revenue funding and maintenance plan required to release the £10k grant. To be considered by Environment Scrutiny Committee 22/6/10.
Total for Climate Change & Growth Portfolio			3,782	1,482	840	(642)	622	(20)	

Changes between original and final budgets may be made to reflect:

Climate Change & Growth Portfolio / Environment Scrutiny Committee

Capital Budget 2009/10 - Outturn

Capital Ref	Description	Lead Officer	Original Budget £000	Final Budget £000	Outturn £000	Variance - Final Budget & Outturn £000	Rephase £000	Over / (Under) Spend £000	Comments
-------------	-------------	--------------	-------------------------	----------------------	-----------------	---	-----------------	------------------------------	----------

- rephased capital spend from the previous financial year
- rephased capital spend into future financial periods
- approval of new capital programmes and projects

and are detailed and approved:

- in the June committee cycle (outturn reporting and carry forward requests)
- in September (as part of the Medium Term Strategy (MTS))
- in the January committee cycle (as part of the budget setting report)



Cambridge City Council

To: Executive Councillor for Climate Change and Growth: Cllr Clare Blair
Report by: Head of Policy and Projects
Relevant scrutiny committee: Environment Scrutiny Committee 06/2010

PROCUREMENT APPROVAL REPORT FOR A SURFACE WATER MANAGEMENT PLAN FOR CAMBRIDGE AND MILTON

Key Decision

1. Executive summary

- 1.1 The City Council has been awarded a grant of £100,000 from the Department for Environment, Food and Rural Affairs (Defra) to undertake a Surface Water Management Plan (SWMP) for Cambridge and Milton.
- 1.2 A SWMP is a framework through which key local partners with responsibility for surface water and drainage in their area, work together to understand the causes of surface water flooding and agree the most cost effective way of managing surface water flood risk. SWMPs are usually undertaken by an external consultant due to insufficient skills and resources within local authorities.
- 1.3 Defra divided England into 4350 settlements, Cambridge and Milton was considered one settlement. The settlements were ranked with regard to their possible susceptibility to surface water flooding. Cambridge is ranked 87 out of the 4350 settlements and this indicates that Cambridge may be a high risk area with regard to surface water flooding.

2. Recommendations

- 2.1 The Executive Councillor is recommended to authorise the tender and award of a contract for the provision of services to develop a Surface Water Management Plan for Cambridge and Milton for the maximum amount of £100,000 in collaboration with Cambridgeshire County Council.

3. Background

3.1 The purpose of this report is to agree in principle the method of procurement for the services to undertake a SWMP for Cambridge and Milton.

Surface Water Management Plans

3.2 The purpose of a SWMP is to make sustainable surface water management decisions that are evidence based and risk based, whilst taking climate change into account, and are inclusive of stakeholder views and preferences.

3.3 There are four principle phases of a SWMP:

Phase 1 - Preparation: which includes scoping the study and the formation of a partnership of all the identified stakeholders.

Phase 2 - Risk Assessment: undertake a strategic assessment, an intermediate assessment, then a detailed assessment of the risks and map and communicate the risks. This phase includes significant hydrological modelling of existing infrastructure.

Phase 3 - Options: a range of options, which seek to alleviate the risk from surface water flooding are identified through stakeholder engagement and assessed. The purpose of this phase is to identify the most appropriate mitigation measures, which can be agreed and taken forward to the next phase.

Phase 4 - Implementation and Review: preparing an implementation strategy and the monitoring of the implementation and subsequent regular review.

3.4 Surface water flooding in the context of a SWMP includes:

- Surface water runoff; runoff as a result of high intensity rainfall when water is ponding or flowing over the ground surface before it enters the underground drainage network or watercourse, or cannot enter it because the network is full to capacity, thus causing flooding (known as pluvial flooding).
- Flooding from groundwater where groundwater is defined as all water which is below the surface of the ground and in direct contact with the ground or subsoil.

- Sewer flooding which occurs when the capacity of the underground system is exceeded due to heavy rainfall, resulting in flooding inside and outside of buildings.
- Flooding from open-channel and culverted watercourses which receive most of their flow from inside the urban area and perform an urban drainage function.
- Overland flows from the urban urban/rural fringe entering the built up area.
- Overland flows resulting from groundwater sources.

3.5 SWMPs are a new area of flood risk management and currently, only six pilot schemes have been undertaken which informed the production of the Defra publication, Surface Water Management Plan Technical Guidance – March 2010.

The need for a Surface Water Management Plan

- 3.6 In the summer of 2007 severe floods across the UK prompted a review into flood risk management, which was undertaken by Sir Michael Pitt. This review was completed with a series of recommendations. Studies of the floods in 2007 revealed that nearly two thirds of flooding was due to surface water flooding and not flooding from rivers. Recommendation 18 in the report concluded that surface water management plans should provide the basis for managing local flood risk.
- 3.7 Planning Policy Statement 25 encourages local planning authorities to prepare a Surface Water Management Plan to help reduce the impacts of flooding through new developments.
- 3.8 The Flood Regulations 2009 require the lead local flood authority (Cambridgeshire County Council) to produce a flood risk management plan. This plan is for the management of significant flood risk from the area of flood risk that the lead local authority is responsible for, generally surface water flood risk.

Surface water flood risk and Cambridge

3.9 Defra announced in August 2009 that new funding of £16m was to be allocated to local authorities across the country to take action to tackle the problems from surface water flooding.

- 3.10 Initially £9.7m was awarded to 77 local authorities for areas where the evidence shows that the risk and potential impact of surface water flooding could be highest.
- 3.11 The remainder of the £16m was divided into an early action fund of £5.3m and £1m to aid with building skills and capacity within local authorities. Bids were open to local authorities in England for individual works or studies between £20k-£100k aiming to achieve quick wins to manage and alleviate local surface water flood risk. Cambridge City Council's bid for £100k to undertake a SWMP for Cambridge and Milton was successful.
- 3.12 To determine the areas of highest risk Defra divided England into 4350 settlements, Cambridge and Milton was considered one settlement. Modelling was undertaken on these settlements which indicated areas that had a potential for surface water flooding and maps of these areas were provided to the local resilience forums to assist with emergency planning.
- 3.13 These settlements were ranked with regard to their possible susceptibility to surface water flooding. Cambridge and Milton is ranked at 87 out of the 4350 settlements, which puts Cambridge and Milton in the top 2% of settlements at risk, with a potential 3500 properties at risk.

Cambridgeshire Flood Risk Management Partnership

- 3.14 Cambridgeshire County Council, Cambridge City Council, other District Authorities, Anglian Water, the Environment Agency, Cambridgeshire Horizons and local Internal Drainage Boards have formed a Cambridgeshire Flood Risk Management Partnership (CFRMP). This partnership is proposed to work together to tackle local flood risk management issues including surface water flood risk. Under the Flood Risk Regulations 2009, the County Council will fulfil the role of Lead Local Flood Authority.
- 3.15 The CFRMP will be pivotal to a comprehensive and integrated approach to flood risk management in Cambridgeshire. The partnership will produce a programme plan and explore the development of sub working groups, each will have a specific task, one of which will be preparing a SWMP.
- 3.16 Scrutiny of the work carried out by the group will be through the County Council's Environment and Community Services Scrutiny Committee and the Environmental Sustainability Partnership of Cambridgeshire Together.

- 3.17 The County Council, together with all members of the CFRMP, is undertaking a SWMP for the whole of Cambridgeshire, beginning with the first assessment of risk (strategic) for the whole County. The further phases of assessment of risk and options appraisals will follow. This will enable the County Council to fulfil its duties under the Flood Risk Regulations 2009 by December 2015.
- 3.18 It is proposed that the SWMP for Cambridge and Milton be undertaken as part of the ongoing work of the CFRMP.

Procurement Proposals and Constraints

- 3.19 Cambridgeshire County Council will procure services to undertake surface water management planning using the Official Journal of the European Union (OJEU) route. Cambridge City Council is fully involved in the production of the tender documentation and has a representative on the project board which will evaluate tender submissions and award the contract.
- 3.20 It is proposed that the Cambridge and Milton SWMP be undertaken at the same time and by the same consultant as the SWMP for the whole of the Cambridgeshire, to ensure consistency of work and the elimination of risk of duplication of efforts. It is therefore proposed that the Cambridgeshire County Council procure services for the whole County, with strategic input from the City Council, subject to the City Council providing funding to the County Council for the Cambridge and Milton plan services.
- 3.21 The Defra funding has a limited time frame and the Cambridge and Milton SWMP (Phases 1, 2 and 3) is required to be completed by the end of the 2010/2011 financial year (end of March 2011).
- 3.22 The County Council is required to complete the first phase of the SWMP for Cambridgeshire by end of March 2011. The further phases will be completed in subsequent years, with phases completed to coincide with the requirements of the Flood Risk Regulations 2009.
- 3.23 There are two areas of risk with this project:
- The funding made available to the City Council is limited to £100k and a full SWMP for Cambridge and Milton may cost more. Measures that will be undertaken to mitigate this risk will include: a competitive tender process, there will be a strong steer from the

project group to ensure the consultants do not undertake unnecessary work, careful monitoring of expenditure of the Council's work and, if necessary, an amended project scope to ensure that a useful, complete and self contained plan is delivered.

- The deadline for completion of the project (March 2011) may not be met. Measures to mitigate this risk will include: Emphasising the achievement of the project by the completion date, careful monitoring of consultant's programme ensuring it is achievable and accurate, requiring regular updates from consultants and keeping the consultant focused on the end goal and deadline.

4. Implications

- 4.1 Financial implications: As set out in the report.
- 4.2 Equal opportunities implications: There are no equal opportunities implications.
- 4.3 Environmental implications: The environmental implications are positive, with flood risk measures identified in the final SWMP and the opportunity to improve biodiversity by the identification of the need for surface water management features.
- 4.4 Community safety implications: There are implications if the project is not undertaken which could put homes, businesses at greater risk of flooding due to a lack of understanding of the risk posed by surface water flooding.
- 4.5 There are no staffing implications.

5. Background papers

- 5.1 Defra Surface Water Management Plan Technical Guidance – March 2010.

6. Appendices

- 6.1 There are no appendices associated with this report.

7. Inspection of papers

To inspect the background papers or if you have a query on the report please contact:

Author's Name: Simon Bunn
Author's Phone Number: 01223 457193
Author's Email: Simon.bunn@cambridge.gov.uk

This page is intentionally left blank



To: Executive Councillor for Climate Change and Growth
Report by: Simon Payne, Director of Environment & Planning
Relevant scrutiny committee: Environment Scrutiny 22/06/2010
Wards affected: All

Pro-active Conservation Key Decision

1. Executive summary

1.1 This report updates the review of projects presented to Environment Scrutiny Committee in March. It seeks approval of a way forward for the Holy Trinity War Memorial Shelter.

2. Recommendations

2.1 The Executive Councillor is recommended to approve:

- a) The allocation of up to £2000 per year for 5 years from the Historic Building Grants budget towards maintenance of the Holy Trinity War Memorial shelter.
- b) the bringing forward of a detailed programme for 2010-11 to the Development Plan Steering Committee for approval in July 2010.

3. Background

The Pro-active Conservation programme

3.1 Funding of £30,000 per year for pro-active conservation work has been agreed for each of the financial years 2008-9, 2009-10, and 2010-11.

3.2 It was noted (report to Environment Scrutiny Committee, 8 April 2008) that: "4.2.....In using the new resources to develop proactive conservation a variety of matters might be targeted: a. Review existing Conservation Area boundaries. b. Designation of new Conservation Areas. c. Prepare Conservation Area Management Plans. d. Rapid appraisal of sensitive areas subject to change. e. Buildings of Local Interest. f. Protection of buildings at risk. g. Building Conservation Plans", and also that " 6.2 The budget figures for each subject area

are initial estimates and there may be a need for some reallocation between them as they are refined.

New Planning Policy Guidance: PPS 5 and Government Statement

- 3.3 New Planning Guidance for the Historic Environment (PPS 5) was issued, together with a Planning Practice Guide and an over-arching Government Statement, on 23 March 2010. In summary, this guidance endorses the approach the Council is taking in terms of strategy (the Historic Environment SPD), the Pro-active Conservation Programme, and local designations (Buildings of Local Interest). The implications of this guidance will be reported to Development Plan Steering Committee in July.

Conservation Areas at Risk

- 3.4 An update of the 2009 survey (which identified Trumpington Conservation Area as being at risk) is due to be published by English Heritage just before the Committee meeting. An oral report will be made.

Completed projects (see report to March Committee)

- 3.5 The De Freville and Chesterton Conservation Area Appraisals have now been published on the Council's website, and the Conduit Head Road Appraisal will follow shortly.
- 3.6 The County Council has installed the first phase of new street lighting on Senate House Hill and Kings Parade.

Current projects (for full background see report to March Committee)

Conservation Area Appraisals

- 3.7 The Trumpington Conservation Area Appraisal will shortly be subject to public consultation.
- 3.8 The Howes Place and NIAB Conservation Area Appraisal will be revised for further public consultation after a decision has been made on the NIAB site planning application.
- 3.9 The first draft of the West Cambridge Conservation Area Appraisal has been completed.

- 3.10 Survey work has been carried out for the review of the Mill Road and St Matthews Area Conservation Area. The survey for the possible new Conservation Area for Romsey will follow.
- 3.11 Briefs have been issued to consultants for the Conservation Area Appraisals for Riverside, Castle Area, and New Town and Glisson Road. The quotes are due to be received in time for an oral report to be made to the Committee.

Suburbs and Approaches studies

- 3.12 The first 3 Suburbs and Approaches studies (Huntingdon Road, Madingley Road, and Barton Road) are being finalised for publication on the website.
- 3.13 Briefs have been issued to consultants for the second tranche of studies (Trumpington Road, Long Road, Hills Road, and Newmarket Road). The quotes are due to be received in time for an oral report to be made to the Committee.

Holy Trinity War Memorial

- 3.14 The project funding is in place (see para 3.13 of report to the March meeting), but there is an outstanding issue in terms of revenue funding needed to support the maintenance plan which is required as a condition of the English Heritage / Wolfson Foundation War grant. The grant offer has to be accepted by 24 July. Efforts to get support from adjacent landowners and other bodies have been unsuccessful, apart from a recently-received offer from Cambridge Past Present and Future. This is for a £500 contribution towards maintenance costs in the first year only, plus help with a street collection if this is desired.
- 3.15 Although the provisional estimate for basic maintenance is low (a few hundred pounds p.a.) up to £2000 p.a. could be needed in the event of having to deal with vandalism. It is understood that funding needs to be committed over at least 5 years as one of the conditions set out by the War Memorials Trust.
- 3.16 It is therefore suggested that provision be made for up to £2000 p.a. to be allocated from the Historic Buildings Grant budget for a period of 5 years, towards maintenance of the Holy Trinity War Memorial shelter.

4. Implications

Staff

- 4.1 The staffing implications are set in the report. The programming of public consultations and of publications will be dependent primarily on graphics and mapping capacity.

Finance

- 4.2 The financial implications are set out in the report.

Environmental

- 4.3 The environmental implications are set out in the report.

Community Safety

- 4.4 There are no direct community safety implications.

Equalities and Diversity

- 4.5 There are no direct physical equality and diversity implications. Involvement of local people in the work should follow the guidance set out in the Statement of Community Involvement.

5. Background papers

Reports to Environment Scrutiny Committee:

4 April 2008, agenda item 10 Area based Conservation Studies

<http://www.cambridge.gov.uk/public/councillors/agenda/2008/0408env/10.pdf>

4 November 2008, agenda item 5 Suburbs and Approaches Studies

<http://www.cambridge.gov.uk/public/councillors/agenda/2008/1104env/05.pdf>

4 November 2008, agenda item 6 Programme for future Conservation Area Appraisals, designation and review

<http://www.cambridge.gov.uk/public/councillors/agenda/2008/1104env/06.pdf>

23 June 2009, agenda item 16 Pro-active Conservation Programme

<http://www.cambridge.gov.uk/public/councillors/agenda/2009/0623EnvA/16.pdf>

Report to Development Plan Steering Group, 12 October 2009, agenda item 5 Draft Planning Policy Statement 15

<http://www.cambridge.gov.uk/public/councillors/agenda/2009/1013dpsg/05.pdf>

Council meeting minutes, 11 September 2008, item 08/66

<http://www.cambridge.gov.uk/public/councillors/minutes/2008/0911CNL.pdf>

6. Appendices

Buildings of Local Interest SPG

7. Inspection of papers

To inspect the background papers or if you have a query on the report please contact:

Author's Name: JOHN PRESTON
Author's Phone Number: 01223 457160
Author's Email: john.preston@cambridge.gov.uk

This page is intentionally left blank



To: Executive Councillor for Climate Change & Growth:
Cllr Clare Blair

Report by: Head of Joint Urban Design Team

Relevant scrutiny committee: Environment Scrutiny Committee 22/06/10

Wards affected: All

Approval of Public Art Commissioning Strategy Key Decision.

1. Executive summary

- 1.1 The City Council can collect section 106 planning obligation “commuted sums” for the delivery of public art from developers of sites where public art is a requirement of planning policy. This report sets out a strategy for delivering public art by the Council using such commuted sums. The attached strategy outlines a number of elements to deliver public art by the Council, including the objectives and priorities of the strategy, an analysis of the commuted sums, a methodology for determining the proposed projects, the actual proposed projects, and the procurement and approval processes required to deliver public art.

2. Recommendations

The Executive Councillor is recommended:

- 1. To approve the attached Cambridge City Council Public Art Commissioning Strategy (June 2010) and to allocate the identified budgets to the projects identified therein; AND**
- 2. To direct Officers to action the steps for each project as set out in the strategy and prepare a report on the progress of the strategy, including possible future projects as part of an addendum, for Environment Scrutiny Committee in late 2012.**

3. Background

- 3.1 The attached Public Art Commissioning Strategy has been prepared in order to guide the City Council in delivering public art using collecting commuted sums from developers over the past several years. While a number of projects are currently underway utilizing the “S106 Public Art Initiative” (as it is described in the 2010 Public Art Supplementary Planning Document, such as the memorial to Snowy Farr and a public art work as part of the planned improvements to the Mill Road Cemetery), there is currently an unallocated budget of approximately

£314,000 (as of March 31, 2010) that can be spent by the Council, on behalf of those who have commuted the monies, on public art. The sum comprises commuted payments from 24 separate developments and can be used by the Council in delivering public art to meet its policy objectives as set out in the 2002 Public Art Supplementary Planning Guidance and the later 2010 Public Art Supplementary Planning Document.

3.2 The strategy is set out in the following manner:

- Objectives, Policies, Guidance and Priorities
- Developing a Commissioning Strategy – The Cambridge Perspective
- Methodology & Evidence Base
 1. Existing S106 Commuted Sums
 2. Community Assets
 3. Community Needs and Opportunities
 4. Existing Public Art in Cambridge
 5. Major developments
- Commissioning and Funding: Principles and Programme
- Themes (Art and Space, Art and Place, Art and Community, and Art and Change)
- Delivering Commissions
 1. Project Management
 2. Procurement: Council Requirements and Procedures
 3. Procurement: Tendering and Commissioning Process
 4. Consultation
- Review of the Strategy
- Appendix: The Programme of projects

3.3 It is important to note that all of the commuted sums existing in the S106 Public Art Initiative are the result of agreements reached within the time in which the 2002 Public Art Supplementary Planning Guide applied. Any public art project in this strategy must therefore be in compliance with the objectives of the 2002 SPG. However, the 2002 SPG is not specific or prescriptive as to exactly what public art commuted monies should be spent on and the SPG contains only general objectives as set out in the Public Art Plan which accompanied the 2002 SPG (these are set out in the attached draft strategy). It should also be noted that as the 2002 SPG has been superseded by the 2010 SPD, it is the case that commuted sums can be spent to assist in the delivery of public art to meet the objectives set out in the 2010 SPD, as long as the proposed projects don't fall foul of the 2002 SPG. Given the changing nature of the amount of money in the S10 Public Art Initiative, the strategy will need to be reviewed (and updated with potential future projects) in the future; the recommendation to this report suggests this occurs in 2012.

3.4 The strategy "ties" together a number of objectives from various documents, including the agreed S106 agreements from where the money originated; the public art policy documents of the Council; and the existing and planned assets across the city, and marry all of these into proposals for public art. The projects have all been developed against the backdrop of these three documents or factors, and so the projects comply with the Council's legal and policy requirements (whether general or specific) in order to deliver public art for the residents of the city. Some of the seven projects proposed will be short term and can be twinned with immediate priorities, while other projects will take longer to

develop and deliver. The strategy therefore sets out short, medium and long priorities in terms of delivery timescales.

4. Implications

4.1 Financial Implications: The projects will be funded by the S106 Public Art Initiative.

4.2 Staffing Implications: Delivery of the projects will have staff implications. Project management of each proposal needs to be developed further as part of the preparation of a project brief and project appraisal. It is expected that projects will generally be overseen by officers leading on the principal projects where public art will be part of those projects. In cases where the projects are distinct art commissions on their own, these will need to be overseen by the Senior Arts and Urban Design Officer. In all cases, a Lead Artist (and possibly a consultant acting as project manager) will have the major role in delivering the project; this will be written into tenders and contract documentation to be prepared by the Council. With a limited staff resource in the Council in the area of public art, and with seven distinct projects (and more likely in the future following additional commuted sums flowing into the S106 Public Art Initiative), a careful allocation of time to project must be mapped out. Each project will need to be considered individually and the implications of project management fully assessed and agreed before any contract is prepared.

4.3 Equal Opportunities Implications: No direct implications, however, it is the intention that public art is freely and widely accessible

4.4 Environmental Implications: The provision of public art in the city adds to the interest, variety and quality of the public realm.

4.5 Community Safety Implications: There are no direct implications. The inclusion of works of art in public places can make them more attractive and encourage people to use them. Maintenance of public art is also an important consideration in assessing proposals. For instance, the ability to withstand vandalism and weathering should be demonstrated. Ongoing maintenance details are required to accompany all public art scheme submissions.

5. Background papers

1. Cambridge City Council Public Art Supplementary Planning Document (2010)
2. Cambridge City Council Public Art Supplementary Planning Guidance (2002)

6. Appendices

Appendix 1 - Public Art Commissioning Strategy (June 2010) **(TO BE CIRCULATED SEPARATELY TO THE MAIN AGENDA PAPERS)**

7. Inspection of papers

To inspect the background papers or if you have a query on the report please contact:

Author's Name: Glen Richardson
Author's Phone Number: 01223 457985
Author's Email: Glen.richardson@cambridge.gov.uk

Programme Review

Programme Title	Car Parks Infrastructure and Equipment Replacement Programme (PR019)
Manager	Paul Necus
Approved Timescale	1 April 2009 to 31 March 2011
Scrutiny Committee	Environment
Committee Date	22 June 2010

Recommendation

The Executive Councillor is recommended to:

- 1 Note the progress and achievements to date of the Car Parks Infrastructure and Equipment Placement Programme Capital Programme (PR019).
- 2 Note the potential implications of major remedial works, particularly at Park Street car park, for which a strategic decision will be required in the 2011/12 Medium Term Strategy.

1 Programme Remit

1.1 As detailed in the Medium Term Strategy (MTS) 2009/10 to 2013/14:

‘This reflects the scheduled repair and renewal works which have been programmed for all the City’s car parks. The programmed works are covered by the specific earmarked repair and renewal funds operated by the Council.’

Other relevant considerations in the current MTS regarding the long-term impact on future car park income levels are:

- The Council’s approach to dealing with ‘carbon footprint’ issues and the potential for the introduction of congestion charging in the City’s boundaries in the longer term;
- The review of the overall parking portfolio, started in 2008/09, and particularly the future strategy for repair and replacement of other car parks;

- The transfer of CCTV and Shopmobility services into Parking Services' management control;
 - Changes in retail occupancy in the city centre.
 - Traffic management and transport planning strategies, particularly road pricing
- 1.2 Outside of the Programme, but having significant impact on it, is the requirement for significant repair work at Park Street car park. This was identified and detailed in the Medium Term Strategy (MTS), Section 13 Capital spending pressures.
- 1.3 This requirement cannot be contained within the existing Repair and Renewal Fund provisions that are being made in respect of the car park. The project was placed on the Hold List given the current review of the overall parking portfolio requirements and usage with an estimated cost of £1m. As this was included in 2007 it will be necessary to review the scale and cost of the works required prior to further consideration.

2 Review of Achievement of Project Objectives

- 2.1 Since the programme was initiated, Parking Services has delivered a series of capital projects, namely:
- 2.1.1 The replacement of the sprinkler system in the (then) Lion Yard Annex in 2007/08 at a cost of £9K
- 2.1.2 The replacement of the ventilation system in the (then) Lion Yard Annex in 2007 at a cost of £23K.
- 2.1.3 The replacement of parking control equipment in 2008 and 2009, including a licence plate recognition system and the networking across four car parks to a single control centre, resulting in sustainable savings in staffing costs, the removal of cash handling, a significant increase in cashless payment transactions for parking, improved access for blue badge holders and better management information. (£671K)
- 2.1.4 Resurfacing of Gwydir Street Car Park in 2007/08 at a cost of £15K.
- 2.1.5 The replacement of Pay and Display machines on the City's surface car parks in 2009, reducing maintenance costs and increasing revenue (planned cost £30K).
- 2.2 The programme was supported by a series of additional related projects with other funding sources that have enhanced the overall quality of service for customers parking in Cambridge, including:

2.2.1 The repair and refurbishment of the Grafton East (multi-storey) car park to the 'ParkMark' Safer Parking standard in 2008 and 2009, including improved lighting, better customer support, and improved management and pigeon infestation within the car park.

2.2.2 The reduction of energy costs through modification of the ventilation system in the Grand Arcade annex in 2009.

3 Assessment of programme project costs and resources – Summary of main projects (2006/07 to 2009/10)

3.1 The overall project costs and resources listed below relate to R&R Programme (PR019) approved in the 2006 MTS. The Programme incorporated previously identified schemes 292, 298, 299, 302, 303, 304, & 305 (some funded from Reserves) and a further £162k R&R funding for additional programmed works.

Replacement/ improvements programme	2006/07	2007/08	2008/09	2009/10	Total
Programme Costs					
Replacement Lion Yard Annex Sprinkler system		£9,176			£9,176
Overhaul Lion Yard Annex Ventilation system	£15,000	£8,113			£23,113
Resurfacing Gwydir Street car park		£15,536			£15,536
Parking Equipment and centralisation			£518,652	£152,961	£671,613
Pay and display equipment/surface sites			£25,176	£2,390	£27,566
Structural surveys and professional fees/preparatory works	£49,338	£22,763			£72,101
Totals	£64,339	£55,588	£543,828	£155,351	£819,106

Programme funded by:	2006/07	2007/08	2008/09	2009/10	Total
General Reserves	£64,339				£64,339
Repair & Renewal Funds		£55,588	£543,828	£155,351	£754,767
Total	£64,339		£543,828	£155,351	£819,106

4 Revenue Costs of the Programme

4.1 Revenue costs resulting from the capital expenditure from these projects has been absorbed in existing revenue budgets. In the case of the Parking control equipment, an additional revenue cost was approved in the 2010/11 budgets to reflect increased maintenance requirements, compared with the original budget proposed (Bid

Reference UR2390 -£13,800).

5 Value for Money

- 5.1 The programme achieved value for money by enabling operating costs to be substantially reduced – new staffing arrangements have alone achieved over £400K in recurring revenue savings per annum - and by making the car parks more attractive to customers, enabling increased income to accrue from better use of the car parks. Over the past three years, the net position of the car parks operations has improved significantly from the 2007/08 deficit of £485k to a £1.4m surplus in 2009/10.

6 Review of lessons learnt

- 6.1 It is possible to achieve sustainable savings in service costs through the effective investment in technology, while simultaneously delivering services that customers find more reliable, improve their perception of safety, and lead to increased income.
- 6.2 Significant investment projects take longer than expected to deliver, and need dedicated, focussed personnel to deliver them well.
- 6.3 Even within a car-parking environment, there are many ways to address climate change issues and reduce the service's carbon footprint without compromising overall business objectives.

7 The need for continued funding

- 7.1 Further work is needed In order to sustain the efficiencies achieved since the Car Parks Review, and to retain both increased demand for car parking and the profitability of operations. A programme of works is planned, that includes the following projects:
 - 7.1.1 Completing the centralisation programme, replacing the parking control equipment at the Grand Arcade in 2011/12;
 - 7.1.2 Relocating the accommodation for the parking administration and operations teams and Shopmobility services to within the Grand Arcade car park in conjunction with the above centralisation programme to realise further sustainable efficiencies in 2011/12;
 - 7.1.3 Maintaining the structural integrity of other car parks including projects to decorate and renew the fixtures and fabric of the car parks;
 - 7.1.4 Introducing new parking charging schemes including more cashless parking and emissions-based charging.
- 7.2 The cost of these works and the funding required is estimated in Appendix 1. A 'Funding Gap' is identified year by year in the table,

where planned expenditure exceeds annual funding contributions. The table shows a fully costed, planned replacement and maintenance programme for the city's car parks for the period to March 2015. However, it does not allow for exceptional or unforeseen major structural works and repairs.

- 7.3 Over and above this programme, there is an urgent need in particular to decide whether or not to undertake major refurbishment and structural repairs to Park Street Car Park in 2012/13. Monitoring and surveying of the structure and condition of the Park Street multi-storey car park is underway, to enable a realistic assessment of the exact programme of works (and their costs) to be brought for decision in next year's Medium Term Strategy. However initial indications are that the original £1m cost estimate is likely to be significantly short of the required level of investment. Furthermore, if investment is postponed, the car park will still need costly interim remedial works to maintain it.

8 Conclusion

- 8.1 The establishment of the Car Parks Infrastructure and Equipment Replacement Programme (PR019) has enabled significant capital investment in the car parks and has delivered value for money, enabling the net operating position of the car parks services to generally achieve and exceed its target level of surplus.
- 8.2 A new programme of investment is planned. Funding has been costed that will sustain previous improvements, and accommodate essential and anticipated repairs and maintenance, protecting the long-term value of the car park assets and securing continuing revenue streams to the city in future years.
- 8.3 Particular attention needs to be addressed to the long-term future of Park Street Car Park. A strategic decision should be made next year, when the condition of the car park has been properly assessed and the implications are better understood.

This page is intentionally left blank

Agenda Item 15a

APPENDIX 1 Asset Replacement Programme (Repairs and Renewals)

Note: costs are at estimates at current prices

Service	Parking Services	Opening balance April 10	(865,571)				
Year:	6	7	8	9	10	Total 10/11 to 14/15	
	2010/11	2011/12	2012/13	2013/14	2014/15	£	
	£	£	£	£	£	£	
Replacement Programme							
Park Street							
Control equipment					120,000	120,000	
Lifts			120,000			120,000	
Grand Arcade							
Control equipment		450,000				450,000	
Health and Safety Equipment (Fire/ventilation/safes/alarms)				7,000		7,000	
Office Hardware		10,000				10,000	
Lifts				60,000		60,000	
Lighting/emergency lighting	120,000					120,000	
Interior Decorations			100,000			100,000	
Signs/Lines and surfaces	5,000					5,000	
Deep clean	25,000					25,000	
Cleaning Machine/Tug				15,000		15,000	
QAT							
Control equipment	15,000				120,000	135,000	
Health and Safety Equipment (Fire/ventilation/safes/alarms)	5,000					5,000	
Office Hardware				2,000		2,000	
Offices/Kiosks and Fixtures	9,000					9,000	
Lifts				60,000		60,000	
Electric charging points	7,000		12,000		12,000	31,000	
Interior Decorations				50,000		50,000	
Signs/Lines and surfaces				50,000		50,000	
Grafton East/West							
Control equipment					300,000	658,715	
Office Hardware					5,000	5,000	
Lighting/emergency lighting			25,000			25,000	
Green parking/Electric Charging points	10,000		12,000		12,000	34,000	
Interior Decorations		20,000			20,000	40,000	
Signs/Lines and surfaces		50,000				50,000	
Other							
Admin/Management Offices		100,000				100,000	
Signs/Lines and surfaces of Surface car parks	21,000					21,000	
Total Replacement Programme	217,000	630,000	269,000	244,000	589,000	1,949,000	
Year:	6	7	8	9	10	Total 10/11 to 14/15	
	2010/11	2011/12	2012/13	2013/14	2014/15	£	
	£	£	£	£	£	£	
Structural Repairs Programme							
Structural Repairs to Grafton West	102,000					102,000	
Structural repairs to Park Street	55,000					55,000	
Structural repairs to Queen Anne					200,000	200,000	
Surface Car Parks	13,500					13,500	
Total Structural Repairs Programme	170,500	0	0	0	200,000	370,500	
Total Replacement and Structural Repairs Programme	387,500	630,000	269,000	244,000	789,000	2,319,500	
Financed by:-							
Balance b/f from previous year	(865,571)	(1,020,591)	(754,611)	(873,631)	(993,651)	(592,671)	
Current Annual Contributions:							
Office Equipment (23570)	(5,300)	(5,300)	(5,300)	(5,300)	(5,300)	(26,500)	
Operations Equipment (23545+23547)	(232,140)	(232,140)	(232,140)	(232,140)	(232,140)	(1,160,700)	
LAPE surplus funding/other external funding	(53,500)	0	(24,000)	0	(24,000)	(101,500)	
Carry forward from 2009/10	(25,000)					(25,000)	
Car Parks Property R and R	(126,580)	(126,580)	(126,580)	(126,580)	(126,580)	(632,900)	
Climate Change Funding	(100,000)	0	0	0	0	(100,000)	
Total Current Annual Contributions	(542,520)	(364,020)	(388,020)	(364,020)	(388,020)	(2,046,600)	
Net spend/(contributions) at year end	(1,020,591)	(754,611)	(873,631)	(993,651)	(592,671)	(319,771)	
Net Operational projections	(705,220)	(705,220)	(705,220)	(705,220)	(705,220)		
Fund contributions in Surplus unless specified							
		deficit			deficit		
"FUNDING GAP"	(106,929)	265,980	(119,020)	(120,020)	400,980	272,900	

This page is intentionally left blank



To: Executive Councillor for Climate Change and Growth
Report by: Paul Nucus, Head of Parking Services
Relevant scrutiny committee: Environment Scrutiny Committee 22/6/2010
Wards affected: All Wards

CHARGING POLICY FOR ELECTRIC CARS ON CITY COUNCIL OFF-STREET CAR PARKS. Not a Key Decision

1. Executive summary

New facilities are being installed in the city's car parks to allow electric cars to charge their vehicles, while parked. There needs to be practical and sustainable arrangements for managing these customers' requirements, and a policy needs to be agreed and advertised about whether they should pay for parking and/or pay for charging in new designated bays, in order that the city's off-street traffic regulation orders can be revised, advertised and subsequently enforced. Members are asked to consider:

- a) Whether they wish customers to pay for the cost of charging up electric cars on car parks
- b) Whether they wish to set a cap on the maximum time allowed to charge up an electric car
- c) Whether they wish to introduce different parking charges for electric vehicles, compared with other car park users.

It is recommended that the City's Off-Street Traffic Regulation Orders are amended to enable electric cars drivers to park in car parks on the same terms as other car users, and to be allowed to free of charge top-up their cars in designated bays for a maximum of three hours, and for these arrangements to be reviewed in the future.

2. Recommendations

The Executive Councillor is recommended:

- a) To delegate authority to the Head of Parking Services to introduce facilities for charging electric cars in the city's car parks.
- b) To agree initially on a maximum charging period of three hours, for which no charge will be levied.
- c) To treat electric cars in the same way as other cars, until such time as a more comprehensive arrangement and administratively workable solution is in place for charging car park customers according to their vehicle emissions levels.

3. Background

- 3.1 Electric vehicles offer a clean and energy-efficient alternative to vehicles with an internal combustion engine. Electric vehicles are powered by a battery supplying electricity to the motor. They produce no tailpipe emissions and no emissions at all when charged with green electricity from renewable sources, making them an environmentally friendly vehicle. Despite the limited range of electric vehicles on the market, they are becoming increasingly popular. Technology improvements have expanded the range and speed of the vehicles and they are now becoming a more viable option for busy commuters.
- 3.2 Widespread adoption of Electric Vehicles will:
- Reduce carbon emissions:
 - Improve air quality
 - Reduce noise
 - And at an economic level:
 - Protect consumers from volatile petrol prices
 - Enable better use of the UK grid
- 3.3 External capital funding is available in 2010/11 to install facilities for charging the batteries of electric vehicles in city car parks.
- 3.4 At present there are no special arrangements in place for accommodating and charging electric cars in the City Council's off-street car parks. There is an expectation that electric car users will need to top-up their batteries regularly, and there will be a demand for the facility to do this whilst parked in a car park.
- 3.5 New facilities are to be installed during 2010/11 in City Council off-street car parks that will allow a driver of an electric car to charge their vehicle while it is parked. Recharging points will be installed in new designated bays that will be marked and signed for electric cars, and will be available to either fully electric or hybrid vehicles. The recharging units will be able to recharge any battery which electric vehicles may use in the future such as the lighter and more powerful lithium batteries.
- 3.6 Once these bays are designated are for electric cars, they can be enforced under the City's Off-Street Traffic Regulation Order, using the powers of the Traffic Management Act 2004.
- 3.7 The costs of a typical slow charge, have been estimated to be around 7p/kW hour depending on the supplier, and the energy involved around 3 kW per hour. The charging points contain technology that can monitor energy use, and cap usage, for example by setting a maximum period of charging time, after which the charge will shut off.
- 3.8 It is not proposed to treat electric cars any differently than other vehicles in respect to ordinary parking charges at this time. The demand for electric charging facilities is likely to be low initially, and to grow more rapidly as new products become more available and affordable, and the supporting infrastructure develops. Therefore it will be necessary to review these arrangements once implemented, and in the light of experience and future demand.

4. Implications

The implications of introducing these facilities are that:

- a) Customers will have the option to consider using switching to more energy-efficient modes of transport.
- b) Car parks will be able to facilitate the shift at minimal additional cost.
- c) Information can be gathered on the demand for and growth of electric cars in Cambridge.

There are no VAT implications for this scheme.

5. Background papers

These background papers were used in the preparation of this report:

1. London's Electric Vehicle Infrastructure Strategy –Turning London Electric (draft December 2009- Greater London Authority).

6. Appendices

7. Inspection of papers

To inspect the background papers or if you have a query on the report please contact:

Author's Name: Paul Necus
Author's Phone Number: 01223 - 458510
Author's Email: paulnecus@cambridge.gov.uk

This page is intentionally left blank

Programme Review

Programme Title	Sustainable City Capital Project Grants
Manager	Simon Chubb, Sustainable City Manager
Approved Timescale	1 April 1997 to 31 March 2011
Scrutiny Committee	Climate Change & Growth
Committee Date	22 June 2010

Recommendation

The Executive Councillor is recommended to:

- 1 Note the progress and achievements to date of the Sustainable City Capital Project Grants (PR4).
- 2 Note the decision in January 2010 to combine the Sustainable City Capital Project Grants with the Sustainable City Revenue Project Grants, effectively ending Sustainable City Project Grants as a capital programme. Future decisions regarding the budget for Sustainable City Revenue Project Grants will be made as part of the annual budget process.

1 Programme Remit

“The Sustainable City Programme is designed to encourage bids for capital schemes from a broad range of local organisations which improve the sustainability of Cambridge City. Judgements about the relative contribution made by different schemes to sustainability will be made against their predicted or potential impact on various ‘sustainability’ indicators adopted by the Council. Matching external funding, equal to at least half of the total of the annual programme, will be sought by the Council”.

Cambridge City Council Medium Term Strategy, Sept 2009, pg 250

2 Review of Achievement of Project Objectives

The Sustainable City Capital Grants Programme is administered by Cambridge City Council’s Sustainable City Team and, along with the Sustainable City Revenue Grants, Core Funding Grants and promotional activities, is a key mechanism for engaging community groups in helping to deliver the Council’s environmental objectives. These are published in the Council’s environmental strategy document which is reviewed periodically: the current document is the Cambridge Environmental Framework 2009-12¹.

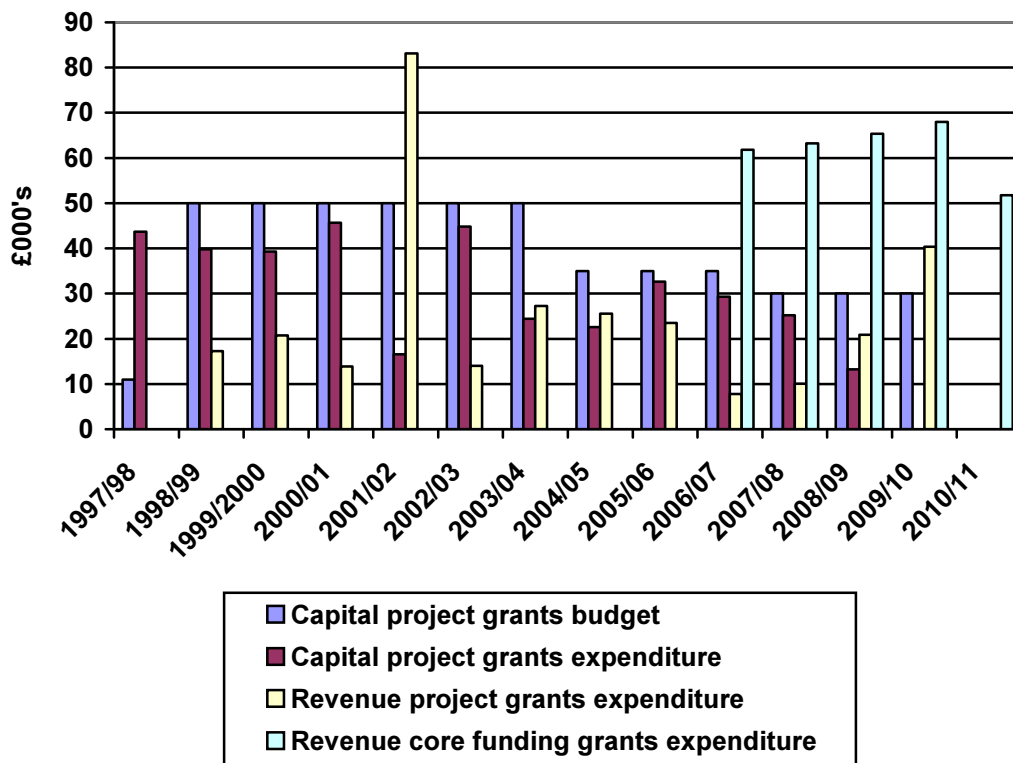
¹ <http://www.cambridge.gov.uk/ccm/navigation/environment-and-recycling/sustainable-city/what-we-are-doing/>

The Sustainable City Capital Grants Programme was established in 1997 and has supported a total of 171 projects during the period up to March 2009.

In response to the changing demand from grant applicants for capital and revenue grants, a recommendation was included within a report to Environment Scrutiny Committee on 12th January 2010 to transfer the remaining budget for the Sustainable City Capital Grants Programme (for 2009/10 and 2010/11) to the Sustainable City revenue grants programme². This then avoids the need to transfer budget between the capital and revenue grants programmes depending on the demand from applicants, and also reflects the fact that grants awarded are considered de-minimis i.e. below the £15,000 threshold for capitalisation of expenditure.

Figure 1 illustrates the profile of expenditure from the Sustainable City Capital Grants Programme against its budget, as well as expenditure from the Sustainable City revenue project and core funding grants for comparison. This shows the transfers which have occurred between the project grants budgets (e.g. in 2009/10, the total capital grants budget of £30,000 was transferred to the revenue grants budget giving a combined total of £40,000), as well as the reduced demand for core funding grants in 2010/11 from £68,000 in 2009/10 to £52,000 in 2010/11.

Figure 1: Profile of capital & revenue project and core funding grants



² <http://www.cambridge.gov.uk/public/councillors/agenda/2010/01%20January/0112env/08.pdf> (recommendation 1, page 2)

An analysis of available documentation of projects supported by the Sustainable City Capital Grants Programme has been undertaken for the period April 2002 to March 2009, comprising 99 projects, to assess the extent to which the objectives of the original remit have been achieved.

... encourage bids for capital schemes from a broad range of local organisations ...

Figure 2 illustrates the range of local organisations which have been supported by the Sustainable City Capital Grants Programme since April 2002. Local research or campaign groups are the most common recipient of Sustainable City Capital Grants, leading 38% of projects supported since 2002, followed by wildlife reserve/ gardens (13%) and school/ children's groups (12%).

... which improve the sustainability of Cambridge City.

The sustainability objectives against which applications for grant funding are assessed have changed several times since the Sustainable City Capital Grants Programme was established in 1997, to reflect revisions to the Council's environmental strategy documents and medium term objectives. An analysis of projects supported since April 2002 has identified 6 broad categories of sustainability objectives which projects have delivered, illustrated in Figure 3.

Figure 3 illustrates that the majority of Sustainable City Capital Grant support, amounting to £74,171 or 39% of the total, has been used to improve public gardens supporting wildlife, followed by energy (energy efficiency or renewable energy) amounting to £39,784 or 21% of the total.

Figure 2: Type of capital grant recipient by year 2002-2009

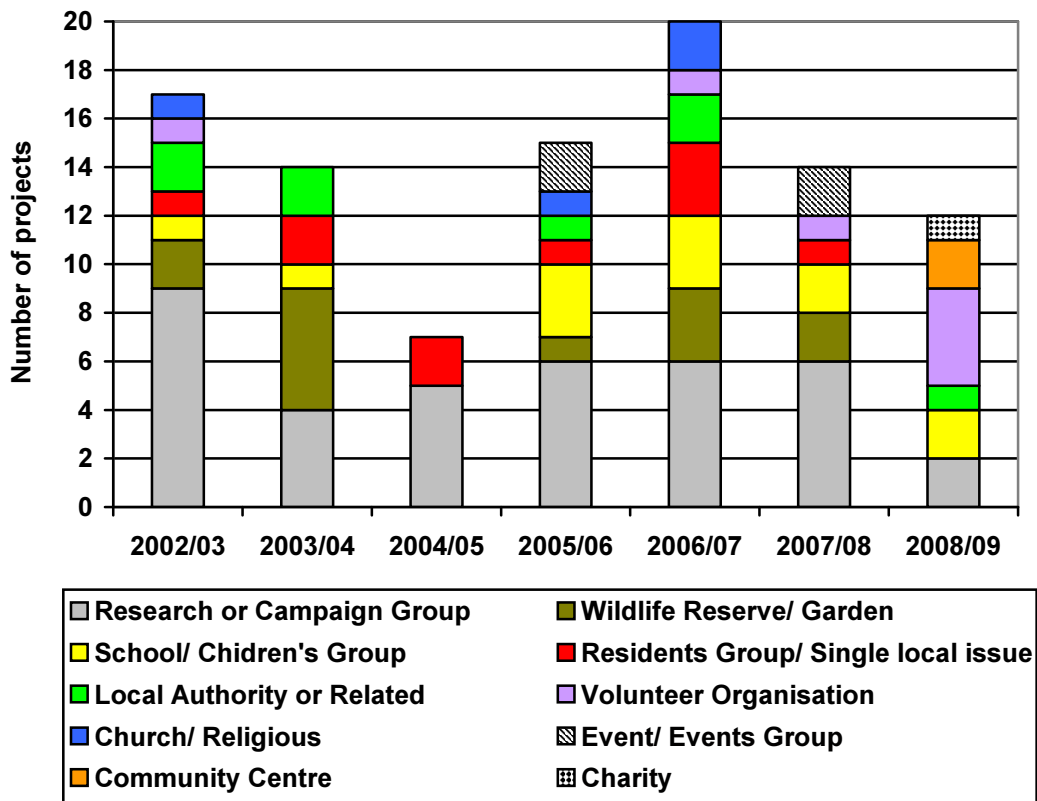
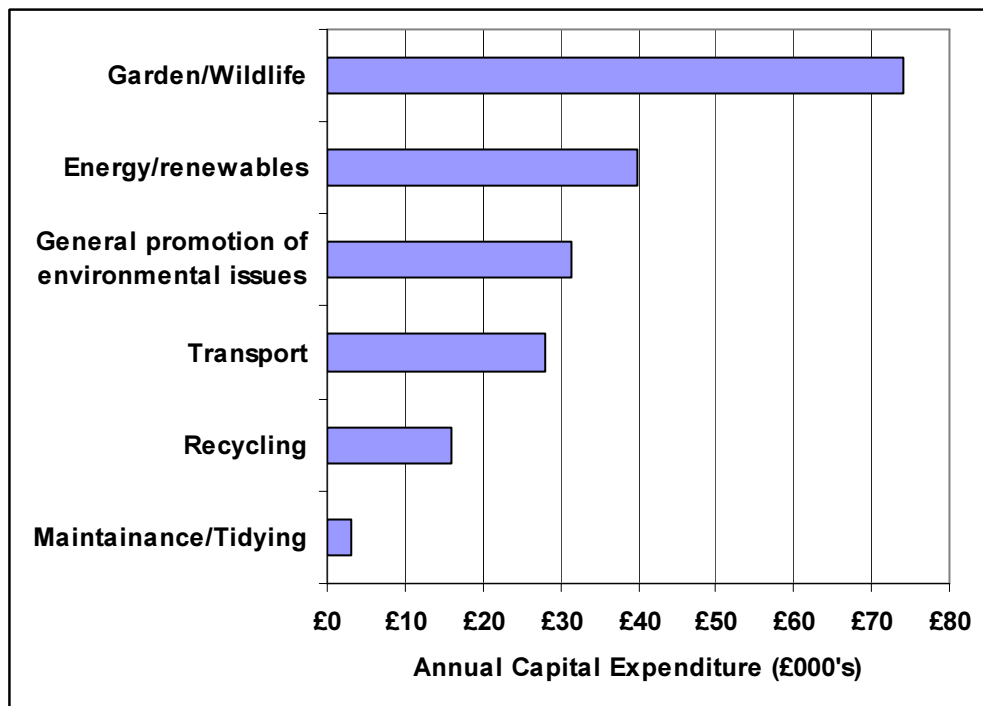


Figure 3: Actual capital grant expenditure 2002-2009 by project type



Matching external funding, equal to at least half of the total of the annual programme, will be sought by the Council.

The provision of at least 50% external match funding has been a criterion of eligibility for all Sustainable City Capital Grants.

3 Assessment of project costs and resources

Period	1997/98 to 2010/11
	£000
Programme Budget	£371.1
Actual Expenditure to 2009/10	£377.3
Expenditure Planned for 2010/11	£0
Over/Under spend	£6.2

Programme funded by:	£000
General Reserves	£377.3
Repair & Renewal Funds	£0
S106	£0
Other	£0
Total	£377.3

Project	Budgeted costs	Actual cost	Over / under spend
COMPLETED Yr 01 - Arboricultural Strategy	£10,000	£18,669	£8,669
COMPLETED Yr 01 - Compost Bins	£0	£2,500	£2,500
COMPLETED Yr 01 - EFS Homesafe	£4,500	£4,652	£152
COMPLETED Yr 01 - Local Nature Reserves	£4,850	£4,430	-£420
COMPLETED Yr 01 - Sensory Garden	£3,800	£3,701	-£99
COMPLETED Yr 01 - Water Butts	£4,980	£8,988	£4,008
COMPLETED Yr 01 - Wildlife Trust	£0	£750	£750
COMPLETED Yr 02 - Biodiversity Demo Garden	£780	£780	£0
COMPLETED Yr 02 - Biodiversity Work	£1,470	£1,181	-£289
COMPLETED Yr 02 - Cab Conversions	£5,000	£4,500	-£500
COMPLETED Yr 02 - Camlets	£750	£676	-£74
COMPLETED Yr 02 - Castle Project Vehicle	£5,000	£5,000	£0
COMPLETED Yr 02 - City Servs Vehicles Conversion	£18,000	£18,452	£452
COMPLETED Yr 02 - Home Composting	£2,500	£2,500	£0
COMPLETED Yr 02 - Newnham Croft Wildlife Gdn	£2,000	£1,685	-£315
COMPLETED Yr 02 - River Lane Comm Gdns	£680	£677	-£3

Project	Budgeted costs	Actual cost	Over / under spend
COMPLETED Yr 02 - Romsey Network - Access way project	£2,500	£2,268	-£232
COMPLETED Yr 02 - Sensory Garden	£1,200	£868	-£333
COMPLETED Yr 02 - Vietnamese Society	£1,310	£1,205	-£105
COMPLETED Yr 03 - Argyle Street Co-op	£500	£488	-£12
COMPLETED Yr 03 - Envirolink	£500	£500	£0
COMPLETED Yr 03 - Allotment Art	£500	£498	-£2
COMPLETED Yr 03 - Biodiversity Work	£500	£204	-£296
COMPLETED Yr 03 - Cambridge Cycling Campaign - Newsletter	£0	£442	£442
COMPLETED Yr 03 - CCA - Cycle Locks	£150	£96	-£54
COMPLETED Yr 03 - Chesterton Allotment Pond Renovation	£5,140	£5,140	£0
COMPLETED Yr 03 - Harambee - Equipment for Presentations	£1,730	£1,731	£1
COMPLETED Yr 03 - Hawthorn Way Allotment Water Pump	£780	£0	-£780
COMPLETED Yr 03 - Hills Rd Sixth Form Pergola	£2,500	£2,500	£0
COMPLETED Yr 03 - Mandela House Cycle Parking	£2,500	£2,500	£0
COMPLETED Yr 03 - Meadow at the Meadows	£500	£504	£4
COMPLETED Yr 03 - Milton Road School	£300	£300	£0
COMPLETED Yr 03 - Monkswell Gardens	£3,500	£3,550	£50
COMPLETED Yr 03 - Moonbeams - Gardening Project	£840	£400	-£440
COMPLETED Yr 03 - Real Nappy Network	£900	£890	-£10
COMPLETED Yr 03 - Signs for Green Bin Scheme	£520	£520	£0
COMPLETED Yr 03 - Signs for Refuse Vehicles	£4,800	£4,113	-£687
COMPLETED Yr 03 - St Paul's Centre - Safety Surface and Garden	£3,200	£3,200	£0
COMPLETED Yr 03 - Tree Maintenance at Paradise	£4,000	£3,922	-£78
COMPLETED Yr 03 - Tree Planting Jesus Green	£7,500	£7,428	-£73
COMPLETED Yr 03 - Volunteer & Gardening Project	£300	£349	£49
COMPLETED Yr 04 - Barnwell 2	£2,500	£2,500	£0
COMPLETED Yr 04 - Botanic Garden Guider	£9,880	£9,882	£2
COMPLETED Yr 04 - Byron's Pool	£1,980	£1,950	-£30
COMPLETED Yr 04 - Camb Cyrenians - Allotment Project	£500	£500	£0
COMPLETED Yr 04 - Cambridge Futures	£250	£250	£0
COMPLETED Yr 04 - Camlets Leaflet	£500	£500	£0
COMPLETED Yr 04 - Chesterton Composter	£6,000	£6,000	£0
COMPLETED Yr 04 - ECO Parade	£800	£800	£0

Project	Budgeted costs	Actual cost	Over / under spend
COMPLETED Yr 04 - Mill Road Cemetery	£5,000	£5,000	£0
COMPLETED Yr 04 - Octobins	£7,600	£8,969	£1,369
COMPLETED Yr 04 - Parkside Garden	£2,500	£2,500	£0
COMPLETED Yr 04 - Recycled Projects	£850	£850	£0
COMPLETED Yr 04 - Romsey Mill	£2,500	£2,900	£400
COMPLETED Yr 04 - Sustainable City Display Boards	£2,200	£1,867	-£333
COMPLETED Yr 04 - Tourism Light Bulbs	£500	£496	-£4
COMPLETED Yr 04 - Volunteer Plus Gardening Project	£400	£215	-£185
COMPLETED Yr 04 - WCMC -UNEP Event	£500	£500	£0
COMPLETED Yr 05 - Anlac Garden	£500	£500	£0
COMPLETED Yr 05 - Arbury Primary School	£220	£220	£0
COMPLETED Yr 05 - Aspire East	£2,120	£1,511	-£609
COMPLETED Yr 05 - Cam Valley Forum	£500	£500	£0
COMPLETED Yr 05 - Cambs Travel to Work Partnership	£5,000	£5,000	£0
COMPLETED Yr 05 - Harambee	£400	£400	£0
COMPLETED Yr 05 - Kings Hedges Primary Bike Shed	£3,500	£3,397	-£103
COMPLETED Yr 05 - Local Nature Steering Group	£1,100	£1,100	£0
COMPLETED Yr 05 - Real Nappy Network	£500	£500	£0
COMPLETED Yr 05 - Sheltered Housing Scheme	£2,500	£1,480	-£1,020
COMPLETED Yr 05 - St John the Evangelist	£1,440	£1,440	£0
COMPLETED Yr 05 - TFSR	£500	£500	£0
COMPLETED Yr 06 - Aspire East	£1,760	£1,762	£2
COMPLETED Yr 06 - Calder Hses Refurb - Solar Elec Trial	£4,570	£4,570	£0
COMPLETED Yr 06 - Cambridge Architecture Centre	£4,310	£4,310	£0
COMPLETED Yr 06 - Cambridge City Greenways Projects	£720	£720	£0
COMPLETED Yr 06 - Cambridge City Homes	£2,790	£2,792	£2
COMPLETED Yr 06 - Cambridge Woodcraft Folk	£4,000	£4,000	£0
COMPLETED Yr 06 - CNHS	£4,720	£4,717	-£3
COMPLETED Yr 06 - Conservators of the River Cam	£4,000	£4,000	£0
COMPLETED Yr 06 - CUSU Lit	£660	£637	-£23
COMPLETED Yr 06 - Evergreen House	£5,000	-£10	-£5,010
COMPLETED Yr 06 - Fauna and Flora International	£1,600	£1,600	£0
COMPLETED Yr 06 - Harambee	£1,300	£1,290	-£10
COMPLETED Yr 06 - LNR Steering Group	£1,750	£1,750	£0
COMPLETED Yr 06 - Real Nappy Trial	£5,000	£4,995	-£5

Project	Budgeted costs	Actual cost	Over / under spend
COMPLETED Yr 06 - TFSR	£860	£860	£0
COMPLETED Yr 06 - University Botanic Garden	£5,000	£5,000	£0
COMPLETED Yr 06 - Wessex Place Local Issues Group	£1,600	£1,603	£3
COMPLETED Yr 06 - Windturbine St Philip's C of E School	£360	£254	-£106
COMPLETED Yr 07 - Age Concern	£500	£500	£0
COMPLETED Yr 07 - Baldock Allotments Orchard Team	£360	£360	£0
COMPLETED Yr 07 - Camb Central Council of Allotment Societies	£400	£399	-£1
COMPLETED Yr 07 - Cambridge Futures	£2,500	£2,500	£0
COMPLETED Yr 07 - Cambs Travel to Work - Take a Stand Project	£5,000	£5,000	£0
COMPLETED Yr 07 - DEARA - Cleaner Darwin	£1,800	£1,800	£0
COMPLETED Yr 07 - Ditton Rec Weekend	£800	£800	£0
COMPLETED Yr 07 - Friends of Bramblefields LNR	£1,990	£1,986	-£4
COMPLETED Yr 07 - LNR Steering Group	£2,000	£2,000	£0
COMPLETED Yr 07 - Queen Edith Community Primary School	£840	£840	£0
COMPLETED Yr 07 - Wildlife Trust	£500	£500	£0
COMPLETED Yr 07 - Winston House	£1,500	£1,500	£0
COMPLETED Yr 08 - Mohila Shomity Edible Garden Project	£2,500	£2,500	£0
COMPLETED Yr 08 - Next Steps	£1,180	£1,178	-£2
COMPLETED Yr 08 - shapeCambridge	£4,980	£4,984	£4
COMPLETED Yr 08 - The Cambridge Starlings Project	£400	£395	-£5
COMPLETED Yr 08 - The Soundwood Education Programme	£1,530	£1,526	-£4
COMPLETED Yr 08 - Travel to Work	£4,000	£4,000	£0
COMPLETED Yr 09 - British Antarctic Survey	£1,000	£1,000	£0
COMPLETED Yr 09 - Cambirdge Woodcraft Folk	£3,000	£3,000	£0
COMPLETED Yr 09 - Cambridge City Greenways Project	£1,200	£1,200	£0
COMPLETED Yr 09 - Cambridge Country Market	£1,910	£1,913	£3
COMPLETED Yr 09 - Cambridge Green Belt Project	£1,470	£1,468	-£2
COMPLETED Yr 09 - Cambridge Student Green Belt Project	£390	£391	£1
COMPLETED Yr 09 - Carbon Footprinting Stall and Talks	£670	£685	£15
COMPLETED Yr 09 - Chesterton Community College Contemporary Wildlife Garden	£5,000	£5,000	£0

Project	Budgeted costs	Actual cost	Over / under spend
COMPLETED Yr 09 - Corona House Garden Project	£410	£410	£0
COMPLETED Yr 09 - In School Support - Secondary Support Service	£150	£150	£0
COMPLETED Yr 09 - Little St Mary's Parish Garden Working Party	£150	£150	£0
COMPLETED Yr 09 - Manor, Hundred Housing & Go Gardening	£400	£0	£-400
COMPLETED Yr 09 - Patacake Day Nursery	£3,690	£3,692	£2
COMPLETED Yr 09 - Temperate House - Unique Floras of the World	£5,000	£5,000	£0
COMPLETED Yr 09 - The Projector Tank	£3,600	£3,600	£0
COMPLETED Yr 10 - Art & Architecture Exhibition	£5,000	£5,000	£0
COMPLETED Yr 10 - Baldock Way Allotments Enhancement Project	£1,080	£1,081	£1
COMPLETED Yr 10 - BENERA/Hobson's Brook Green Corridor	£1,000	£1,000	£0
COMPLETED Yr 10 - Bird hide at Wandlebury Country Park	£3,000	£3,000	£0
COMPLETED Yr 10 - Cambridge Cycling Campaign Stall Bike	£250	£250	£0
COMPLETED Yr 10 - Cambridgeshire Cycle Response Unit	£1,000	£1,000	£0
COMPLETED Yr 10 - CCC & Cambridge Bat Group	£580	£583	£3
COMPLETED Yr 10 - Colleges Nursery School/Secure Buggy Storage & Cycle Racks	£2,000	£2,000	£0
COMPLETED Yr 10 - Global Change, Local Challenge	£200	£200	£0
COMPLETED Yr 10 - Long Road Conservation Project	£2,000	£2,000	£0
COMPLETED Yr 10 - Mill Road Baptist Church/Option for Sustainable Living	£1,500	£1,500	£0
COMPLETED Yr 10 - Mulberry Close Alleyway Project	£1,400	£1,400	£0
COMPLETED Yr 10 - Relocation of Biology Department Pond - Netherhall School	£90	£92	£2
COMPLETED Yr 10 - Romsey Raised Beds Project	£920	£920	£0
COMPLETED Yr 10 - Sustainable City Biodiversity Group	£360	£355	£-5
COMPLETED Yr 10 - The Centre Cycle Racks	£1,000	£995	£-5
COMPLETED Yr 10 - The Garden Team	£750	£745	£-5
COMPLETED Yr 10 - The School's Garden - Cambridge University Botanic Garden	£3,190	£3,190	£0
COMPLETED Yr 10 - The Square Energy Project	£2,000	£2,000	£0

Project	Budgeted costs	Actual cost	Over / under spend
COMPLETED Yr 10 - Travel for Work Partnership/Take a Stand	£2,000	£2,000	£0
COMPLETED Yr 11 - Cambridge University Green Week	£1,000	£1,000	£0
COMPLETED Yr 11 - Cambridge's Wildlife - By Foot and By Punt	£1,850	£1,850	£0
COMPLETED Yr 11 - Cambridgeshire Film Consortium - Grains of Sand Film Competition	£2,000	£2,000	£0
COMPLETED Yr 11 - CC Amphibian & Reptile Survey	£750	£750	£0
COMPLETED Yr 11 - CWHG Allotment Project	£1,800	£1,800	£0
COMPLETED Yr 11 - Drama of Diversity (Phase 11)	£3,000	£3,000	£0
COMPLETED Yr 11 - Go Greener Campaign	£1,000	£1,000	£0
COMPLETED Yr 11 - Magnificent Revolutionary Cycling Cinema	£2,000	£2,000	£0
COMPLETED Yr 11 - Romsey Allotments Community Orchard	£1,890	£1,891	£1
COMPLETED Yr 11 - St Alban's Wildlife Garden	£3,000	£3,000	£0
COMPLETED Yr 11 - St Philip's School Partnership Project	£2,000	£2,000	£0
COMPLETED Yr 11 - TfWP Take a Stand	£2,000	£2,000	£0
COMPLETED Yr 11 - The Courtyard Garden	£1,000	£1,000	£0
COMPLETED Yr 11 - Volunteers Plus - The Green Team	£1,900	£1,904	£4
COMPLETED Yr 12 - Advice for Life - Reboot Outreach	£2,500	£2,500	£0
COMPLETED Yr 12 - Cambridge Cyrenians Tree Nursery	£500	£500	£0
COMPLETED Yr 12 - Cambridge Ethnic Community Forum - Forumfield	£500	£500	£0
COMPLETED Yr 12 - Cambridge Natural History Society - Conversazione 2009	£3,000	£3,000	£0
COMPLETED Yr 12 - CTWfP - Take a Stand	£1,500	£1,500	£0
COMPLETED Yr 12 - Fields Children's Centre - Fields for Food	£500	£500	£0
COMPLETED Yr 12 - Freedom Club Timebank - Abbey Apple Press	£700	£700	£0
COMPLETED Yr 12 - Friends of the Earth - Strawberry Fair Environment Team	£690	£690	£0
COMPLETED Yr 12 - Newnham Croft Primary School Gardening Club - Enhancement of the Wildlife Area	£350	£350	£0
COMPLETED Yr 12 - Speaking Up Next Steps - Sustainable Stars	£700	£700	£0

Project	Budgeted costs	Actual cost	Over / under spend
COMPLETED Yr 12 - The Green Team St Matthews PTA - Nature Watch at St Matthew's	£1,300	£1,300	£0
Total actual cost to 2009/10	£350,790	£357,005	£6,215
Internal Transfers to Capital			
COMPLETED Yr 07 - City Homes	£1,250	£1,250	£0
COMPLETED Yr 07 - City Homes North	£5,000	£5,000	£0
COMPLETED Yr 08 - Brown's Field Community Centre	£8,000	£8,000	£0
COMPLETED Yr 09 - Technical Services Domestic Wind Turbine Demonstration Project	£5,000	£5,000	£0
COMPLETED Yr 12 - Environmental Service - Rainwater Harvesting on Chesterton Rd Toilets	£1,020	£1,024	£4
Total Internal Transfers to Capital	£20,270	£20,274	£4
Individual projects planned: N/A	£0	£0	£0
Total cost of planned projects to 2010/11	£0	£0	£0
Total Programme	£371,060	£377,279	£6,219

Figure 4 illustrates the total over / under spend in the Sustainable City Capital Grants Programme since its establishment in 1997 indicating that the variances exhibited up to 2002/03 have since been rectified and recent years have shown negligible variance.

Figure 4: Sustainable City Capital Grants Programme overspend by year

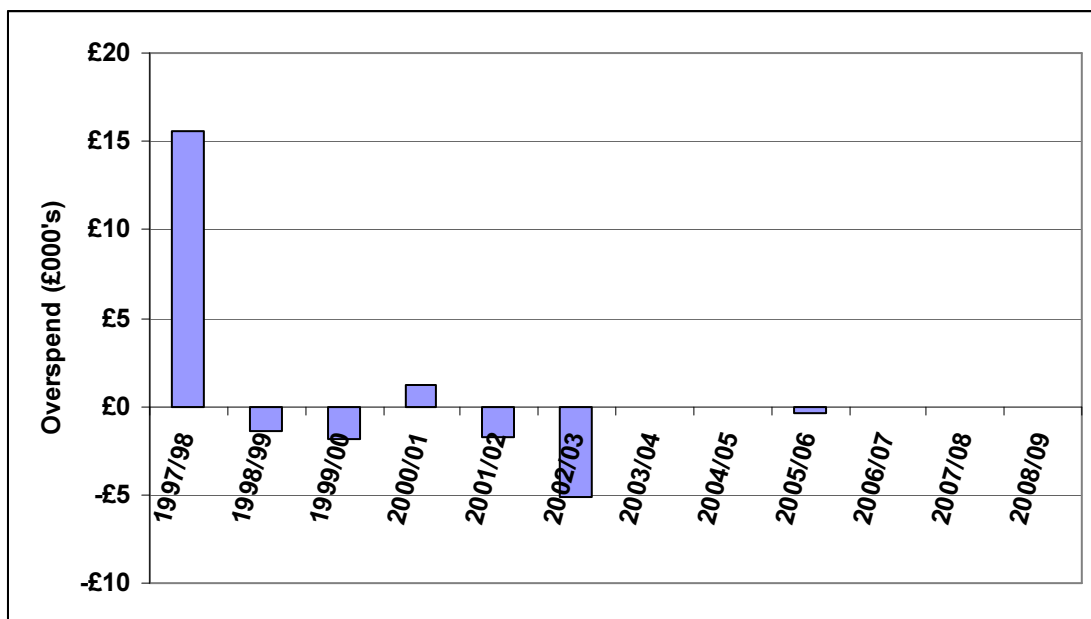


Table 1 provides an analysis of the average spend per project by the sustainability objective delivered, indicating that the average cost to the Sustainable City Capital Grants Programme ranges from £1,033 for a maintenance / tidying project to £3,060 for an energy efficiency or renewable energy project.

Table 1: Average spend per project by sustainability objective

Sustainability Objective	Total Spend	Number of Projects	Average spend per project
Garden/ wildlife	£74,171	46	£1,612
Transport	£27,923	11	£2,538
Energy/ renewables	£39,784	13	£3,060
Recycling	£16,012	8	£2,001
General promotion of environmental issues	£31,317	18	£1,740
Maintenance/ tidying	£3,100	3	£1,033

4 Revenue Costs of the Programme

The Sustainable City Capital Grants Programme is operated in tandem with a Sustainable City Revenue Grants Programme. As mentioned above, the remaining budget for the Sustainable City Capital Grants Programme (for 2009/10 and 2010/11) was transferred to the Sustainable City revenue grants programme in 2009/10 in response to the changing demand from project applicants and to reflect the fact that grants awarded are considered de-minimis i.e. below the £15,000 threshold for capitalisation of expenditure.

Administration of both the Sustainable City Capital and Revenue Grants Programmes is shared between the Council's Sustainable City team (documentation, promotion, applicant support, appraisal, panel administration, monitoring and evaluation) and Business Support team (finance, correspondence). Analysis of the Council's time management system indicates that an average of 7 hours per week was spent administering project grants during 2009/10, equating to approximately 0.2 FTE.

In addition to the 0.2 FTE salary costs associated with administering the Sustainable City Capital and Revenue Grants Programmes, promotion of the grants is included within Sustainable City publicity activities, funded by a separate Sustainable City revenue budget.

5 Value for Money

Figure 5 illustrates the benefits delivered by the Sustainable City Capital Grants Programme since 1997 compared with its associated costs to inform a value for money judgement. In making such a value for money judgement the following additional intangible benefits should also be considered:

1. lack of finance is often cited as a barrier to community environmental action, and therefore the provision of grants is an effective means of enabling community environmental action.
2. in addition to the hundreds of direct participants in the projects supported by the Sustainable City Capital Grants Programme, environmental awareness and action will have been promoted to many more indirect participants e.g. school garden projects will reach not only the pupils and teachers directly involved but also parents and other members of the local community.
3. promoting community environmental awareness and action is a complex task. Successful engagement relies as much on the messenger as the message being communicated. Relying on directly delivered Council services to engage the community in environmental activity would likely be more costly and less successful than supporting community groups to promote action and awareness themselves.

Figure 5: Costs versus benefits associated with the Sustainable City Capital Grants Programme

Costs	Benefits
<ul style="list-style-type: none"> • 0.2 FTE programme administration (shared with revenue grants programme) • £1,033 to £3,060 capital grant per project 	<ul style="list-style-type: none"> • Total of 171 community environmental projects supported since 1997. • Total of £377,279 spent on delivery of Council environmental objective by community projects, leveraging at least an equivalent amount through external match funding.

6 Review of lessons learnt

In order to successfully deliver the Sustainable City Capital Grants Programme the following lessons have been learnt:

1. Council environmental objectives need to provide a clear framework within which grants can be promoted, appraised, monitored and evaluated. Vague, ambiguous or contradictory objectives can hinder effective grants administration.
2. officers with appropriate sustainability expertise are required to effectively promote the grants, support applicants with project development, appraise applications, advise the grants panel, and monitor and evaluate grants awarded.
3. clear eligibility criteria and guidance for grant applicants ensures effective appraisal of applications received and enables decision

making by the grants panel. The eligibility criteria regarding grants received from within the City Council were recently revised to reflect the establishment of the corporate climate change fund, and may be revised again to discourage over-reliance on volunteer time as a form of match funding.

4. the split between capital and revenue grants prior to 2009/10 proved administratively cumbersome, confusing for applicants and ultimately unnecessary given that grants awarded fell significantly short of the Council's capitalisation threshold.

7 Conclusion

The Council's Sustainable City team are due to lead a review of corporate sustainability community engagement activity to report to Environment Scrutiny Committee in October 2010. This will review the responsibilities and resources allocated to this activity by teams across the Council and changes to team structures and roles resulting from corporate restructuring to ensure activity remains effective and delivers value for money. The Sustainable City Grants Programmes will be included within this review as a key mechanism for engaging the community in delivering the Council's environmental objectives.

The remaining budget of the Sustainable City Capital Grants Programme (for 2010/11) has been transferred to the Sustainable City Revenue Grants Programme and it is recommended that any future Sustainable City Grants Programmes are managed as purely revenue budgets.

-oOo-



To: Executive Councillor for Climate Change & Growth
Report by: Head of Policy and Projects: David Roberts
Relevant scrutiny committee: Environment Scrutiny Committee 22/06/10

CLIMATE CHANGE FUND ANNUAL STATUS REPORT **Non Key Decision**

1. Executive summary

1.1 A Climate Change Fund with an initial investment of £250,000 was agreed at Council on 21 February 2008 to be used to provide funding for schemes or activities which will contribute to the achievement of the Council's climate change and carbon reduction Medium Term Objective. Detailed operational guidelines for management of the fund were agreed at Environment Scrutiny Committee in July 2007, which included a requirement for the total expenditure and achievements of the fund to be reported to Environment Scrutiny Committee annually. This report constitutes the second Climate Change Fund annual status report documenting performance of the fund up to June 2010.

2. Recommendations

2.1 The Executive Councillor is recommended to approve the second annual status report for the Council's Climate Change Fund.

3. Background

3.1 A Climate Change Fund with an initial investment of £250,000 was agreed at Council on 21 February 2008 to be used to provide funding for internal schemes or activities which contribute to the achievement of the Council's climate change and carbon reduction Medium Term Objective.

3.2 Table 1 shows the financial status of the Climate Change Fund in May 2010, indicating that a total of 15 investments have been made since the fund's establishment totalling £205,638.

Table 1: Climate Change Fund Financial Status, May 2010

	2008/09	2009/10	2010/11	Notes
(Surplus) / Deficit Balance b/f	£250,000	£243,900	£201,475	
<i>/less</i>				
Existing approvals				
Pilot of Electric Bin Lifts	-£2,100			13/10/08 ESG approval by email - 8/9 members. 10/11/08 Finance approval.
Chesterton Road Toilet Modernisation	-£900			05/11/08 ESG approval by email - 8/9 members. 12/11/08 Finance approval.
Corn Exchange Christmas Lighting Lamps	-£600			05/11/08 ESG approval by email - 9/9 members. 10/11/08 Finance not approved. 11/11/08 Applicant feedback - suspended pending revision of CCF at ESC 13/01/09. 10/03/09 Applicant feedback to proceed.
Arbury Court WC Rainwater Harvesting	-£2,500			04/03/09 ESG approval
Romsey Rec Rainwater Harvesting		-£2,500		04/03/09 ESG approval
Energy Audit of Pools & Leisure Centres		-£3,745		26/06/09 ESG approval
Grand Arcade Annex Car Park fan system		-£21,700		26/06/09 ESG approval 16/07/09 Inclusion within capital plan recommended to Full Council.
Public Conveniences and Park Street Car Park Energy Survey		-£2,725		26/06/09 ESG approval
Watercourses Flood Risk Survey		-£6,000		09/09/09 ESG approval
Grand Arcade Annex Car Park energy efficient lighting			-£100,000	09/09/09 ESG approval 06/10/09 Environment Scrutiny Committee approval.

	2008/09	2009/10	2010/11	Notes
Community Centres energy audits		-£2,995		09/12/09 ESG approval
CornEx LED Bar Lights		-£2,760		09/12/09 ESG approval
Mill Rd Water Efficiency			-£36,000	09/12/09 ESG approval
Romsey Rec Green Roof - AMENDMENT		£0		09/12/09 ESG approval
Replacement boiler at Barnwell House			-£3,150	17/03/10 ESG approval
Guildhall voltage optimisation trial			-£17,963	17/03/10 ESG approval 31/03/10 Exec Cllr approval 22/04/10 Added to Forward Plan.
sub-total	-£6,100	-£42,425	-£157,113	
grand total	-£6,100	-£48,525	-£205,638	
(Surplus) / Deficit				
Balance b/f	£243,900	£201,475	£44,362	

3.3 It is the responsibility of the Climate Change Officer to maintain a register containing the status and details of projects supported by the Climate Change Fund, as described by the fund's operational guidelines (para. 8.3). Table 2 provides key details from this projects register regarding investments made up to May 2010. This indicates that the 15 projects supported by the Climate Change Fund:

- have received a total of £205,638.
- generate annual savings of £76,708.
- will pay back the sum invested within 2.7 years.
- save a total of 243.5 tonnes of carbon dioxide per year.
- represent good value for money costing an average of £55 per tonne of carbon dioxide saved over the lifetime of the investment, within the target value of £100 per tonne of carbon dioxide (established with Council and Carbon Trust data).
- have supported projects with a total value of £269,870, representing an average match funding rate of 23%, primarily with internal Council budgets.

Table 2: Climate Change Fund Projects Register, May 2010

Project title	CCF Bid £	Savings £/yr	Simple Payback (yrs)	Savings tCO2/yr	£/tCO2LT	Total project cost	Match funding
Pilot of Electric Bin Lifts	£2,100	£3,823	0.5	2.5	£120	£34,700	94%
Chesterton Road Toilet Modernisation	£900	£62	14.5	0.3	£83	£3,000	74%
Corn Exchange Christmas Lighting Lamps	£600	£241	2.5	1.1	£28	£600	0%
Romsey Rec Rainwater Harvesting	Revised use for CCF funds approved at ESG 9th Dec 09						
Arbury Court WC Rainwater Harvesting	£2,500	£879	2.8		£0	£5,000	50%
Energy Audit of Pools & Leisure Centres	£3,745	£0		0		£3,745	0%
Grand Arcade Annex Car Park fan system	£21,700	£14,432	1.5	68.3	£21	£21,700	0%
Public Conveniences and Park Street Car Park Energy Survey	£2,725	£0		0		£2,725	0%
Grand Arcade Annex Car Park LED Lighting	£100,000	£33,502	3.0	139.4	£102	£120,470	17%
Watercourses Flood Risk Survey	£6,000	£0				£6,000	0%
Community Centres energy audits	£2,995	£0		0		£2,995	0%
CornEx LED Bar Lights	£2,760	£1,213	2.3	7.9	£36	£2,760	0%
Mill Rd Water Efficiency	£36,000	£18,350	2.0	0		£36,000	0%

Project title	CCF Bid £	Savings £/yr	Simple Payback (yrs)	Savings tCO2/yr	£/tCO2LT	Total project cost	Match funding
Romsey Rec Green Roof - AMENDMENT	£2,500	£0		0		£5,912	58%
Replacement boiler at Barnwell House	£3,150	£451	7.0	3.8	£47	£6,300	50%
Guildhall voltage optimisation trial	£17,963	£3,754	4.8	20.2	£59	£17,963	0%
TOTALS	£205,638	£76,707	2.7	243.5		£269,870	
AVERAGES	£13,709	£5,113	4.1	18.7	£55	£17,991	23%

3.4 Table 3 shows the pipeline of projects being developed for Climate Change Fund support during May 2010 of which the Climate Change Officer is aware. Of the 7 projects listed, 5 are sufficiently developed to estimate their investment value which totals £81,000, i.e. almost twice the budget remaining in the fund.

Table 3: Climate Change Fund Project Pipeline

ID	Dept	Service	Project	Indicative Investment	Timescale	Progress to Date
1	Environment & Planning	Town Centre Management	Market Stall LED Lighting	£14,000	Jun-10	Quotes obtained.
2	Community Services	Community Development	Installation of energy and water savings devices at community centres	£10,000	Jun-10	Application currently being prepared.
3	Environment & Planning	Environmental services	Installation of energy and water savings devices in public conveniences	£20,000	2010-11	Schedule of implementation of measures being prepared prior to funding application being submitted.
4	Community Services	Arts & Ents	Corn Exchange: LED house lighting	£22,000	?	May 10 - appraisal of quotes indicates requirement for 70% match funding.

ID	Dept	Service	Project	Indicative Investment	Timescale	Progress to Date
5	Environment & Planning	Planning Policy & Projects	Cambridge Grazing feasibility study	£15,000	Mar-09	Dec 09 - Nature Conservation Projects Officer organising a project planning workshop.
6	Community Services	Technical Services	Crematorium: Heat recovery on new gas boilers.	3. High	2011-12	Nov 09 - project delivery rescheduled for 2011/12.
7	Finance	ICT Client & Information Management	Thin client trial in E&P. ICT Carbon Footprint Review: Server virtualisation	?	2009-10	

3.7 An evaluation of all projects supported by the climate change fund is required to ensure that projects are delivered for the price estimated, and to assess whether they deliver the benefits estimated. Table 4 provide a schedule of those climate change fund projects which have been evaluated to and those for which an evaluation report is included in Appendix A.

Table 4: Climate Change Fund project evaluation schedule

ID	Project title	Evaluation date	Project Manager	Evaluation Status
01/08	Pilot of Electric Bin Lifts	Sep-09	Chloe Hipwood	Evaluation report attached at Appendix A
02/08	Chesterton Road Toilet Modernisation	Jan-10	Bob Kerry	Evaluation report attached at Appendix A
03/08	Corn Exchange Christmas Lighting Lamps	Jan-10	Chris Norton	Evaluation report attached at Appendix A
02/09	Arbury Court WC Rainwater Harvesting	Apr-10	Bob Kerry	Evaluation report attached at Appendix A
03/09	Energy Audit of Pools & Leisure Centres	Sep-09	Ian Ross	Evaluation report attached at Appendix A
04/09	Grand Arcade Annex Car Park fan system	Oct-10	Julie Edwards	Not yet due.

ID	Project title	Evaluation date	Project Manager	Evaluation Status
05/09	Public Conveniences and Park Street Car Park Energy Survey	Sep-09	Bob Kerry	Evaluation report attached at Appendix A
06/09	Grand Arcade Annex Car Park LED Lighting	Sep-11	Julie Edwards	Not yet due.
07/09	Watercourses Flood Risk Survey	Jan-11	Simon Bunn	Not yet due.
08/09	Community Centres energy audits	Mar-10	Louise Appleton	Evaluation report attached at Appendix A
09/09	CornEx LED Bar Lights	Jan-11	Chris Norton	Not yet due.
10/09	Mill Rd Water Efficiency	Aug-10	Jonathon Church	Not yet due.
11/09	Romsey Rec Green Roof - AMENDMENT	Mar-11	Bob Kerry	Not yet due.
01/10	Replacement boiler at Barnwell House	May-11	Robert Linney	Not yet due.
02/10	Guildhall voltage optimisation trial	May-11	Simon Chubb	Not yet due.

3.8 Appendix B shows existing and future estimated reductions in the Council's carbon footprint as a result of projects supported by the Climate Change Fund, as well as other potential projects to be developed. This shows that on the basis of Climate Change Fund projects alone, the Council would achieve an 8% reduction in its 2005-06 carbon footprint by March 2011, missing the target to reduce its footprint by 11% by 207 tonnes. Other projects not supported by the climate change fund would increase the carbon reduction to 9%, missing the target by 140 tonnes. Other potential projects could increase the carbon footprint reduction to 16%, exceeding the target by 383 tonnes, although this would be heavily dependent on implementation of the recommendation from the energy audit of Council pools and leisure centres.

4. Implications

- 4.1 Financial and staff implications: No additional financial or staff implications arise from the recommendations of this report.
- 4.2 Equal opportunities implications: No additional equal opportunities implications arise from the recommendations of this report.
- 4.3 Environmental implications: The primary purpose of the Climate Change Fund is to support activities which reduce the environmental

impacts of City Council operations. This report provides information on progress with achieving this.

4.4 Community safety implications: No additional community safety implications arise from the recommendations of this report.

5. Background papers

The following documents relevant to this report are available on request:

- Cambridge Climate Change Strategy & Action Plan, September 2008.
- Climate Change Fund Operational Guidelines, January 2009.

6. Appendices

Appendix A: Climate Change Fund Project Evaluations

Appendix B: Climate Change Fund Project pipeline

7. Inspection of papers

If you have a query on this report please contact:

Author's Name:	Simon Chubb, Sustainable City Manager & Climate Change Officer
Author's Phone Number:	01223 457189
Author's Email:	simon.chubb@cambridge.gov.uk

Appendix A: Climate Change Fund Evaluation Reports



Pilot of Electric Bin Lifts

Project description:

Bin lifts are currently replaced part way through the life of a refuse vehicle. Traditional bin lifts operate on hydraulics requiring engine power and fuel to operate. Ecoprocess is a company which has developed bin lifts run on electric alone and run from a battery charged while the vehicle is in use. They are also expected to offer a longer lifespan and reduced noise.



Dept:	City Services		
Climate Change Fund aim:	Transport - Fleet	Service:	Waste & Fleet
Climate Change Fund activity:	Infrastructure & Equipment	Approval date:	11 Nov 2008
		Evaluation date:	9 th October 2009

	Estimated	Actual to date	Comments
Completion date:	1 Jun 2009	09 Oct 2009	Bin lifts installed, and approximately 6 months fuel usage data collected.
Total project costs:	£34,700	£34,700	2x Isbjorn bin lifts including installation
Climate Change Fund expenditure:	£2,100	£2,100	Cost over and above standard bin lifts
Match funding:	94%	94%	Match funding from repair & renewals fund.
Project lifetime:	7 yrs	Unknown	Lifespan still unknown
Financial savings:	£3,823 per yr	Awaiting further monitoring data before completion (July 2010)	
Environmental benefits:	2.5 tCO ₂ /yr		
Financial payback:	0.5 yrs		
Cost effectiveness:	£120 per tCO ₂ over 7 year lifetime		

Other benefits identified:

As well as a notable fuel and carbon saving, the bin lifts are quieter providing an improved working environment. The manufacturers claim a longer life span however this will take a number of years to identify.

Appendix A: Climate Change Fund Evaluation Reports



Problems identified & solutions:

There were initial teething problems relating to the crews understanding of the new type of lift and minor faults were reported due to operator error. In addition the lift mechanism is prone to jamming when dust and dirt accumulated behind the lift. This problem has been rectified by regular cleaning at 6 weekly intervals and is not perceived to be a problem on future rounds where municipal waste or mixed dry recycling is collected.

The bin lifts were fitted to two of our green waste collection vehicles and the fuel usage and mileage varies significantly mirroring the growing season. Our fuel management system was only installed in September 08 therefore we only have one months of true like for like data.

The data used is approximately six months prior to fitting and six months post fitting. Unfortunately due to the growing season variances the fuel savings per mile are not a useful comparator due to significant variations in the driving habit of the vehicles taking part in the pilot.

The fuel use per tonne of waste is a more accurate representation however the true accuracy is unknown while like for like collections can not be compared.

One of the vehicles is due to be removed from it's normal green waste collection round due to operational problems with the vehicle meaning it can not longer be used for green waste. That vehicles data will not be able to be used for comparison.

Fuel data will continue to be collected and analysed.

Lessons learned:

Ensure that sufficient fuel data exists prior to any fuel related pilot or ensure the planned pilot time frame has equivalent work pre and during the pilot to enable more accurate data comparison.

Completed by:

Name: Chloe Hipwood
Job title: Waste Operations Manager
Date: 12th October 2009
Phone: 01223 458079
Email: Chloe.hipwood@cambridge.gov.uk

Climate Change Fund Evaluation Report



Chesterton Road Toilet Modernisation

Project description:

Incorporation of 3 'sun-pipes' within the refurbishment of the Chesterton Road public toilets, thereby eliminating the need for electric lighting during daylight hours.



Dept:	Environment and Planning		
Service:	Environmental Services	Approval date:	13 November 2008
Climate Change Fund aim:	Energy Efficiency		
Climate Change Fund activity:	Infrastructure & Equipment	Service:	Environmental Services

	Estimated	Actual to date	Comments
Completion date:	24 November 2008	Nov 2008	
Total project costs:	£3,000.23	£3,000.23	
Climate Change Fund expenditure:	£900.07	£900.07	
Match funding:	£2100.16 (70%)	£2100.16 (70%)	
Project lifetime:	40 yrs	40 years	
Financial savings:	£62 per yr	The 'sun-pipes' are performing as expected. Energy consumption at the toilets has reduced from 63,123 kWh in 2007-08 to 4,881 kWh in 2009-10, saving 30 tonnes of CO ₂ and £5,824 (at 10p per kWh). This figure includes all energy saving measures incorporated in the new toilets and some inaccuracies due to reliance on estimated bills prior to 2009. Although energy savings calculated from electricity bills have exceeded expectation, savings resulting from the sun-pipes would be unlikely to exceed the estimated amounts as they only replace 3 cubicle lights during daylight hours	
Environmental benefits:	0.3 tCO ₂ /yr		
Financial payback:	14.5 yrs		
Cost effectiveness:	£83.34 per tCO ₂ over lifetime		

Climate Change Fund Evaluation Report



Other benefits identified:

There is an expected benefit for people with sight impairment and those who feel uncomfortable in small enclosed spaces as bright natural light has the effect of making any interior feel brighter and more welcoming.

Problems identified & solutions:

None identified.

Lessons learned:

None identified.

Completed by:

Name: Bob Kerry
Job title: Street Services Project Development Officer
Date May 2010
Phone: (01223) 457377
Email: Bob.Kerry@cambridge.gov.uk

Climate Change Fund Evaluation Report



Corn Exchange Christmas Lighting Lamps

Project description:

The replacement of all outdoor Corn Exchange Christmas decorative light bulbs with LED bulbs for greater energy efficiency, enhanced safety (they do not shatter) and greater longevity.

[Photo]

Dept:	City Services		
Climate Change Fund aim:	Energy Efficiency	Service:	Arts and Entertainment
Climate Change Fund activity:	Infrastructure & Equipment	Approval date:	10 March 2009
		Evaluation date:	January 2010

	Estimated	Actual to date	Comments
Completion date:	Nov 08	Nov 08	
Total project costs:	£600	£600	
Climate Change Fund expenditure:	£600	£600	
Match funding:	0	0	
Project lifetime:	20 yrs	2 yrs	
Financial savings:	£241.92 per yr	£241.92	The new LED Christmas lights are of the same specification as estimated and are performing as expected, and therefore the estimated performance and savings can be assumed to be correct. Verifying these savings by sub-metering the new lighting is estimated to cost more than the savings achieved and therefore not financially viable.
Environmental benefits:	1.1 tCO ₂ /yr	1.1 tCO ₂	
Financial payback:	2.5 yrs	On target	
Cost effectiveness:	£28.45 per tCO ₂ over 20 year lifetime	On target	

Other benefits identified:

New bulbs are safer, with less risk of shattering & less need of replacement.

Problems identified & solutions:

No Problems.

Lessons learned:

Need to think about how we will go about evaluating future projects.

Climate Change Fund Evaluation Report



Completed by:

Name: Chris Norton
Job title: Technical Manager
Date: 16 Feb 2010
Phone: 7566
Email: Chris.Norton@cambridge.gov.uk

Climate Change Fund Evaluation Report



Arbury Court WC Rainwater Harvesting

Project description:

Incorporation of a rainwater capture and storage system was included in the refurbishment of the Arbury Court Public Toilets for toilet flushing, thereby reducing mains water use and costs associated with the provision of public conveniences.



Dept:	Environment and Planning		
Service:	Environmental Services	Approval date:	4 March 2009
Climate Change Fund aim:	Energy Efficiency	Evaluation date:	April 2010
Climate Change Fund activity:	Infrastructure & Equipment	Service:	Environmental Services

	Estimated	Actual to date	Comments
Completion date:	30 April 2009	14 th April 2009	Project completed on time and within budget
Total project costs:	£5,000	£5,000	
Climate Change Fund expenditure:	£2,500	£2,500	
Match funding:	£2,500 (50%)	£2,500	
Project lifetime:	10 years	10 years	There are very little mechanical or electrical devices associated with this system and therefore life expectancy is expected to be much longer.
Financial savings:	£879 per yr		
Environmental benefits:	417 m ³ mains water saved per year		Mains water consumption in 2006 was 556 m ³ . Mains water consumption from July 2009 to January 2010 was 29 m ³
Financial payback:	2.8 yrs		
Cost effectiveness:	60p per m ³ water saved over project lifetime		

Climate Change Fund Evaluation Report



Other benefits identified:

By also using the stored rainwater for washing floors and other outdoor areas, there are additional savings on water and sewerage charges.

Problems identified & solutions:

No problems were identified at the time of installation and no problems have been identified since.

Lessons learned:

The recommendation is to anyone involved in a project where water for toilet flushing, or hosepipe use for washing down or watering, then rainwater harvesting should be a consideration.

It would be helpful to fit a water meter to the rainwater harvesting system in future installations to help quantify the savings achieved.

Completed by:

Name: Bob Kerry
Job title: Street Services Project Development Officer
Date May 2010
Phone: (01223) 457377
Email: Bob.Kerry@cambridge.gov.uk

Climate Change Fund Evaluation Report



Energy Audit of Pools & Leisure Centres

Project description:

To undertake an energy audit of 5 Council swimming pools and leisure facilities: Abbey Pool Complex, Cherry Hinton Village Centre, Jesus Green Outdoor Pool, Kings Hedges Learner Pool, Parkside Pools. Pools and leisure facilities constitute the largest source of Council carbon emissions and the audit aimed to identify further carbon reduction investment opportunities that can be made using the climate change fund.



Dept:	Community Services		
Climate Change Fund aim:	Energy efficiency	Service:	Active Communities
Climate Change Fund activity:	Feasibility studies & research	Approval date:	26 June 2009
		Evaluation date:	September 2009

	Estimated	Actual to date	Comments																			
Completion date:	Sept 2009	Mar 2010																				
Total project costs:	£3,745	£3,745																				
Climate Change Fund expenditure:	£3,745	£3,745																				
Match funding:	£0	£0																				
Project lifetime:	n/a	The energy audit identified a total of 52 potential measures that could save 467 tonnes of CO ₂ per year, costing a total of £258,006, as follows.																				
Financial savings:	n/a																					
Environmental benefits:	n/a																					
Financial payback:	n/a																					
Cost effectiveness:	n/a																					
		<table border="1"> <thead> <tr> <th>Type of Measure</th> <th>Annual Energy Cost Savings (£)</th> <th>Annual CO₂ savings (t)</th> <th>Estimated Capital Cost (£)</th> </tr> </thead> <tbody> <tr> <td>< 5 year Payback</td> <td>£66,112</td> <td>449.3</td> <td>£172,441</td> </tr> <tr> <td>Payback 5-15 years</td> <td>£1,053</td> <td>8.9</td> <td>£16,010</td> </tr> <tr> <td>Payback >15 years</td> <td>£4,608</td> <td>8.9</td> <td>£69,555</td> </tr> <tr> <td>Total</td> <td>£71,773</td> <td>467</td> <td>£258,006</td> </tr> </tbody> </table>	Type of Measure	Annual Energy Cost Savings (£)	Annual CO ₂ savings (t)	Estimated Capital Cost (£)	< 5 year Payback	£66,112	449.3	£172,441	Payback 5-15 years	£1,053	8.9	£16,010	Payback >15 years	£4,608	8.9	£69,555	Total	£71,773	467	£258,006
Type of Measure	Annual Energy Cost Savings (£)	Annual CO ₂ savings (t)	Estimated Capital Cost (£)																			
< 5 year Payback	£66,112	449.3	£172,441																			
Payback 5-15 years	£1,053	8.9	£16,010																			
Payback >15 years	£4,608	8.9	£69,555																			
Total	£71,773	467	£258,006																			

Other benefits identified:

The project identified some quick hits and short payback savings. Investment for items where a three year payback or less is going to be most helpful in engaging the current Leisure management contractor for joint working to complete recommendations as their contract ends in 2013.

There were 14 items/actions that could be replicated across up to five sites which although

requiring a initial capital investment of around £160,000 would see an annual saving of £62,000 giving a 2.5 year payback with a CO₂ savings of 430 tonnes per annum (1,290 tonnes over the payback period).

The project also identified quick areas to look at which are staff related and only require a training investment to start to save. Also areas with no capital investment were identified, and these could realise over £700 and 5.2 tonnes CO₂ per annum savings.

The project was also realistic on what investments are true "invest to save" areas and those that require large capital and are more aligned to demonstration projects.

The impact the BMS will have on operational environmental controls and energy management has been highlighted, and an investment of an energy module into the current BMS is currently being progressed.

Problems identified & solutions:

Some of the problems encountered where around gaining accurate meter readings from SLM Ltd. These were obtained for the majority of sites but there was a need to populate one section with estimated readings based on previous usage.

The Building Management System at Parkside Pool was being overhauled at the time of the audits and some of the recommendations were are all based on it being operational over the last 12 months which it wasn't, so even more savings may be realised than predicted in the final version of the audit, as recommendations were based around minor set point adjustments.

Capital investment; as with all these recommendations they require capital investment into the infrastructure. Although some R&R funds can be utilised investment is required and just for those with a 3 year payback in this report over £160,000 is required.

How to obtain additional funding of this level is going to be crucial in any delivery of these recommendations and coupled with the immediate timescale for any investment to see any benefits for SLM within their remaining contract period as it is SLM who pay the utility bills but Cambridge City Council who will see the benefits of CO₂ reductions.

Lessons learned:

The need for all the data to ready before the audits start especially when dealing with a third party or contracted organisation who hold all the data.

Capital investment in energy saving projects is usually the primary focus on these reports but the investment that is cheapest and can potentially reap the best rewards are through education of staff and changing their attitudes to their working environment.

These are usually the cheapest and most effective savings, and should always be the primary focus for reports and action planning.

Secondly is getting to know the building environment and how to control and operate the services within that building and how these can deliver savings. Basic awareness and location of operational controls, set points and even sensor positions can effect huge savings.

Capital investment should be the final option for recommendations and should be categorised on quick wins with little investment, to the short payback periods.

Other opportunities for funding of capital projects and where to access improvement grants would also be most helpful.

Completed by:

Name:	Ian Ross	Job title:	Recreation Services Manager
Phone:	(01223) 458638	Email:	Ian.Ross@cambridge.gov.uk
Date	May 2010		

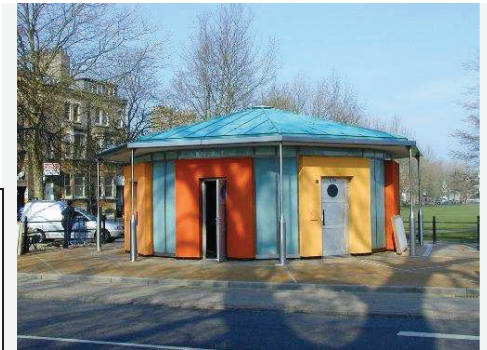
Climate Change Fund Evaluation Report



Public Conveniences & Park Street Car Park Energy Survey

Project description:

To undertake an energy and water audit of 12 of the Council's public toilets and Park Street car park to identify further carbon reduction investment opportunities that can be made using the climate change fund.



Dept:	Environment & Planning		
Climate Change Fund aim:	Energy efficiency	Service:	Environmental Services
Climate Change Fund activity:	Feasibility studies & research	Approval date:	26 June 2009
		Evaluation date:	September 2009

	Estimated	Actual to date	Comments																					
Completion date:	Sept 2009	Sept 2009																						
Total project costs:	£2,725	£2,725																						
Climate Change Fund expenditure:	£2,725	£2,725																						
Match funding:	£0	£0																						
Project lifetime:	n/a	The energy and water audit identified a total of 117 potential measures that could save 57 tonnes of CO ₂ per year, costing a total of £174,653, as follows.																						
Financial savings:	n/a																							
Environmental benefits:	n/a	<table border="1"> <thead> <tr> <th>Type of Measure</th> <th>Annual Energy Cost Savings (£)</th> <th>Annual CO₂ savings (t)</th> <th>Estimated Capital Cost (£)</th> </tr> </thead> <tbody> <tr> <td>< 5 year Payback</td> <td>£20,052</td> <td>41.2</td> <td>£49,470</td> </tr> <tr> <td>Payback 5-15 years</td> <td>£3,372</td> <td>13.8</td> <td>£43,573</td> </tr> <tr> <td>Payback >15 years</td> <td>£1,809</td> <td>1.8</td> <td>£81,610</td> </tr> <tr> <td>Total</td> <td>£25,233</td> <td>57</td> <td>£174,653</td> </tr> </tbody> </table>			Type of Measure	Annual Energy Cost Savings (£)	Annual CO ₂ savings (t)	Estimated Capital Cost (£)	< 5 year Payback	£20,052	41.2	£49,470	Payback 5-15 years	£3,372	13.8	£43,573	Payback >15 years	£1,809	1.8	£81,610	Total	£25,233	57	£174,653
Type of Measure	Annual Energy Cost Savings (£)	Annual CO ₂ savings (t)	Estimated Capital Cost (£)																					
< 5 year Payback	£20,052	41.2	£49,470																					
Payback 5-15 years	£3,372	13.8	£43,573																					
Payback >15 years	£1,809	1.8	£81,610																					
Total	£25,233	57	£174,653																					
Financial payback:	n/a																							
Cost effectiveness:	n/a																							

Other benefits identified:

This survey has been discussed at other meetings, including with city centre retail businesses, as good practice for energy management and identifying practical steps that can be taken to reduce energy wastage.

Climate Change Fund Evaluation Report



Problems identified & solutions:

The most significant problem highlighted was lack of data for electricity and water usage at public conveniences. This has partly been addressed by installation of 'smart' electricity meters. Work is progressing to have 'smart' water meters installed.

Lessons learned:

The need to ensure that electricity and water usage is recorded in a timely and accurate way. This will also help identify unexplained fluctuations in usage at an early stage.

Completed by:

Name: Bob Kerry
Job title: Street Services Project Development Officer
Date: May 2010
Phone: (01223) 457377
Email: Bob.Kerry@cambridge.gov.uk

Climate Change Fund Evaluation Report



Community Centres Energy & Water Audit

Project description:

To undertake an energy and water audit of 7 Council Community Centres: Ross Street, Brown's Field, Meadows, Akeman Street, Buchan Street, Nuns Way Pavilion, and Lawrence Way. Community Centres constitute a large source of Council CO₂ emissions and the proposed work aims to identify further carbon reduction investment opportunities that can be made using the Climate Change Fund.



Dept:	Community Services		
Climate Change Fund aim:	Energy efficiency	Service:	Community Development
Climate Change Fund activity:	Feasibility studies & research	Approval date:	9 December 2009
		Evaluation date:	March 2010

	Estimated	Actual to date	Comments																					
Completion date:	Feb 2010	Mar 2010																						
Total project costs:	£2,995	£2,995																						
Climate Change Fund expenditure:	£2,995	£2,995																						
Match funding:	£0	£0																						
Project lifetime:	n/a	The energy audit identified a total of 65 potential measures that could save 22 tonnes of CO ₂ per year, costing a total of £22,149, as follows.																						
Financial savings:	n/a																							
Environmental benefits:	n/a																							
Financial payback:	n/a																							
Cost effectiveness:	n/a	<table border="1"> <thead> <tr> <th>Type of Measure</th> <th>Annual Energy Cost Savings (£)</th> <th>Annual CO₂ savings (t)</th> <th>Estimated Capital Cost (£)</th> </tr> </thead> <tbody> <tr> <td>< 5 year Payback</td> <td>£3,152</td> <td>16.8</td> <td>£9,312</td> </tr> <tr> <td>Payback 5-15 years</td> <td>£878</td> <td>4.1</td> <td>£10,693</td> </tr> <tr> <td>Payback >15 years</td> <td>£221</td> <td>1.3</td> <td>£2,144</td> </tr> <tr> <td>Total</td> <td>£4,251</td> <td>22</td> <td>£22,149</td> </tr> </tbody> </table>			Type of Measure	Annual Energy Cost Savings (£)	Annual CO ₂ savings (t)	Estimated Capital Cost (£)	< 5 year Payback	£3,152	16.8	£9,312	Payback 5-15 years	£878	4.1	£10,693	Payback >15 years	£221	1.3	£2,144	Total	£4,251	22	£22,149
Type of Measure	Annual Energy Cost Savings (£)	Annual CO ₂ savings (t)	Estimated Capital Cost (£)																					
< 5 year Payback	£3,152	16.8	£9,312																					
Payback 5-15 years	£878	4.1	£10,693																					
Payback >15 years	£221	1.3	£2,144																					
Total	£4,251	22	£22,149																					

Climate Change Fund Evaluation Report



Other benefits identified:

Main benefit was the ability to use this project to raise awareness amongst the users of our community centres of the benefits of energy and water management, and to involve a wide range of staff who work with the public as ambassadors for climate change.

Problems identified & solutions:

Revolves around the variety and diversity of the different activities that take place in the various community centres. As a consequence of this project we will be investigating whether or not changes to the centres' programmes will be of benefit.

Lessons learned:

Access to the sustainability team and to a consultant has been enormously helpful.

Completed by:

Name: Louise Appleton
Job title: Manager - Browns Field
Date: May 2010
Phone: (01223) 457878
Email: Louise.Appleton@cambridge.gov.uk

Appendix B: Climate Change Fund Project Pipeline

2005-06 2008-09 2009-10 2010-11 2011-12							Notes
CO2 SOURCES (tCO2)							
Offices (incl. Guildhall & TIC)	1,098	1,071	1,176				Of the 105 tCO2 increase, 46% results from Hobson House electricity, 22% Guildhall gas & 14% Mandella Hse electricity.
Mill Road Depot	344	408	368				
Corn Exchange & Box Office	409	400	347				
Crematorium	686	625	453				
Community Centres	148	190	131				
Car Parks	1,120	978	1,061				
Leisure Centres	2,047	1,663	1,973				
Other (Sub 100 kWh)	295	627	424				
Business mileage	132	91	95				
Fleet transport	1,480	1,354	1,254				2009-10 figure estimated. Currently awaiting fleet data.
TOTAL COUNCIL CARBON FOOTPRINT (tCO2)	7,758	7,407	7,282	7,282	7,282	7,282	
% Target							
Target (tCO2)							
% Reduction (2005-06 baseline)		5%	6%	6%	6%	6%	
Cambridge population	116.60	118.70					www.statistics.gov.uk/statbase/Product.asp?vlnk=15106
kgCO2/resident	66.5	62.4					
% Reduction (2005-06 baseline)		6%					
CLIMATE CHANGE FUND PROJECTS							
Pilot of Electric Bin Lifts		2.5	2.5	2.5	2.5	2.5	
Chesterton Road Toilet Modernisation		0.3	0.3	0.3	0.3	0.3	
Corn Exchange Christmas Lighting Lamps		1.1	1.1	1.1	1.1	1.1	

	2005-06	2008-09	2009-10	2010-11	2011-12	Notes
Arbury Court WC Rainwater Harvesting		0.0	0.0	0.0	0.0	
Energy Audit of Pools & Leisure Centres			0.0	0.0	0.0	
Grand Arcade Annex Car Park fan system			34.2	68.3	68.3	
WC's and Park Street Car Park Energy Survey			0.0	0.0	0.0	
Watercourses Flood Risk Survey			0.0	0.0	0.0	
Grand Arcade Annex Car Park energy efficient lighting				69.7	139.4	
Community Centres energy audits			0.0	0.0	0.0	
CornEx LED Bar Lights			2.0	7.9	7.9	
Mill Rd Water Efficiency				0.0	0.0	
Romsey Rec Green Roof - AMENDMENT			0.0	0.0	0.0	
Replacement boiler at Barnwell House				0.0	0.0	Commercial properties excluded from NI 185 reporting
Guildhall voltage optimisation trial				20.2	20.2	
01 CCF PROJECT SAVINGS	0.0	3.9	40.0	170.0	239.7	
OTHER PROJECTS						
Drive for Life campaign						
Biodiesel blend (awaiting advice from AEA Technology)						
ChemEcol fuel additive (@ 3.66% fuel saving)			54.2	54.2	54.2	
Fleet vehicle replacement programme						
Route planning						
Guildhall boiler replacement				13.3	15.7	Based on project appraisal. Completion Aug 10, 85% of gas use from Aug 10 to Mar 11, 8% efficiency improvement.
Climate Change Champions						
OTHER PROJECT SAVINGS	0	0	54.2	67.5	69.8	

POTENTIAL PROJECTS

Voltage optimisation roll out to 4 additional sites						146.2	
Pools & leisure centres energy audit actions (< 5yr payback)				449.0		449.0	
Public Conveniences energy audit actions (< 5yr payback)				41.2		41.2	
Community Centres energy audit actions (< 5yr payback)				16.8		16.8	
Market Stall LED Lighting?				15.5		15.4	
Energy Monitoring & Targeting							
ICT actions (e.g. thin clients)							
Parkside Pools CHP replacement							
TOTAL POTENTIAL PROJECT SAVINGS	0	0.0	0.0	0.0	522.5	668.6	
TOTAL SAVINGS (incl. non CCF projects)	0	3.9	94.2	760.0	978.1		
TOTAL COUNCIL CARBON FOOTPRINT	7,758	7,403	7,187	6,522	6,304		
Target variance				383	601		
% Reduction (2005-06 baseline)		5%	7%	16%	19%		

This page is intentionally left blank



To: Executive Councillor for Climate Change & Growth
Report by: Head of Policy and Projects: David Roberts
Relevant scrutiny committee: Environment Scrutiny Committee 22/06/10

CAMBRIDGE ENVIRONMENT REPORT 2009-10

Non Key Decision

1. Executive summary

1.1 The Cambridge Environmental Framework adopted at Environment Scrutiny Committee in June 2009 outlined 15 indicators, including 12 national indicators, against which environmental performance in the Council and Cambridge City will be measured. It also contained a commitment to publicly report this performance annually in an Environment Report. This report summarises environmental performance over the first year since adoption of the Cambridge Environmental Framework.

2. Recommendations

2.1 The Executive Councillor is recommended to approve the first annual Cambridge Environment Report 2009-10 for reporting Council environmental performance and informing future planning for environmental service delivery.

3. Background

3.1 The Cambridge Environmental Framework adopted at Environment Scrutiny Committee in June 2009 outlined 15 indicators, including 12 national indicators, against which environmental performance in the Council and Cambridge City will be measured. It also contained a commitment to publicly report this performance annually in an Environment Report, and the report for 2009-10 is presented in Appendix A.

3.2 The report details environmental performance for the year April 2009 to March 2010 against the objectives and indicators set out in the Cambridge Environmental Framework, as well as narrative providing further explanation of the performance, how it is measured, and the key environmental achievements for the year.

3.3 The report shows that Cambridge City Council's actual environmental performance for 2009-10 compared to the target level of performance was as follows.

Target achieved or exceeded	Target not achieved	Data unavailable
<ul style="list-style-type: none"> • Planning to adapt to climate change (NI 188) • Flood and coastal erosion risk management (NI 189) • Residual household waste per dwelling (NI 191) • Improved street & environmental cleanliness (NI 195 & 196, except levels of fly-posting) • Improved local biodiversity - proportion of local sites where positive conservation management has been or is being implemented (NI 197) 	<ul style="list-style-type: none"> • Tackling fuel poverty (NI 187) • Percentage of household waste sent for reuse, recycling and composting (NI 192) 	<ul style="list-style-type: none"> • Carbon dioxide reduction from local authority operations (NI 185) • Per capita reduction in CO2 emissions in the local authority area (NI 186) • Council water consumption • Council office waste • Percentage of Council office waste sent for reuse, recycling & composting • Air Quality- percentage reduction in NOx & primary PM10 emissions through local authority's estate and operations (NI 194)

3.4 The Cambridge Environment Report will be published on the City Council's website to publicly report the Council's environmental achievements for the year 2009-10, and will be used to report Council achievements to partners including the Cambridgeshire LAA Environmental Sustainability Partnership.

3.5 The report will be used within the City Council to evaluate environmental performance and identify those areas where changes to activities or resources need to be considered. This will inform the development of future service plans for the City Council.

3.6 Immediate plans for addressing areas of performance in need of improvement are contained in the 2010-11 Environmental Action Programme. This catalogues all the activity taking place across Cambridge City Council which contributes towards achieving its environmental objectives published in the Cambridge Environmental Framework, and is also available on the Council's website.

4. Implications

- 4.1 Financial and staff implications: No additional financial or staff implications arise from the recommendations of this report.
- 4.2 Equal opportunities implications: No additional equal opportunities implications arise from the recommendations of this report.
- 4.3 Environmental implications: The primary purpose of the Cambridge Environment Report 2009-10 is to report environmental performance for the year in order to inform future planning for Council environmental services.
- 4.4 Community safety implications: No additional community safety implications arise from the recommendations of this report.

5. Background papers

The following documents relevant to this report are available on request:

- Cambridge Environmental Framework, June 2009
- 2010-11 Environmental Action Programme

6. Appendices

Appendix A: Cambridge Environment Report 2010-11

7. Inspection of papers

If you have a query on this report please contact:

Author's Name: Simon Chubb, Sustainable City Manager &
Climate Change Officer

Author's Phone Number: 01223 457189

Author's Email: simon.chubb@cambridge.gov.uk

Appendix A

Cambridge City Council

Cambridge Environment Report 2009-10

June 2010

Contents

1	Introduction	6
1.1	Summary of 2009-10 Cambridge City Council environmental performance	7
2	Tackling the causes and consequences of climate change.....	11
2.1	Reducing carbon dioxide emissions.....	11
2.2	Managing climate change risks.....	14
2.3	Reducing fuel poverty	18
3	Minimising waste	20
3.1	Reducing the amount of waste generated.....	20
3.2	Increasing waste reuse, recycling and composting.....	22
4	Protecting the local environment.....	25
4.1	Reducing pollution of air, water and land.....	25
4.2	Improving street and environmental cleanliness by reducing levels of litter, detritus, fly-posting and fly-tipping	26
4.3	Protecting and enhancing local wildlife	28
5	Plans for 2010-11 and beyond.....	30
6	Contacts and further information	30
	Appendix A Glossary of terms and abbreviations.....	31

1 Introduction

The Cambridge Environmental Framework¹ adopted and published by Cambridge City Council in June 2009 outlines the standards for environmental sustainability which the City Council aims to achieve, and the ways in which performance will be measured. This report details the extent to which Cambridge City Council achieved its aims in the year April 2009 to March 2010.

This document mirrors the structure of the Cambridge Environmental Framework to report our achievements against the 3 broad environmental outcomes and 9 specific objectives it contains, as illustrated in Table 1.

Table 1: Cambridge City Council's environmental outcomes & objectives

Outcomes	Objectives
A. Tackle the causes and consequences of climate change	A1. Reduce carbon dioxide emissions. A2. Manage climate change risks. A3. Reduce fuel poverty.
B. Minimise waste	B1. Reduce the amount of waste generated. B2. Increase waste reuse, recycling and composting. B3. Reduce waste sent to landfill.
C. Protect the local environment	C1. Reduce pollution of air, water and land. C2. Improve street and environmental cleanliness by reducing levels of litter, detritus, graffiti and fly-posting fly-tipping. C3. Protect and enhance local wildlife.

Much of this document reports the performance of Cambridge City Council with respect to national indicators published by the UK Government. The following pages provide some explanation of these indicators, but further information about them including detailed definitions and methodologies can be obtained from the Audit Commission website².

The Cambridge Environmental Framework describes the arrangements for achieving our environmental objectives in

¹ available at www.cambridge.gov.uk/ccm/navigation/environment-and-recycling/sustainable-city/what-we-are-doing/

² www.audit-commission.gov.uk/localgov/audit/nis

partnership with other organisations, including through Cambridgeshire's Local Area Agreement (LAA) under the auspices of Cambridgeshire Together. Responsibility for achieving some environmental performance targets is shared with the other members of Cambridgeshire Together, and these indicators are highlighted throughout this report.

1.1 Summary of 2009-10 Cambridge City Council environmental performance

Table 2 summarises the results for 2009-10 Cambridge City Council environmental performance with respect to the aims and indicators set out in the Cambridge Environmental Framework, highlighting those included within the Cambridgeshire LAA for 2008-11. This shows that Cambridge City Council's actual environmental performance for 2009-10 compared to the target level of performance was as follows.

Target achieved or exceeded	Target not achieved	Data unavailable
<ul style="list-style-type: none"> • Planning to adapt to climate change (NI 188) • Flood and coastal erosion risk management (NI 189) • Residual household waste per dwelling (NI 191) • Improved street & environmental cleanliness (NI 195 & 196, except levels of fly-posting) • Improved local biodiversity - proportion of local sites where positive conservation management has been or is being implemented (NI 197) 	<ul style="list-style-type: none"> • Tackling fuel poverty (NI 187) • Percentage of household waste sent for reuse, recycling and composting (NI 192) 	<ul style="list-style-type: none"> • Carbon dioxide reduction from local authority operations (NI 185) • Per capita reduction in CO2 emissions in the local authority area (NI 186) • Council water consumption • Council office waste • Percentage of Council office waste sent for reuse, recycling & composting • Air Quality- percentage reduction in NOx & primary PM10 emissions through local authority's estate and operations (NI 194)

The following pages of this report provide further explanation of these indicators and the activities undertaken by Cambridge City Council in 2009-10 which contributed towards delivering improved environmental performance.

Table 2: Summary of 2009-10 Cambridge City Council environmental performance

Indicator	National indicator	LAA indicator	Performance achieved or exceeded target		Performance did not meet target		
			2005/06	2006/07	2007/08	2008/09	2009/10
Carbon dioxide reduction from local authority operations: tonnes of CO ₂ kg of CO ₂ per resident	185		7,758 66.5			7,407 62.4	Awaiting fleet data
Per capita reduction in CO ₂ emissions in the local authority area (tonnes of CO ₂ per person)	186	Yes	6.4	6.5 (1.6% increase)	6.2 (3% cut)	Data unavailable (expected Sept 2010)	Data unavailable (expected Sept 2011)
Planning to adapt to climate change	188	Yes				Level 1	Level 2
Council water consumption (m ³ /employee/year)			Data unavailable				
Flood and coastal erosion risk management	189				100%	100%	100%
Tackling fuel poverty - % of households in receipt of income benefits and:	187					a) 6%	a) 9%
a) low energy efficiency						b) 27%	b) 35%
b) high energy efficiency.							

Baseline, no target set or unavailable data	Performance achieved or exceeded target	Performance did not meet target							
Indicator	National indicator	LAA indicator	2005/06	2006/07	2007/08	2008/09	2009/10		
Residual household waste per dwelling (kg)	191					561.3	526.32		
Council office waste (kg/employee/year)			Data unavailable						
Percentage of household waste sent for reuse, recycling and composting	192					41.26%	40.83%		
Percentage of Council office waste sent for reuse, recycling & composting			Data unavailable						
Air Quality- percentage reduction in: a) NOx and b) primary PM10 emissions through local authority's estate and operations.	194					a) 15,418 kg b) 536 kg	Awaiting fleet data		

Baseline, no target set or unavailable data	Performance achieved or exceeded target	Performance did not meet target					
Indicator	National indicator	LAA indicator	2005/06	2006/07	2007/08	2008/09	2009/10
Improved street and environmental cleanliness - levels of: a) litter, b) detritus, c) graffiti, and d) fly-posting.	195					a) 5.2% b) 12% c) 1% d) 0.5%	a) 2.9% b) 3.1% c) 0.4% d) 0.6%
Improved street and environmental cleanliness - levels of fly-tipping	196					Effective	Very Effective
Improved local biodiversity - proportion of local sites where positive conservation management has been or is being implemented	197	Yes			29%	30%	42%

2 Tackling the causes and consequences of climate change

The aims of Cambridge City Council to tackle the causes and consequences of climate change are detailed in the Cambridge Climate Change Strategy & Action Plan³, namely:

- 1 To contribute towards national and international efforts to avert dangerous climate change by limiting temperature increases to 2 degrees.
- 2 To ensure that the climate change risks to Cambridge are appropriately identified, assessed, communicated and managed.

2.1 Reducing carbon dioxide emissions

The contribution made by Cambridge City Council towards reducing emissions of carbon dioxide is measured using 2 indicators: NI 185, measuring carbon dioxide emissions which result directly from the City Council's energy and fuel consumption; and NI 186, measuring emissions of carbon dioxide per person across the whole of Cambridge City.

Indicator:	Carbon dioxide reduction from local authority operations (National Indicator 185)					
Lead Council Service:	Planning Policy & Projects					
Year:	2005/06	2006/07	2007/08	2008/09	2009/10	2010/11
Actual performance:	7,758 tCO ₂ 66.5 kg CO ₂ / resident			7,407 tCO ₂ 62.4 kg CO ₂ / resident	Awaiting fleet data	
Target performance:						11% cut

Comment of 2009/10 target and actual performance.

This indicator measures the progress made by Cambridge City Council to reduce carbon dioxide emissions from the relevant buildings and transport used to deliver its functions, in line with the commitments published in the Cambridge Climate Change Strategy & Action Plan in 2008.

The 2005/06 baseline for this indicator against which progress is measured has been revised upwards by 3% to correct an error in the original calculations associated with the electricity used to supply public toilets, pavilions, paddling pools and public lighting. The 2005/06 emissions per resident have also been revised upwards by 9% to reflect revised population figures for Cambridge published by the Office for National Statistics⁴.

³ www.cambridge.gov.uk/climatechange

⁴ ONS, Mid Year Population Estimates 2008, published 13/05/10

Indicator:	Carbon dioxide reduction from local authority operations (National Indicator 185)
<p>Data for 2009/10 indicates a reduction of XX% in the total emissions of carbon dioxide from Council operations, and a reduction of XX% in the emissions per resident.</p> <p>Key activities delivered by Cambridge City Council in 2009/10 for reducing its operational carbon footprint include the following.</p> <ul style="list-style-type: none"> • An additional 7 projects were funded using the Council's corporate Climate Change Fund, including replacement of the ventilation system in the Grand Arcade car park with a more efficient model saving 34.2 tonnes of carbon dioxide per year. A total of £205,638 has now been allocated from the Climate Change Fund to 15 projects, calculated to save 243 tonnes of CO₂ and £76,707 per year, paying back the money invested in 2.7 years. • Installed approximately 600 automatic electricity meters across the Council's building stock to enable more accurate measurement of Council electricity consumption and management. • Completed energy audits of the Council's swimming pools and leisure centres, community centres, and public toilets identifying a total of over £454,000 worth of investment in carbon reduction measures calculated to save 546 tonnes of CO₂ and £100,000 in energy costs per year. • Reduced CO₂ emissions from the Council's vehicle fleet by XX tonnes by changing the routes for recycling collections, fitting speed limiters to vehicles and replacing older vehicles with lower emission models. • Provided training to an additional 26 Council officers during 2009/10 as part of the ongoing Climate Change Champions programme. 	

Indicator:	Per capita reduction in CO₂ emissions in the local authority area (tonnes of CO₂ per person) (National Indicator 186)					
Lead Council Service:	Planning Policy & Projects					
Year:	2005	2006	2007	2008	2009	2010
Actual performance:	6.4	6.5 (1.6% increase)	6.2 (3% cut)	Data unavailable (expected Sept 2010)	Data unavailable (expected Sept 2011)	
Target performance:				3.67% cut	7.33% cut	11% cut

Indicator:	Per capita reduction in CO₂ emissions in the local authority area (tonnes of CO₂ per person) (National Indicator 186)
<p>Comment of 2009/10 target and actual performance.</p> <p>This indicator measures the progress made in reducing carbon dioxide emissions resulting from energy use in homes and workplaces and vehicle fuel use across Cambridge, in line with the commitments published in the Cambridge Climate Change Strategy & Action Plan in 2008. Whilst Cambridge City Council is unable to influence all of the activities which produce carbon dioxide emissions in Cambridge, it nevertheless has an important role to play not least as the planning and housing authority for the city.</p> <p>National indicator 186 has been selected by Cambridgeshire Together as a priority for the County Local Area Agreement (LAA) for 2008-11. The target level of performance for 2010 also reflects the commitment included with the Cambridge Climate Change Strategy & Action Plan, whereas the preceding 2 targets reflect those agreed by the LAA.</p> <p>Data for this indicator is published annually by the UK Government⁵ with a 2 year time lag, so the data for 2009 is not expected to be published until September 2011. The data published in 2009 revised the 2005 baseline for this indicator upwards by 3%, increasing absolute emissions by 3% (largely from industry and commerce) but reducing the population estimate for the city by 6% in line with Office for National Statistics data.</p> <p>The latest data published in September 2009 shows a 3% reduction in the total carbon footprint for Cambridge between 2005 and 2007, including a 2% cut in emissions from industry and commerce, 3% cut from road transport and 4% cut from homes.</p> <p>Key activities delivered by Cambridge City Council in 2009/10 for reducing carbon dioxide emissions across the city include the following.</p> <ul style="list-style-type: none"> • Progressed delivery of the Council's Home Energy Strategy & Action Plan, detailed further in section 2.3. • Adopted an Area Action Plan for North West Cambridge with South Cambridgeshire District Council in October 2009 containing innovative sustainability requirements for almost 3,000 new homes and commercial buildings, and a site-wide decentralised energy system. • Provided approximately £65,000 of Sustainable City Core Funding and Project Grants to support carbon reduction activity by community groups and projects in Cambridge, including core funding for Cambridge Carbon Footprint⁶ and a grant for the Green Groups project by Cambridge Council for Voluntary Service⁷. • Expanded the Cambridge Climate Change Charter⁸ in August 2009, intended to encourage, co-ordinate and communicate climate change action by workplaces, to cover South Cambridgeshire as well as the city, 	

⁵ www.decc.gov.uk/en/content/cms/what_we_do/lc_uk/loc_reg_dev/ni185_186/ni185_186.aspx

⁶ <http://cambridgecarbonfootprint.org/>

⁷ www.cambridgecvs.org.uk

⁸ www.cambridgeclimatechangecharter.org.uk

Indicator:	Per capita reduction in CO₂ emissions in the local authority area (tonnes of CO₂ per person) (National Indicator 186)
<p>and established a practical support programme to help workplaces deliver the Charter commitments, with £60,000 joint funding from Cambridge and South Cambridgeshire Local Strategic Partnerships.</p> <ul style="list-style-type: none"> • Provided core funding support for the Cambridgeshire Travel for Work Partnership⁹, which aims to provide alternative solutions to car travel for the county's workplaces, and secured the 2010 Award for the City Council's Employee Travel Plan as a result of the Council's achievement in reducing the number of staff driving to work and increasing the proportion walking. • Continued publicity and promotion of positive low carbon actions for residents to adopt, including the 20th annual Cambridge Environment Festival involving over 40 events delivered by a broad range of community groups and Council teams, publication of Cambridge Matters magazine, and participation at a range of community events throughout the year. • Secured funding through the Technology Strategy Board's 'Retrofit for the Future' competition¹⁰ to establish a demonstration house in Trumpington to install, monitor and showcase measures to reduce its carbon emissions by 80%. • Completed an investigation into the establishment of an Energy Services Innovation Fund for Cambridge, and published a final report with recommendations to enable the City Council to increase the pace and scale of private investment in household carbon reduction measures in the city¹¹. • Initiated a Decarbonising Cambridge study to identify options for growing Cambridge in ways which meet our carbon reduction objectives, as well as a study with Cambridgeshire Horizons and neighbouring Councils to investigate the potential for establishing a carbon offset mechanism to ensure that new developments can deliver the highest sustainability standards at least cost. 	

2.2 Managing climate change risks

Progress with delivering the second aim of the Cambridge Climate Change Strategy & Action Plan, to ensure that the climate change risks to Cambridge are appropriately identified, assessed, communicated and managed, is measured using 3 indicators: national indicators 188 and 189, and an additional indicator focussing on Council water consumption.

⁹ www.tfw.org.uk

¹⁰ www.innovateuk.org/competitions/retrofit-for-the-future.ashx

¹¹ available at www.cambridge.gov.uk/climatechange

Indicator:	Planning to adapt to climate change (National Indicator 188)					
Lead Council Service:	Planning Policy & Projects					
Year:	2005/06	2006/07	2007/08	2008/09	2009/10	2010/11
Actual performance:				Level 1	Level 2	
Target performance:				Level 1	Level 1	Level 3
<p>Comment of 2009/10 target and actual performance.</p> <p>The purpose of this indicator is to assess local authority preparedness to manage risks to service delivery, the public, local communities, local infrastructure, businesses and the natural environment from a changing climate, and to make the most of new opportunities. The indicator measures progress on assessing and managing climate risks and opportunities, and incorporating appropriate action into local authority and partners' strategic planning.</p> <p>National indicator 188 has been selected by Cambridgeshire Together as a priority for the County Local Area Agreement (LAA) for 2008-11. The target level of performance for 2010/11 reflects the commitment included with the Cambridge Climate Change Strategy & Action Plan, whereas the preceding 2 targets reflect those agreed by the LAA.</p> <p>Progress with managing climate change risks is measured on a scale from level 0 to level 4, indicating the following.</p> <ul style="list-style-type: none"> Level 0: Baseline Level 1: Public commitment and prioritised risk-based assessment Level 2: Comprehensive risk-based assessment and prioritised action in some areas Level 3: Comprehensive action plan and prioritised action in all priority areas Level 4: Implementation, monitoring and continuous review <p>Assessment of the 2009/10 performance of Cambridge City Council against this indicator reveals progress on the previous year and beyond the LAA target level of performance. Key achievements delivered by Cambridge City Council in 2009/10 for managing climate change risks include the following.</p> <ul style="list-style-type: none"> • Completion of a Cambridge Climate Change Risk Assessment & Management Plan¹² in December 2009 which incorporates an assessment of the UK Climate Projections 2009, prioritised vulnerabilities and opportunities for both Cambridge and Cambridge City Council, an assessment of 183 options for their management, and an action plan for integrating climate change risk management within the corporate management, service delivery and partnership working of Cambridge City Council. • Completed a climate change assessment of all bids and savings as 						

¹² www.cambridge.gov.uk/climatechange

Indicator:	Planning to adapt to climate change (National Indicator 188)
<p>part of the Council's budget process to ensure that investments and savings are 'future-proofed' to predicted changes in climate as far as possible.</p> <ul style="list-style-type: none"> Delivered those flood risk management and water efficiency measures detailed below to address the climate change risks of flooding and drought. 	

Indicator:	Council water consumption (m³/employee/year)					
Lead Council Service:	Property & Building Services					
Year:	2005/06	2006/07	2007/08	2008/09	2009/10	2010/11
Actual performance:				Data unavailable		
Target performance:				5% reduction	5% reduction	5% reduction

Comment of 2009/10 target and actual performance.

The purpose of this indicator is to measure the progress made in reducing the water consumption of Cambridge City Council. Reducing the reliance of Council services on the consumption of clean water supplies ensures the Council is able to operate for longer during periods of drought and also reduces pressure on local water resources.

Whilst Cambridge City Council has not yet established the same rigorous procedures for managing water consumption as it has for electricity, gas and fuel, in 2009/10 it began the task of rectifying this.

Measurement

Cambridge City Council has initiated a process with Cambridge Water to reconcile its approximately 100 water billing accounts into 1 electronically billed account to enable the Council to receive a comprehensive picture of its total water consumption and costs. This is scheduled for completion in 2010, after when it will be possible to identify sites suitable for automated metering.

Management

Despite the lack of a comprehensive picture of total water consumption, the City Council has proceeded to complete water audits of its sites judged to be high water users: its Mill Road depot and public toilets. This quantified water consumption at these sites and identified opportunities for making savings.

Savings

The water audit of the Council's Mill Road depot identified an opportunity for installing **vehicle wash water recycling equipment**, calculated to save 10,416m³ of water per year with a financial payback of 2 years, to be funded from the Council's climate change fund and scheduled for installation in 2010.

In 2009 Cambridge City Council also installed **rainwater harvesting equipment** during the refurbishment of its Arbury Court public toilets. This

Indicator:	Council water consumption (m³/employee/year)
system is calculated to save three quarters of the water used at the toilets, or 417 m ³ per year, and pay for itself within 6 years. Such equipment has now been installed at a total of 3 of the Council's public toilets: at Victoria Avenue, Chesterton Road, and Arbury Court.	

Indicator:	Flood and coastal erosion risk management (National Indicator 189)					
Lead Council Service:	Planning Policy & Projects					
Year:	2005/06	2006/07	2007/08	2008/09	2009/10	2010/11
Actual performance:			100%	100%	100%	
Target performance:			100%	100%	100%	To be agreed
Comment of 2009/10 target and actual performance.						
<p>This indicator measures the percentage of agreed actions in the Environment Agency's Great Ouse Catchment Flood Management Plan (CFMP) for which Cambridge City Council is responsible and are being undertaken satisfactorily. Cambridge City Council is responsible for delivering 1 action in the current Great Ouse Catchment Flood Management Plan, namely:</p> <ol style="list-style-type: none"> 1. Attendance at a consultation event on the revised draft of the Great Ouse CFMP <p>In addition to delivering the target level of performance for this indicator, key achievements delivered by Cambridge City Council in 2009/10 for managing flood risks include the following.</p> <ul style="list-style-type: none"> • Publication and launch of a nationally recognised Sustainable Drainage Systems Design & Adoption Guide in December 2009, available to view and download from the City Council's website¹³. • A national Sustainable Drainage design competition in conjunction with the Construction Industry Research and Information Association (CIRIA) and Cambridgeshire Horizons to promote the use of sustainable urban drainage systems. • Initiation of a Watercourses Flood Risk Survey, funded from the City Council's corporate Climate Change Fund, intended to find out how water levels in local watercourses vary throughout the year, affecting flood risk and the surrounding biodiversity. Evidence suggests that future climate change is likely to see lower summer rainfall and higher, more intense winter rainfall, affecting flood risk and wildlife. As we do not know to what extent this is currently happening, this project will set up survey stations to take water level readings throughout the year and monitor any changes. • Installation of a green roof on the Romsey Recreation Ground Pavillion 						

¹³ www.cambridge.gov.uk/ccm/content/planning-and-building-control/urban-design/sustainable-drainage-systems.en

Indicator:	Flood and coastal erosion risk management (National Indicator 189)
and a rainwater harvesting system on the Arbury Court Public Toilets, both of which help to reduce the amount of rainfall entering local drains and the consequent flood risk.	

2.3 Reducing fuel poverty

As well as tackling climate change by promoting more efficient use and cleaner generation of energy and fuel across Cambridge, the City Council is also committed to helping those households in need of additional support. This activity is guided by the Council's Home Energy Strategy and Action Plan¹⁴ and progress is measured using national indicator 187.

Indicator:	Tackling fuel poverty - % of households in receipt of income benefits and: a) low energy efficiency b) high energy efficiency. (National Indicator 187)					
Lead Council Service:	Environmental Health					
Year:	2005/06	2006/07	2007/08	2008/09	2009/10	2010/11
Actual performance:				a) 6% b) 27%	a) 9% b) 35%	
Target performance:				Baseline	a) 4% b) 29%	a) 2% b) 31%
Comment of 2009/10 target and actual performance.						
This indicator measures the proportion of households in receipt of income benefits living in homes with low energy efficiency (a SAP rating of less than 35) and high energy efficiency (a SAP rating of 65 or more). Good performance is indicated by results lower than the first target (a) and higher than the second target (b).						
In 2009/10 survey results indicate that the target level of performance for the proportion of households in receipt of income benefits living in high energy efficiency homes was exceeded, whereas the proportion living in low energy efficiency households was not met. However, it is currently unclear whether this is due to complexities associated with the survey methodology rather than a true reflection of fuel poverty in Cambridge.						
In addition to the ongoing promotion of energy efficiency to all households in Cambridge, specific activities delivered by Cambridge City Council in 2009/10						

¹⁴ available to view at www.cambridge.gov.uk/ccm/content/housing/home-energy-efficiency/what-we-are-doing.en

Indicator:	Tackling fuel poverty - % of households in receipt of income benefits and: a) low energy efficiency b) high energy efficiency. (National Indicator 187)
<p>for improving home energy efficiency and tackling fuel poverty include the following.</p> <ul style="list-style-type: none"> • Improved the energy efficiency of Council housing by installing 600 A-rated, energy efficient condensing gas boilers and insulating more than 170 homes. The total investment of approximately £1.5 million reduced carbon dioxide emissions by almost 1,350 tonnes and reduced total annual fuel bills for tenants by more than £300,000. • Council Home Energy Grants – a total of 69 energy efficiency related grants were distributed in 2009/10 with a total value of £102,562. The total estimated carbon dioxide savings per year for these measures is 43.8 tonnes¹⁵. • Warm Front grants - a total of 93 Warm Front grants were distributed in 2009/10 to households in receipt of income benefits with a total value of £205,505. The total estimated carbon dioxide savings per year for these measures is 112.4 tonnes. • Landlord Accreditation Scheme – in October 2008 Cambridge City Council was successful in obtaining £100,000 from the East of England Regional Housing Budget to provide grants of up to £1,000 to private landlords to help them meet the energy efficiency requirements of the Landlord Accreditation Scheme. The grants are to be distributed between April 2009 and March 2011, and a total of 5 grants were provided in 2009/10 with a total value of £3,784. The total estimated carbon dioxide savings per year for these measures is 9,492Kg. • Eastern Carbon Reduction Initiative (Eastern CRI) – This scheme was launched in October 2009 with the support of 47 Local Authorities to provide a region-wide, single cost insulation package through pre-approved installers to current standards. A total of 69 grants were distributed through the Eastern Carbon Reduction Initiative in 2009/10 with an estimated total value of £3,950. The total estimated carbon dioxide savings per year for these measures is 29.9 tonnes. • Comfort Zone – 584 households in the triangle bounded by Chesterton Road, Victoria Road and Castle Hill were targeted with energy efficiency advice, and 60 received detailed recommendations for how to improve household energy efficiency and funding support available. 	

¹⁵ Please note: For each of the grant schemes, the carbon dioxide emissions and costs have been estimated using typical average values for the measure in question except where the savings or costs are known. Where estimates have been used this has adopted the same methodology used to prepare previous HECA reports.

3 Minimising waste

As the waste collection authority for Cambridge the City Council plays an important role in supporting residents to reduce, reuse and recycle their waste. Cambridge City Council works with neighbouring councils in Cambridgeshire, as well as the County Council and Peterborough City Council, through the Recycling in Cambridgeshire & Peterborough (RECAP) partnership in order to deliver better waste management services. The objectives for this partnership and the arrangements for their delivery are outlined in the 'Joint Municipal Waste Management Strategy for Cambridgeshire and Peterborough 2008 – 2022' available on the RECAP website¹⁶.

The performance of local authorities in reducing, reusing and recycling waste is measured using 3 national indicators: NI 191 & 192 for waste collection authorities, and 193 for waste disposal authorities. Cambridge City Council is the waste collection authority for Cambridge and is therefore responsible for recording and reporting national indicators 191 & 192.

3.1 Reducing the amount of waste generated

The most environmentally beneficial as well as the cheapest way to manage waste is not to produce it in the first place. The Cambridge Environmental Framework includes commitments to reduce the amount of household waste generated in Cambridge as well as by the City Council itself. The Council's progress in delivering this commitment is measured using 2 indicators: national indicator 191 and a local indicator for measuring Council waste production.

Indicator:	Residual household waste per dwelling (kgs) (National Indicator 191)					
Lead Council Service:	Waste Management					
Year:	2005/06	2006/07	2007/08	2008/09	2009/10	2010/11
Actual performance:				537.7	526.32	
Target performance:				Baseline	550	545
Comment of 2009/10 target and actual performance.						
This indicator measures the amount of household waste that is sent to landfill, rather than reused, recycled or composted. Cambridge City Council would like to see a year on year reduction in the amount of residual waste (through a combination of less overall waste and more reuse, recycling and composting of the waste that households produce). Good performance is indicated by a figure lower than the target.						

¹⁶ www.recap.co.uk

Indicator:	Residual household waste per dwelling (kgs) (National Indicator 191)
<p>Results for 2009/10 show that Cambridge City Council continued to reduce the amount of household waste and exceeded the target level of performance. Key activities delivered by Cambridge City Council in 2009/10 for reducing household waste include the following.</p> <ul style="list-style-type: none"> Recruited 26 volunteer Community Recycling Champions to support local residents to reduce, reuse and recycle¹⁷. Participated in partnership waste prevention initiatives such as the Love Food Hate Waste campaign and the home composting scheme providing low-cost compost bins from £18.50¹⁸. Delivered the Schools Recycling Awareness Programme (SCRAP), providing 47 events in 11 schools, reaching approximately 2,540 children, involving a range of games and activities informing children of why and how to reduce, reuse and recycle waste. Supported the Cambridgeshire & Peterborough Real Nappy Network with a Sustainable City Core Funding grant which helps to reduce the amount of disposable nappies going to landfill through provision of advice and support for using washable nappies. Cambridge City Council also gave out 100 real nappy starter kits to encourage the use of real nappies. Supported 16 community projects with Sustainable City Project Grants promoting waste reduction, totalling £22,000, including a Rags To Riches Trashion Show at Manor Community College in July, several allotment projects, and a Black Bin Challenge in Abbey. 	

Indicator:	Council office waste (kg/employee/year)					
Lead Council Service:	Property & Building Services					
Year:	2005/06	2006/07	2007/08	2008/09	2009/10	2010/11
Actual performance:				Data unavailable		
Target performance:					Baseline	To be agreed
Comment of 2009/10 target and actual performance.						
<p>The purpose of this indicator is to measure the progress made by Cambridge City Council in reducing the amount of waste it generates, and the associated natural resource and cost savings.</p> <p>Whilst Cambridge City Council is currently unable to quantify the amount of waste generated by its activities, it continues to promote waste minimisation through the following activities.</p>						

¹⁷ www.cambridge.gov.uk/ccm/content/environment-and-recycling/rubbish-waste-and-recycling/recycling/community-recycling-champions.en

¹⁸ www.cambridge.gov.uk/ccm/content/environment-and-recycling/rubbish-waste-and-recycling/home-composting.en

Indicator:	Council office waste (kg/employee/year)
<ul style="list-style-type: none"> • Sustainable purchasing – the Council’s Buying Green Guide, which provides guidance on complying with its 2006 sustainable procurement policies, was updated in 2009 in order to incorporate the specifications contained within the European Green Public Procurement Toolkit¹⁹ within Council purchasing. • Environmental Assessment Tool for Council Policies, Plans & Projects, which includes an assessment of the waste reduction and recycling impacts and opportunities of Council activities. • Individual plans and procedures, for example the Council’s Housing Strategy Action Plan which includes minimisation of materials used for new build and renovation of Council housing²⁰, and the Council’s IT Hardware Disposal Procedure which requires the transfer of redundant equipment to local charities or to Computeraid International, a charity supported by UNISON that recycles computers for use in developing countries. • Storage for the reuse of stationary in offices throughout the Council, as well as for construction materials, electrical equipment, vehicle parts and other materials at the Council’s Mill Road depot. 	

3.2 Increasing waste reuse, recycling and composting

After reducing the total amount of waste generated, the next best option for managing waste is to recycle, reuse or compost it. The Cambridge Environmental Framework includes commitments to increase the proportion of household waste that is reused, recycled or composted in Cambridge as well as by the City Council itself. The Council’s progress in delivering this commitment is measured using 2 indicators: national indicator 192 and a local indicator for measuring the proportion of Council waste recycled.

Indicator:	Percentage of household waste sent for reuse, recycling and composting (National Indicator 192)					
Lead Council Service:	Waste Management					
Year:	2005/06	2006/07	2007/08	2008/09	2009/10	2010/11
Actual performance:				41.26%	40.83%	
Target performance:				43.25%	44%	45%

¹⁹ http://ec.europa.eu/environment/gpp/toolkit_en.htm

²⁰ available at www.cambridge.gov.uk/ccm/content/housing/housing-strategy-and-research/housing-and-related-strategies.en

Indicator:	Percentage of household waste sent for reuse, recycling and composting (National Indicator 192)
<p>Comment of 2009/10 target and actual performance.</p> <p>The indicator measures the percentage of household waste which has been sent for reuse, recycling or composting. Cambridge City Council would like to see a year on year increase in the proportion of waste reused, recycled and composted.</p> <p>Results for 2009/10 indicate that Cambridge City Council did not achieve its target level of performance. This was partly due to less material being composted due to a cold winter and delayed onset of spring. The new blue bin scheme introduced in November 2009 had an impact on recycling figures for the final quarter of the year, but a full year of figures with the new blue bin scheme in operation are needed to fully realise the percentage increase.</p> <p>In addition to those activities reported for national indicator 191 (pg 20) which also contribute towards delivery of this indicator, key activities delivered by Cambridge City Council in 2009/10 for reusing, recycling and composting household waste include the following.</p> <ul style="list-style-type: none">• Delivered 32,000 blue bins for the new co-mingled dry recycling service that started in November 2009 with the associated sorting facilities, bulking of materials, transport, bins, vehicles and communications programme.• Expanded the provision of recycling services to flats by a further 65 blocks in the city.• Published 4 editions of Cambridge Matters Magazine, informing residents of why, how and where to reuse, recycle and compost their waste.	

Indicator:	Percentage of Council office waste sent for reuse, recycling & composting					
Lead Council Service:	Property & Building Services					
Year:	2005/06	2006/07	2007/08	2008/09	2009/10	2010/11
Actual performance:				Data unavailable		
Target performance:						45%
<p>Comment of 2009/10 target and actual performance.</p> <p>The purpose of this indicator is to measure the proportion of waste generated by Cambridge City Council which is sent for reuse, recycling and composting. Cambridge City Council aims to reuse, recycle or compost at least an equivalent proportion of its waste as that collected from households in the city.</p> <p>Whilst Cambridge City Council is unable to quantify the proportion of its waste which was reused, recycled or composted in 2009/10 it did initiate the process for doing so in future years and increased the amount of waste it recycles through the following activities.</p> <ul style="list-style-type: none"> • Initiated a Corporate Waste Action Plan involving the provision of new office recycling bins in June 2009, more frequent collections, and weighing equipment on refuse collection vehicles to enable the quantification of waste generated and recycled. • Continued to reduce, reuse and recycle over 40 different waste streams generated at the Council's depot as part of this site's ISO 14001 Environmental Management System. 						

4 Protecting the local environment

As stated in the Cambridge Environmental Framework, the City Council aims to maintain the high quality local environment enjoyed by people in Cambridge, including the quality of its air, water and wildlife habitats and cleanliness of its streets, parks and open spaces.

4.1 Reducing pollution of air, water and land

Cambridge City Council fulfils a range of statutory duties for controlling local air, noise and land pollution which are much broader than those reflected in national indicator 194, for example regulating air pollution permits for local businesses, investigating land contamination and responding to noise and odour complaints²¹. Nevertheless, national indicator 194 is the measure by which the UK Government assesses the performance of Cambridge City Council.

Indicator:	Air Quality- percentage reduction in: c) NOx and d) primary PM10 emissions through local authority's estate and operations (National Indicator 194)				
Lead Council Service:	Planning Policy & Projects				
Year:	2006/07	2007/08	2008/09	2009/10	2010/11
Actual performance:			15,418 kg 536 kg	Awaiting fleet data	
Target performance:			Baseline	To be agreed	To be agreed
Comment of 2009/10 target and actual performance.					
<p>The purpose of this indicator is to measure the progress made by Cambridge City Council in reducing harmful emissions into the air as a result of its operations. These emissions of nitrogen oxides (NOx) and small particles (PM10) occur in power stations as a result of the Council's use of electricity and locally from gas boilers used to provide heating and vehicle engine exhausts.</p> <p>Data for 2009/10 indicates a reduction of XX% in the emissions of NOx from Council operations, and a reduction of XX% in the emissions of PM10.</p> <p>Key activities delivered by Cambridge City Council in 2009/10 for improving air quality include the following.</p> <ul style="list-style-type: none"> • Adopted a new Joint Air Quality Action Plan for tackling air pollution from road traffic and new development in Cambridge. • Replaced 12 refuse collection vehicles with 10 newer, cleaner models 					

²¹ www.cambridge.gov.uk/ccm/navigation/environment-and-recycling/pollution-noise-and-nuisance/

Indicator:	Air Quality- percentage reduction in: c) NOx and d) primary PM10 emissions through local authority's estate and operations (National Indicator 194)
	which emit between 54% and 68% less NOx and between 76% and 83% less PM10. <ul style="list-style-type: none">• Reduced energy and fuel use through those activities described in section 2.1.

4.2 Improving street and environmental cleanliness by reducing levels of litter, detritus, fly-posting and fly-tipping

Keeping our streets and open spaces free from litter, graffiti, and dumped rubbish (fly-tipping) is an important part of maintaining a high quality local environment, and the performance of Cambridge City Council in achieving this is measured using 2 indicators: national indicators 195 & 196.

Indicator:	Improved street and environmental cleanliness - levels of: a) litter, b) detritus, c) graffiti, and d) fly-posting. (National Indicator 195)					
Lead Council Service:	Street Services					
Year:	2005/06	2006/07	2007/08	2008/09	2009/10	2010/11
Actual performance:				a) 5.2% b) 12% c) 1% d) 0.5%	a) 2.9% b) 3.1% c) 0.4% d) 0.6%	
Target performance:				a) 7% b) 15% c) <0.5% d) <0.5%	a) 7% b) 15% c) <0.5% d) <0.5%	a) 7% b) 15% c) <0.5% d) <0.5%
Comment of 2009/10 target and actual performance. This indicator measures the percentage of relevant land and highways that is assessed as having deposits of litter, detritus, graffiti and fly-posting that fall below an acceptable level. Cambridge City Council attaches great importance to maintaining high quality public space which will be reflected in a year on year reduction in the scores for this indicator. Low scores for this indicator						

Indicator:	Improved street and environmental cleanliness - levels of: a) litter, b) detritus, c) graffiti, and d) fly-posting. (National Indicator 195)
<p>indicate good performance, and should be below the target score.</p> <p>Results for 2009/10 indicate that Cambridge City Council achieved the target level of performance for 3 of the 4 components to this indicator, with fly-posting the exception.</p> <p>Key activities delivered by Cambridge City Council in 2009/10 for reducing levels of litter, detritus, graffiti and fly-posting include the following.</p> <ul style="list-style-type: none"> • Raising public awareness through high visibility uniformed patrols in relation to litter, fly-posting and fly-tipping. • Working with local community representatives and individuals to gain support in reducing litter in local environments. • Tackling smoking related litter through working with partners to explore ways of reducing its visibility. • Engaging with national campaigns to tackle litter as a result of smoking, chewing gum and food-on-the-go lead by the Keep Britain Tidy campaign²². • Maintaining regular partnership working with the Police and other agencies to tackle offenders responsible for littering in the City. • Removal of barriers designed to stop or significantly reduce city-wide street sweeping or litter-picking activities. 	

Indicator:	Improved street and environmental cleanliness - levels of fly-tipping (National Indicator 196)					
Lead Council Service:	Street Services					
Year:	2005/06	2006/07	2007/08	2008/09	2009/10	2010/11
Actual performance:				Effective	Very Effective	
Target performance:				Effective	Effective	Effective
Comment of 2009/10 target and actual performance.						
<p>This indicator measures the Council's performance in tackling incidents of illegally dumped waste or 'fly-tipping' based on a combination of the year on year change in the number of incidents of fly-tipping dealt with, and enforcement actions taken against fly tipping. Performance is categorised into</p>						

²² www.keepbritaintidy.org

Indicator:	Improved street and environmental cleanliness - levels of fly-tipping (National Indicator 196)
<p>4 levels: poor; not effective; effective; and very effective.</p> <p>Results for 2009/10 indicate that Cambridge City Council exceeded the target level of performance.</p> <p>In addition the aforementioned activities delivered to achieve the NI 195 target, Cambridge City Council took action in 2009/10 to reduce levels of fly-tipping through the following measures.</p> <ul style="list-style-type: none"> • Developed and implemented the use of Fixed Penalty Notices (FPN) to reduce the number of abandoned vehicles in the City. • Reduced the year-on-year number of reported and/or actioned fly-tipping incidents. • Typically removed fly-tipped material within 24 hours of receipt of report. • Increased the number of enforcement activities related to fly-tipping, ranging from surveillance, through issuing warning letters, statutory notices and FPN, through to prosecution. 	

4.3 Protecting and enhancing local wildlife

Wildlife habitats can be created and protected in many places across the city, in people's back gardens, the grounds of schools, businesses and churches, or in parks and open spaces. However, some sites are particularly important for wildlife conservation in the city, and the City Council is committed to their protection and maintenance. The extent to which the City Council achieves this is measured using national indicator 197.

Indicator:	Improved local biodiversity - proportion of local sites where positive conservation management has been or is being implemented (National Indicator 197)					
Lead Council Service:	Planning Policy & Projects					
Year:	2005/06	2006/07	2007/08	2008/09	2009/10	2010/11
Actual performance:			29%	30%	42%	
Target performance:			No targets set for Cambridge, only Cambridgeshire			
Comment of 2009/10 target and actual performance.						
<p>This indicator measures the proportion of local wildlife sites at which positive conservation management is being implemented, as demonstrated by implementation of some form of site management plan during the preceding 5 years. A total of 66 wildlife sites exist in Cambridge, including 15 County Wildlife Sites and 51 City Wildlife Sites, and positive conservation</p>						

Indicator:	Improved local biodiversity - proportion of local sites where positive conservation management has been or is being implemented (National Indicator 197)
<p>management could be demonstrated at 28 of them in the 5 years up to March 2010.</p> <p>National indicator 197 has been selected by Cambridgeshire Together as a priority for the County Local Area Agreement (LAA) for 2008-11. Cambridge City Council is required to contribute towards a county-wide target level of performance for national indicator 197 rather than a Cambridge specific target, and data for 2009/10 indicates that the county-wide target of 45% was achieved with an actual level of performance of 47%.</p> <p>Key activities delivered by Cambridge City Council in 2009/10 for promoting biodiversity conservation include the following.</p> <ul style="list-style-type: none"> • Adopted a conservation management plan for Midsummer Common. • Produced a draft management plan for Sheep's Green and Coe Fen County Wildlife Sites for consultation and undertook restorative cutting to reduce invasive weed. • Removed scrub from along Vicars Brook to allow light into watercourse. • Phase 1 habitat and access works complete at Byron's Pool LNR. • Friend Groups now championing biodiversity at Cherry Hinton Brook, Cherry Hinton Hall, Mill Road Cemetery, and Hobson's Conduit wildlife sites. • Wildlife Trust volunteers undertaking regular maintenance across several City Council owned wildlife sites including Coldhams Brook. • Secured approval for designating Coldhams Common County Wildlife Site as a Local Nature Reserve with associated management plan. • Co-ordinated activities across the authority to ensure the Council fulfils requirements placed upon it by Section 40 of the Natural Environment and Rural Communities Act 2006. 	

5 Plans for 2010-11 and beyond

Cambridge City Council will use the information presented in this Environment Report for 2009-10 to evaluate its performance relative to its stated level of ambition and identify those areas where changes to activities or resources need to be considered. This will inform the development of service plans for the City Council, which are the primary means by which responsibilities and resources are allocated across the organisation to ensure that services are delivered to the standard required.

The Environmental Action Programme catalogues all the activity taking place across Cambridge City Council which contribute towards achieving its environmental objectives published in the Cambridge Environmental Framework. The Environmental Action Programme for 2010-11 can be viewed on the City Council's website²³.

6 Contacts and further information

Please contact the City Council's Sustainability Team for further information about this Environment Report and the activities of Cambridge City Council to make Cambridge a more sustainable city.

Internet: www.cambridge.gov.uk/sustainablecity

Email: sustainablecity@cambridge.gov.uk

Phone: (01223) 457046

-oOo-

²³ www.cambridge.gov.uk/ccm/navigation/environment-and-recycling/sustainable-city/what-we-are-doing/

Appendix A Glossary of terms and abbreviations

Area Action Plan	A Development Plan Document that may be used by the local planning authority to provide a planning framework for areas of change and areas of conservation. It is intended to deal with specific areas and specific requirements such as the redevelopment of an area of derelict land and buildings.
Cambridgeshire Together	The Cambridgeshire LAA Board. For further information see 'LAA'.
City Wildlife Sites	These are non statutory sites of local importance for nature conservation which give some protection to the sites through development plan policies. There are 51 City Wildlife Sites within Cambridge identified against a set of selection criteria, although the biological thresholds are set at a lower level than for County Wildlife Sites.
Comprehensive Area Assessment (CAA)	CAA is part of a new performance framework which assesses how well local public services are delivered in an area and also how well local councils are managing their resources. Further information about CAA is available at the website www.audit-commission.gov.uk/caa/
County Wildlife Sites	These are non statutory sites of local importance for nature conservation which give some protection to the sites through development plan policies. County Wildlife Sites include valuable semi-natural habitats such as ancient woodland, species-rich grasslands, wetlands, roadside verges and hedgerows. The habitats and species that live there flourish because of past management and many sites provide a refuge for rare or threatened plants and animals. Sympathetic management by landowners and managers helps to ensure their wildlife interest is retained.
Fuel poverty	The requirement to spend more than 10% of household income to maintain an adequate level of warmth and includes non-heating fuel use.

Landlord Accreditation Scheme	A voluntary code of standards relating to the management and physical condition of privately rented accommodation. Further information about the scheme can be obtained from www.cambridge.gov.uk/ccm/content/housing/advice-for-landlords-and-homeowners/landlord-accreditation-scheme.en
Local Area Agreement (LAA)	Local Area Agreement. A three-year agreement between a local area and central government which sets out how local priorities will be met by applying local solutions. It also contributes to national priorities set out by the government. Accountability for the Cambridgeshire LAA, which includes action on climate change, is provided by the LAA Board called 'Cambridgeshire Together', further information for which can be gained from the website www.cambstogether.org.uk
Local Strategic Partnership (LSP)	The Cambridge and South Cambridgeshire LSP comprises the City, South Cambridgeshire and County Councils, the Primary Care Trust, Police, Learning & Skills Council, voluntary sector and both universities. www.cambridge.gov.uk/cambridgelsp
SAP rating	The energy efficiency of a house can be measured using the Standard Assessment Procedure (SAP). The procedure calculates a number between 1 and 100, low numbers generally indicate a house that has low levels of insulation and an inefficient heating system whereas numbers closer to 100 indicate a very energy efficient house. SAP is the Government's recommended system for energy rating of dwellings.
Warm Front	The Warm Front Scheme is a Government-funded initiative which provides a package of insulation and heating improvements for households in receipt of income benefits. Further information about the scheme can be obtained from www.warmfront.co.uk

-oOo-

Capital Project Appraisal & Procurement Report

Project Title	Grey (Waste) Water Recycling System at Mill Rd Depot
Target Start Date	April 2010
Target Completion Date	June 2010
Project Manager / Lead Officer	Jonathan Church
Scrutiny Committee and Portfolio	Strategy
Scrutiny Committee Date	29 March 2010

1 Recommendation/s

For schemes not included in the Council's Capital Plan

Financial recommendations - 'The Executive Councillor is asked to recommend this capital scheme (which is not included in the Council's Capital Plan) for approval by Council, subject to resources being available to fund the capital and revenue costs associated with the Scheme. The total capital cost of the project is £39,000, and funded by £36,000 from the Climate Change Fund and £3,000 R & R.

Procurement recommendations – 'The Executive Councillor is asked to approve the carrying out and completion of the procurement of Grey Water Recycling Units at City Services Depot. If the quotation or tender sum exceeds the estimated contract value by more than 15% the permission of the Executive Councillor and Director of Finance will be sought prior to proceeding.'

2 What is the project? Provide a description of the proposed project, justify the reason for the project, and note what alternative options were considered.

To purchase and install two grey water (water used from sweeper and truck jet wash) recycling units at the City Services Mill Rd Depot.

Utilities at Mill Road Depot are being reviewed with a view to reducing both cost and waste. Anglian Water was invited 'audit' the site. The assessment found no real benefit achievable from the office areas but significant potential from recycling the water used to clean vehicles.

At Present

Water comes straight from mains goes through the jet wash, sprays on vehicle, cleans vehicle and goes into a chamber then on to the foul drain.

Recycling System installed.

Clean water comes straight from the system in the chamber, into the jet wash, jet wash sprays onto vehicle, goes into pit, through cleansing systems, and back through, into chamber for jet wash to re-use - water goes full cycle. See www.wesleygroup.co.uk **Water Recycling Tab** for further information.

The recycling system purports to **save 80%** of the mains water pulled and 90% of water that would usually go down the foul drain. Current water usage costs 7,500 (approx) and consequent sewerage charges of £12,500 (approx). This calculates to a saving of £17,250.

There are other environmental and financial considerations. Maintenance and replacement parts are estimated to cost approx £500 per annum and the pumps used require electricity costing approximately £230 per annum. (Calculated on 2.7 KW/HR at 11p per KWHR over a period of 8hrs for 262 days).

3 Outline the aims and objectives of the project and highlight how it contributes to achieving the Council's Medium Term Objectives.

The aims and objectives of this project are:

- To recycle mains water and grey water from the jet washers before it goes down the foul sewer
- Reduce energy costs considerably.
- To reduce the cost of cleaning fleet vehicles

This project therefore contributes towards the following MTOs:

- Promote Cambridge as a sustainable city, in particular by reducing Carbon dioxide emissions and the amount of water used on site.

4 Identify and summarise the impact on and major issues for stakeholders & other departments. Summarise the key results of initial consultation (including members where appropriate).

The Environment Strategy Group supports the project.

5 Procurement. What resources for this project will be procured from outside the Council? What method of procurement are you to use? What is the estimated total value for each procurement element?

Initial enquiries have found only two companies willing to quote at this time, The Wesley Group and Waste2water. The Wesley Group appear to provide the most efficient/cost effective recycling system so far.

A waiver of the Contract Procedure Rules has been requested to enable procurement based on a competition between the two companies.

6 Summarise key risks associated with the project. Include the key risks the project aims to mitigate, risks involved in delivery of the project and risks that might occur if the project does not take place.

The key risks the project aims to mitigate are:

- Reduce reliance on water used from the mains
- Minimise impact of future water prices increases on budgets
- If we were not to go ahead with this project it is likely that in the future the cost of our water and effluent charges would increase significantly.

The key risks involved in delivery of this project are:

- The new grey water recycling system will need repair work/servicing if problems arise
- If staff members do not understand how to use the new controls the new system may become damaged.

7 Financial implications. Comment on any special financial considerations associated with the project such as grant or funding conditions. Ensure that any additional insurance costs/implications are considered.

Appraisal prepared on the following price base

2009 / 2010

The cost of the recycling units is £36,000 for which funding from the Climate Change Fund is available. An additional £3,000 funded from R & R will be required to carry out some civil engineering works prior to the units being fitted.

This project should reduce the Council's expenditure on water and effluent charges by £17,250 per annum; and has the potential of greater saving, as the price of water is likely to increase.

There are additional costs of electricity, maintenance and replacement, however the net reduction in overall costs is considered necessary to meet current revenue budgets.

8A Capital costs & funding

	£	Comments
Capital Costs		
Building contractor / works	3,000	Civil Work in preparation for installation
Purchase of vehicles, plant & equipment	36,000	
Professional / Consultants fees	0	
Other capital expenditure	0	
Total Capital cost	39,000	
Capital Income / Funding		
Government Grant	0	
S106 funding	0	
R&R funding	3,000	03714
Earmarked funds	0	(State cost centre)
Existing capital programme funding	0	(Programme ref.)
Climate Change Fund	36,000	(State cost centre)
Total Income	0	
Net Capital Bid	39,000	

Expenditure profiling:	£	Comments
Year 1: 2009 / 2010		Civil engineering preparation work
Year 2: 2010 / 2011	39,000	
Year 3: 20 / 20		
Year 4: 20 / 20		
Year 5: 20 / 20		
Net Capital Bid	39,000	(Must agree with total above)

Appendix A, Capital Project Appraisal profiling, should also be completed.

8B Revenue costs			
	In 2009/2010 (year) £	Ongoing £	Comments
Revenue Costs			
Employees			
Premises costs			
Transport			
Supplies & Services			Maintenance Contract cost and additional electricity consumption off set by reduction in water and sewerage charges
Repair & renewal contributions			20yrs life expectancy
Total revenue cost		£0	
Revenue Income			
New charges, rents etc.			
Existing revenue budget/s			
Total income		£0	
Net revenue bid		£0	

9 VAT implications. Comment on any VAT implications identified in consultation with the Finance Department.

There are no adverse VAT implications to this project.

10 Other implications. Comment on any other relevant implications including property, accommodation, environmental, health & safety, community safety, procurement, human resource, equal opportunities and diversity.

No negative implications only positive financial/environmental ones. The two systems are possible to relocate if we move premises.

11 Estimate of staffing resource required to deliver the project. Comment on the availability of internal project team resources. Ensure that the costs of external resources required have been included in the financial table/s above.

No additional resources needed.

Skills required / internal or external	Estimated number of hours	Proposed Timescale	
		Start date	Finish date
NA			
NA			

12 Identify any dependencies upon other work or projects. Identify any other projects which cannot progress until this particular piece of work is complete

13 Background Papers. List any background papers used in the preparation of this project appraisal.

Various grey water reports. Various recommendations/information from grey water recycling providers. Environment Agency, Anglian Water, Veolia Waste Management.

14 Inspection of papers

Author's Name	Jonathan Church		
Author's phone No.	01223 458555	Email	Jonathon.church@cambridge.gov.uk
Filename/path		Last amended	09/06/2010 10:39

Finance Department use only:

Project Approval Dates	Date
Approved by DoF	
Reviewed by AMG / ICT	
Executive Councillor Approval	
Scrutiny Committee Approval (if applicable)	
Council Funding Approval	
Added to Hold List	
Removed from Hold List	
Added to Capital Plan	

Capital Project Appraisal - Capital costs & funding - Profiling

Make sure year headings match start date ...

	2007/08	2008/09	2009/10	2010/11	2011/12	Comments
	£	£	£	£	£	
Capital Costs						
Building contractor / works				3000		
Purchase of vehicles, plant & equipment				36000		
Professional / Consultants fees						
Other capital expenditure:						
Total Capital cost	0	0	0	39000	0	
Capital Income / Funding						
Government Grant						
S106 funding						(State cost centre/s)
R&R funding				3000		Cost Centre 03714
Earmarked Funds						(State cost centre/s)
Existing capital programme funding						(Programme ref.)
Revenue contributions						(State cost centre/s)
Climate change funding				36000		
Total Income	0	0	0	39000	0	
Net Capital Bid	0	0	0	0	0	

Project Appraisals

Grey Water Recycling Mill Road Depot

- TA presented project appraisal for the purchase of a grey water recycling pump at Mill Rd Depot.
- Since writing the report have been advised that planning permission is required.
- Comments received from Procurement by e-mail:
 - Invitation to tender between two companies identified on a spec that does not favour either solution.
 - Need to remove reference to Wesley Group providing a better system.
- The Group thought recycling of grey water a good idea and suggested there could be other areas in the Council that could benefit.
 - The idea was the result of an audit by Anglian Water. Suggested an audit be invited at other sites.

TA/
Jonathon
Church

DP

This page is intentionally left blank

CAMBRIDGE CITY COUNCIL

Record of Executive Decision

Voltage Optimisation Guildhall Trial

Decision of: The Executive Councillor for Climate Change & Growth (*as an addition to the Capital Plan the Leaders approval was also required – see ‘comments’ section below*)

Reference: 10/Env/U1

Date of decision: 22.04.10 **Recorded on:** 22.04.10

Decision Type: Non Key

Matter for Decision: The installation of voltage optimisation equipment at Council sites to deliver energy, cost, and associated carbon dioxide savings. A total of 5 Council sites are potentially able to accommodate this equipment and all 5 sites are included within the tender process in 2 lots: lot 1 involving a Guildhall trial; and lot 2 covering Mandela House, Corn Exchange, Grand Arcade Annex car park, and combined supply to Parkside Pools, Kelsey Kerridge & Queen Anne car park, subject to successful trial results and further budget approval. Budget approval for lot 1 only at this stage amounting to £17,963. Budget approval for lot 2, potentially amounting to a further £111,404, will be sought at a future date depending on the results from the Guildhall trial, estimated to last 12 months.

Why the decision had to be made (and any alternative options): This project contributes towards delivering the Council’s MTO: “Promote Cambridge as a sustainable city, in particularly by reducing carbon dioxide emissions and the amount of waste going into landfill in the City and Sub-region”. Given the carbon reduction target for the Council to achieve by March 2011 and the ability for this project to proceed immediately, this decision has been taken before the next meeting to avoid any further delay and maximize the potential for achieving this target.

It was deemed not practical to convene a quorate meeting of Council to take these decisions, which were contrary to the budget already approved on 25 February 2010. The Chair of the relevant Scrutiny Committee was consulted and agreed that the decision was a matter of urgency.

The Executive Councillor’s decision(s):

- Recommend this capital scheme (which is not included in the Council’s Capital Plan) for approval by Council, subject to resources being available to fund the capital and revenue costs associated with the Scheme. The total capital cost of the trial project is £17,963, and it is proposed that this is funded from the Climate Change Fund. Revenue implications of the project include reduced electricity costs, estimated at £3,754 per year. The project includes an optional future commitment

of up to £111,404 depending on the results of the initial trial, and approval will be sought for this budget after the trial is completed and evaluated.

- Approve the completion of the procurement of the supply and installation of voltage optimisation equipment under an ESPO contract in 2 lots: lot 1 involving a Guildhall trial; and an optional lot 2 covering Mandela House, Corn Exchange, Grand Arcade Annex car park, and combined supply to Parkside Pools, Kelsey Kerridge & Queen Anne car park, subject to successful trial results and further budget approval. If the quotation or tender sum exceeds the estimated contract value by more than 15% the permission of the Executive Councillor and Director of Finance will be sought prior to proceeding.

Reasons for the decision:

As stated in Part 4C section 6.1 of the Councils Constitution, individual members of the Executive 'may take a decision which is contrary or not wholly in accordance with the budget approved by the full Council if the decision is a matter of urgency'.

Due to time pressures it was deemed not practical to convene a quorate meeting of Council to take these decisions, which were contrary to the budget already approved on 25 February 2010.

Scrutiny consideration:

The Chair and Spokespersons of the Scrutiny Committee were informed of the decision.

Report:

Attached

Conflicts of interest:

No conflicts of interest were declared by the Executive Councillor.

Comments:

As this scheme was not included in the Capital Plan as agreed at Council on 25 February 2010, the Leaders approval was required before this scheme could progress. Approval was received from the Leader on 19.04.10.

Capital Project Appraisal & Procurement Report

Project Title	Voltage Optimisation Guildhall Trial
Target Start Date	April 2010
Target Completion Date	May 2010 (excl. monitoring & evaluation)
Project Manager / Lead Officer	Simon Chubb
Scrutiny Committee and Portfolio	Environment Scrutiny Committee, Climate Change & Growth Portfolio
Scrutiny Committee Date	N/A

1 Recommendation/s

Financial recommendations - The Executive Councillor is asked to recommend this capital scheme (which is not included in the Council's Capital Plan) for approval by Council, subject to resources being available to fund the capital and revenue costs associated with the Scheme. The total capital cost of the trial project is £17,963, and it is proposed that this is funded from the Climate Change Fund. Revenue implications of the project include reduced electricity costs, estimated at £3,754 per year. The project includes an optional future commitment of up to £111,404 depending on the results of the initial trial, and approval will be sought for this budget after the trial is completed and evaluated.

Procurement recommendations – The Executive Councillor is asked to approve the completion of the procurement of the supply and installation of voltage optimisation equipment under an ESPO contract in 2 lots: lot 1 involving a Guildhall trial; and an optional lot 2 covering Mandela House, Corn Exchange, Grand Arcade Annex car park, and combined supply to Parkside Pools, Kelsey Kerridge & Queen Anne car park, subject to successful trial results and further budget approval. If the quotation or tender sum exceeds the estimated contract value by more than 15% the permission of the Executive Councillor and Director of Finance will be sought prior to proceeding.

2 What is the project? Provide a description of the proposed project, justify the reason for the project, and note what alternative options were considered.

The proposed project involves installation of voltage optimisation equipment at Council sites to deliver energy, cost, and associated carbon dioxide savings. A total of 5 Council sites are potentially able to accommodate this equipment and all 5 sites are included within the tender process in 2 lots: lot 1 involving a Guildhall trial; and lot 2 covering Mandela House, Corn Exchange, Grand Arcade Annex car park, and combined supply to Parkside Pools, Kelsey Kerridge & Queen Anne car park, subject to successful trial results and further budget approval.

This report recommends budget approval for lot 1 only at this stage amounting to £17,963. Budget approval for lot 2, potentially amounting to a further £111,404, will be sought at a future date depending on the results from the Guildhall trial, estimated to

last 12 months. The criteria used to evaluate the trial will include the extent to which the technology delivers the energy and carbon dioxide savings predicted, as well as the quality of service received from the installation company and occurrence of any unanticipated risks. The return on investment described for each lot is entirely independent i.e. any decision not to proceed with lot 2 will not undermine any benefits achieved by funding lot 1.

Voltage optimisation is a technique designed to secure energy efficiencies from the discrepancy in voltage between the electricity supply (242 volts average in the UK) and the voltage rating of electrical equipment (220 volts for equipment manufactured for the EU market). As energy consumption (watts) is a factor of voltage and current (measured in amps), by reducing the voltage of supply and maintaining the same current, the energy consumption of certain types of equipment can be reduced. Voltage optimisation also provides additional benefits of protecting electrical equipment from voltage transients and power surges and extending the life of electrical equipment.

Voltage optimisation has been used successfully by a growing number of commercial companies, Government departments (e.g. Defra, DFID, Land Registry) and local authorities (e.g. Oxfordshire, North Yorkshire, Derbyshire, Worcestershire) and is one of the top 10 techniques used by Councils to achieve carbon savings on the Carbon Trust Local Authority Carbon Management Programme.

Many alternatives exist to deliver energy and carbon savings across the Council estate and these are assessed against financial and carbon reduction criteria to compare their effectiveness. Voltage optimisation equipment compares favourably against these criteria and meets the criteria for 100% funding from the Climate Change Fund.

An ESPO Framework Contract (ref: 438) has been used to assess proposals from 4 companies identified as providing these goods and services in the UK.

3 Outline the aims and objectives of the project and highlight how it contributes to achieving the Council's Medium Term Objectives.

The aims of the project are to:

1. assess the costs and carbon reduction potential of using voltage optimisation equipment at 5 Council sites: Guildhall, Mandela House, Corn Exchange, Grand Arcade Annex car park, and combined supply to Parkside Pools, Kelsey Kerridge & Queen Anne car park.
2. trial the use of voltage optimisation equipment at the Guildhall for a period of 12 months to assess performance. The Guildhall has been chosen as a trial site due to scheduled installation of new technology at other potential sites (e.g. LED lighting at Grand Arcade Annex car park) which would affect the trial results, and the ability to proceed at the Guildhall without partner agreement (e.g. from SLM and Kelsey Kerridge for the combined supply site).
3. subject to trial results, recommend whether or not the use of voltage optimisation equipment should be extended to the remaining 4 Council sites.

This project contributes towards delivering the Council's MTO: "Promote Cambridge as a sustainable city, in particularly by reducing carbon dioxide emissions and the amount of waste going into landfill in the City and Sub-region".

4 Identify and summarise the impact on and major issues for stakeholders & other departments. Summarise the key results of initial consultation (including members where appropriate).

Successful installation of voltage optimisation equipment requires the engagement of the following internal and external stakeholders:

Internal

Property & Building Services – Guildhall, Mandela House

Arts & Entertainment – Corn Exchange

Parking Services – Grand Arcade & Queen Anne car parks

Active Communities – Parkside Pools

External

SLM – Parkside Pools

Kelsey Kerridge – combined supply with Parkside Pools and Queen Anne car park

Impacts would entail facilitating access to sites to assess suitability for voltage optimisation equipment installation, providing information regarding site energy loads or other factors which may affect suitability for voltage optimisation, and ultimately contributing towards arrangements for the installation of equipment.

All of the above stakeholders have been engaged in the development of this project to date by:

- Voltage optimisation presentation at officer energy group meeting, 9th Feb 2009.
- Direct liaison with the project manager via email, meetings, and telephone.

Environment Scrutiny Committee were informed of this project in June 2009 as 1 among 18 pipeline projects for the Climate Change Fund and encouraged its development in order to realise the financial and carbon savings from fund investment.

5 Procurement. What resources for this project will be procured from outside the Council? What method of procurement are you to use? What is the estimated total value for each procurement element?

This project involves procurement of the supply and installation of voltage optimisation equipment. Tenders have been invited and assessed using a further competitive tender process among the 4 suppliers listed on the ESPO contract 438 (Voltage Reduction and/or Optimisation Technology). The winning tender price for the provision of voltage optimisation equipment at the Guildhall is £17,963, with prices for lot 2 covering a further 4 Council sites subject to trial results and further budget approval amounting to £111,404.

6 Summarise key risks associated with the project. Include the key risks the project aims to mitigate, risks involved in delivery of the project and risks that might occur if the project does not take place.

The key risks this project aims to mitigate are associated with rising energy costs and failure to deliver the Council's carbon reduction targets.

Project delivery involves a number of risks associated with financing, installation, operation and maintenance. The successful tenderer will be required to guarantee the costs and energy savings delivered by their voltage optimisation equipment, thereby minimising the financial risk to the Council from this investment. A project implementation plan will be required to identify and manage the installation risks, including the short (approx 2 hour) interruption to the site power supply. Ongoing operational and maintenance risks are judged to be low due to the equipment containing no moving parts – feedback received from other organisations has identified no instances of equipment failure.

Ongoing risks if this project were not to proceed include continuing exposure to rising energy costs and jeopardising the delivery of the Council's carbon reduction commitments.

7 Financial implications. Comment on any special financial considerations associated with the project such as grant or funding conditions. Ensure that any additional insurance costs/implications are considered.

Appraisal prepared on the following price base

2010 / 2011

Costs in this report are based upon firm prices supplied by 4 tenders required under a further competition under the ESPO Contract 438.

Funding for this project is sought from the Council's climate change fund, and the appraisal of tenders incorporated the same criteria used to assess climate change fund applications.

8A Capital costs & funding		
	£	Comments
Capital Costs		
Building contractor / works		
Purchase of vehicles, plant & equipment	£17,963	
Professional / Consultants fees		
Other capital expenditure		
Total Capital cost	£17,963	
Capital Income / Funding		
Government Grant		
S106 funding		
R&R funding		<i>(State cost centre)</i>
Earmarked funds	£17,963	Climate Change Fund
Existing capital programme funding		<i>(Programme ref.)</i>
Revenue contributions		<i>(State cost centre)</i>
Total Income	£17,963	
Net Capital Bid	£0	

Expenditure profiling:	£	Comments
Year 1: 2010 / 2011	£17,963	<i>(Usually the current financial year)</i>
Year 2: 20 / / 20		
Year 3: 20 / / 20		
Year 4: 20 / / 20		
Year 5: 20 / / 20		
Net Capital Bid		<i>(Must agree with total above)</i>

Appendix A, Capital Project Appraisal profiling, should also be completed.

8B Revenue costs			
	In 20 / (year) £	Ongoing £	Comments
Revenue Costs			
Employees			
Premises costs			
Transport			
Supplies & Services			
Repair & renewal contributions			
Total revenue cost	£0	£0	
Revenue Income			
New charges, rents etc.			
Existing revenue budget/s			
Total income	£0	£0	
Net revenue bid	£0	£0	

9 VAT implications. Comment on any VAT implications identified in consultation with the Finance Department.

There are no adverse vat implications for this project.

10 Other implications. Comment on any other relevant implications including property, accommodation, environmental, health & safety, community safety, procurement, human resource, equal opportunities and diversity.

The Guildhall trial of voltage optimisation equipment is conservatively estimated to reduce electricity consumption by 7%, equating to annual savings of £3,754 and 20 tonnes of CO2, providing a simple payback of 4.8 years and a cost per tonne of CO2 saved over a guaranteed 15 year lifetime of £60, meeting the climate change fund criteria for 100% funding.

This represents a value for money investment in the Council's carbon reduction agenda and enables the Council to fulfil its climate change leadership role by being one of the first organisations in Cambridge to use this technology and share its results with external partners.

11 Estimate of staffing resource required to deliver the project. Comment on the availability of internal project team resources. Ensure that the costs of external resources required have been included in the financial table/s above.

Project delivery can be managed with existing staff resources.

Skills required / internal or external	Estimated number of hours	Proposed Timescale	
		Start date	Finish date
Internal project management	20	April 10	May 10
External project management	40	April 10	May 10

12 Identify any dependencies upon other work or projects. Identify any other projects which cannot progress until this particular piece of work is complete

None

13 Background Papers. List any background papers used in the preparation of this project appraisal.

n/a

14 Inspection of papers

Author's Name	Simon Chubb		
Author's phone No.	7189	Email	simon.chubb@cambridge.gov.uk
Filename/path		Last amended	07/06/2010 14:37

Finance Department use only:

Project Approval Dates	Date
Approved by DoF	
Reviewed by AMG / ICT	25/03/10
Executive Councillor Approval	
Scrutiny Committee Approval (if applicable)	
Council Funding Approval	
Added to Hold List	
Removed from Hold List	
Added to Capital Plan	

Capital Project Appraisal - Capital costs & funding - Profiling

Appendix A

Make sure year headings match start date ...

	2007/08	2008/09	2009/10	2010/11	2011/12	Comments
	£	£	£	£	£	
Capital Costs						
Building contractor / works						
Purchase of vehicles, plant & equipment				17,963		
Professional / Consultants fees						
Other capital expenditure:						
Total Capital cost	0	0	0	17963	0	
Capital Income / Funding						
Government Grant						
S106 funding						(State cost centre/s)
R&R funding						(State cost centre/s)
Earmarked Funds				17963		Climate Change Fund
Existing capital programme funding						(Programme ref.)
Revenue contributions						(State cost centre/s)
Total Income	0	0	0	17963	0	
Net Capital Bid	0	0	0	0	0	

1 Year Extension of Reverse Agency Agreement

Decision of: Councillor Reid, Executive Councillor for Climate Change and Growth

Reference: 10/Env/U2

Date of decision: 16.04.10 **Recorded on:** 16.10.04

Decision Type: Key Decision

Matter for Decision: The current reverse agency agreement with Cambridgeshire County Council expires on 31st March 2010, however the agreement allows for unlimited yearly extensions until brought to an end by either party by giving one years notice in writing. The County has now submitted notice that it wishes to amend the agreement from April 2011 onwards. This report requests Executive Councillor approval to extend the agreement in its current form until 31st March 2011 while a new agreement is established. Further Executive Councillor authority will be sought in the event that a further agency agreement is offered to the Council for any term beyond 31 March 2011.

Why the decision had to be made (and any alternative options): The County Council has served the City Council with notice that the agreement in its current form will cease on 31st March 2011. The agreement currently runs to 31st March 2010 with yearly extensions until either party give notice.

The Executive Councillor's decision(s): **Agreed:** The Executive Councillor approved the extension of the reverse agency agreement with Cambridgeshire County Council in its current form for a further year to end on 31st March 2011.

Reasons for the decision: The management of this agreement has fallen between various sections of the City Council and not been picked up by any of them. Therefore, approval outside of the decision cycle is requested.

Scrutiny consideration: The Chair and Spokesperson of Environment Scrutiny Committee were consulted prior to the action being authorised.

Report: A report detailing the background and financial

considerations is attached.

**Conflicts of
interest:**

None

Comments:



To: Executive Councillor for Climate Change and Growth, Cllr Sian Reid.

Report by: Simon Payne, Director of Environment & Planning

Relevant scrutiny committee: ENVIRONMENT SCRUTINY

1 Year Extension of Reverse Agency Agreement

Not a Key Decision

1. Executive summary

The current reverse agency agreement with Cambridgeshire County Council expires on 31st March 2010, however the agreement allows for unlimited yearly extensions until brought to an end by either party by giving one years notice in writing. The County has now submitted notice that it wishes to amend the agreement from April 2011 onwards. This report requests Executive Councillor approval to extend the agreement in its current form until 31st March 2011 while a new agreement is established. Further Executive Councillor authority will be sought in the event that a further agency agreement is offered to the Council for any term beyond 31 March 2011.

2. Recommendations

2.1 The Executive Councillor is recommended:

- To approve the extension of the reverse agency agreement with Cambridgeshire County Council in its current form for a further year to end on 31st March 2011.

3. Background

3.1 The current reverse agency agreement was agreed in December 2005 following the end of a previous Highways Agency agreement between the City and the County Council. An agency agreement has been required by the City Council since local government reorganisation in 1974 to enable it to exercise some retained highway functions under agreement with the County as Highway Authority.

- 3.2 The County Council has served the City Council with notice that the agreement in its current form will cease on 31st March 2011. The agreement currently runs to 31st March 2010 with yearly extensions until either party give notice.
- 3.3 There are no proposals to change the agreement in any way as part of this extension proposal and the services that either party deliver on the others behalf will remain unaltered.
- 3.4 The County functions that the City Council currently deliver on behalf of the County Council and for which annual funding is provided are:
- a) Highway tree management, maintenance and advice.
 - b) Highway grass cutting, weed kill and maintenance of highway planting, hedges and shrubs.
 - c) Maintenance of highway ditches.
- 3.5 In return the County provide the City Council with engineering advice, design and implementation services for schemes funded by the City Council, particularly major environmental improvement schemes within the highway. The current programme for the coming year includes the Executive Councillor approved Fitzroy/Burleigh Street and Riverside City Council EIP schemes that will be designed and constructed by the County Council through this agreement with a joint value of £762,030. These works will be carried out by the County Council's highway contractor. This contractor has been appointed following a comprehensive and EU compliant procurement process carried out by the County.

4. Implications

- 4.1 The County provides the City Council with a budget to carry out the functions listed in 3.4 above. The budget figures for 2010/11 are as follows:
- a) Highway tree management, maintenance and advice - £66,470
 - b) Highway grass cutting, weed kill and planting, hedges and shrubs maintenance - £89,760
 - c) Maintenance of highway ditches - £14,990

TOTAL COUNTY BUDGET CONTRIBUTION - £171,220

- 4.2 The budget associated with highway grass cutting is subsidised considerably by the City Council in order to achieve the required standard, which is above that applicable in the rest of the County. This additional City Council funding has already been approved for 2010/11 and amounts to £68,680.
- 4.3 The relevant City Council departments responsible for delivering the County functions, have not highlighted any issues associated with a further 12 month extension of this agreement, taking into consideration the associated financial implications detailed above and the resources available to them for 2010/11.
- 4.4 The recent City Council motion to invoke a tree protocol procedure for all tree work within Cambridge will also be followed for all County Council proposed highway tree work. This protocol will form part of the highway tree management function that the City Council carry out on the County Councils' behalf.
- 4.5 There are no procurement implications in terms of the payments by the City Council to the County Council because; a. only the County can carry out or authorise the carrying out of works in the highway (as the Highway Authority); b. in any event the value of the payments for the Works in the highway are substantially less than the current EU Works threshold of £3,927,260. It is for the County Council to satisfy itself as regards any procurement implications (if any) for it in terms of the services to be provided by the City Council to the County Council during the 12 month term.
- 4.6 There are no VAT implications associated with this agreement.

5. Background papers

These background papers were used in the preparation of this report:

Environment Scrutiny Committee Report on the Highways Agency.
Agenda Item 20 - 27/04/2004.

6. Appendices

Appendix 1 - Current Reverse Agency Agreement

7. Inspection of papers

To inspect the background papers or if you have a query on the report please contact:

Author's Name: Andrew Preston
Author's Phone Number: 01223 457271
Author's Email: andrew.preston@cambridge.gov.uk

APPENDIX ONE

CURRENT REVERSE AGENCY AGREEMENT

CAMBRIDGESHIRE COUNTY COUNCIL AND CAMBRIDGE CITY COUNCIL

**AGENCY AGREEMENT FOR THE DELIVERY
OF HIGHWAY FUNCTIONS**

AN AGREEMENT made this [1st] day of December 2005 **BETWEEN**
CAMBRIDGESHIRE COUNTY COUNCIL ("the County Council") of Shire Hall
Cambridge and **CAMBRIDGE CITY COUNCIL** ("the City Council") of the Guildhall
Cambridge.

WHEREAS

- (i) The County Council is the local highway authority for highways (other than motorways, trunk roads and special roads) in the County of Cambridgeshire.
- (ii) The County Council is willing, and the City Council has agreed, for the City Council to exercise certain functions herein known as the County Functions on its behalf in pursuance of section 101 of the Local Government Act 1972 ("the 1972 Act").
- (iii) The City Council is the district council for the City of Cambridge.
- (iv) The City Council is willing and the County Council has agreed, for the County Council to exercise certain functions herein known as the City Functions on its behalf in pursuance of section 101 of the 1972 Act.

NOW THIS DEED WITNESSETH as follows:

1. **DEFINITIONS**

- 1.1. Agency Area means the area for the discharge of County Functions by the City Council on behalf of the County Council shown on the attached map.
- 1.2. Agreement means this agreement.
- 1.3. Cambridge Area Joint Committee (AJC) means the County Council Committee comprised of an equal number of members of the County Council representing electoral divisions covered by the terms of this agreement and of elected Members from the City Council nominated by the City Council.
- 1.4. City Functions Account means the account as set out in detail in clause [17.4] below which defines the income, expenses and balance of the City Functions Account.
- 1.5. County Functions Account means the account as set out in detail in clause 17.3 below which defines the income, expenses and balance of the County Functions Account.
- 1.6. Financial Year means the continuous period of twelve months from the end of one financial year until the next one (April to March).
- 1.7. County Functions means the functions set out in Part 1 of Schedule 1 of this Agreement.
- 1.8. City Functions means the functions set out in Part 2 of Schedule 1 of this Agreement.
- 1.9. The 1976 Regulations mean the Local Government Agency Arrangements (Staff Transfer and Protection) Order 1976 (No. 1421).
- 1.10. The Scheme means the scheme under the 1976 Regulations.

2. In exercise of the powers contained in Section 101 of the 1972 Act, the County Council and the City Council agree that the City Council shall discharge the Functions on the County Council's behalf (or such variants of them as may be agreed between the parties).
3. In exercise of the powers contained in Section 101 of the 1972 Act, the City Council and the County Council agree that the County Council shall discharge the City Functions on the City Council's behalf (or such variants of them as may be agreed between the parties).
4. The City Council agrees to discharge the County Functions within the area shown on the attached map in respect of all highways other than those shown to be excluded (i.e. Motorways and Trunk Roads, which are the responsibility of the Highways Agency) and the County Council agrees to discharge the City Functions within the administrative area of the City of Cambridge.
5. The City Council agrees to discharge the County Functions and the County Council agrees to discharge the City Functions in accordance with the terms of this Agreement.
6. Both parties shall reimburse to the other expenditure incurred in discharging the relevant Functions in accordance with the terms of this Agreement.
7. The Cambridge Area Joint Committee (hereinafter referred to as the AJC) shall exercise (in the context of the policies determined by the County Council's Cabinet and the City Council's Executive Councillors), the executive management of the Functions which are the subject of this Agreement.
8. Annually the AJC will review the performance of both parties in respect of the operations of the Functions and discuss other issues, which may have a bearing on their future operation.
9. This Agreement will be jointly managed by the City Council's nominated client officer and the County Council's nominated head of highways for Cambridge.

10. The City Council may procure highways and engineering works from the County Council's highway related contracts in respect of the delivery of City Council related functions and services whether subject to this agreement or not.
11. Notwithstanding the provisions of Clauses 3 and 4 the County Council shall retain the right to the concurrent exercise of the County Functions in respect of public highways and the City Council shall retain the right to the concurrent exercise of the City Functions on land which is not public highway. The City Council shall retain the option to enter into agreements with the County Council to carry out its own works in respect of public highways.

12. **EXTENT OF AGREEMENT**

12.1. This agreement extends to:

12.1.1 the Agency Area as shown on the attached map herein attached as Appendix A for the County Functions being exercised by the City Council on behalf of the County Council; and

12.1.2 the administrative area of the City of Cambridge for the City Functions being delivered by the County Council on behalf of the City Council.

12.2 In the event of serious failure by either party hereto to comply with the terms of this Agreement the aggrieved party may serve a notice on the offending party at any time of the year; such notice shall cause the agreement to cease six months from the date of serving.

12.3 In the event of legislative change that affects the statutory relationship between the County Council and the City Council, the parties hereto may arrange a mutually satisfactory termination of this agreement to take effect within a period to be agreed.

13. DURATION OF AGREEMENT

- 13.1. This agreement shall remain in force from the first day of December 2005 until 31st March 2010 and be extended from year to year until determined by either party by giving not less than one years notice in writing or such lesser period as the parties may agree provided always that any such notice shall expire on 31st March in any year. The agreement may be reviewed and amended from time to time with the consent of the City Council and County Council.

14. EXERCISE IN AGENCY

- 14.1. This agreement supersedes any and all agreements currently between the County Council and the City Council relating to the Functions detailed in Schedule 1.
- 14.2. The County Council in relation to the County Functions under Part 1 of Schedule 1 shall retain the right to set annual funding allocations, and service standards, procedures and policies.
- 14.3. The City Council in relation to the City Functions under Part 2 of Schedule 1 shall retain the right to set funding allocations, and service standards, procedures and policies provided that these do not conflict with the County Council's policies and procedures insofar as they relate to the public highway.
- 14.4. Each Council will inform the other of the funding allocations and/or proposed project work for the following year at the earliest opportunity or by the 1st March in the preceding financial year.
- 14.5. The County Council will take responsibility for dealing with all claims for compensation (including the ancillary costs incurred by the successful claimant) arising from the exercise of the County Functions. The City Council shall indemnify the County Council against any claim made against the County Council as a result of a negligent act or negligent omission by the City Council or its employees and contractors in discharging the County Functions

14.6 The County Council will take responsibility for dealing with all claims for compensation (including the ancillary costs incurred by the successful claimant) arising from the exercise of the City Functions on, above or below land where it is the highway authority. However the City Council will take responsibility for dealing with all claims for compensation (including the ancillary costs incurred by the successful claimant) arising from the exercise of the City Functions on, above or below land where the County Council is not the highway authority. The County Council shall indemnify the City Council against any claim made against the City Council as a result of a negligent act or negligent omission by the County Council or its employees and contractors in discharging the City Functions.

15. **FINANCIAL**

15.1. The City Council will manage the finances for all the County Functions it provides under Part 1 of Schedule 1 in a separate account. The account will be the County Functions Account for all finances for all Functions.

15.2. The County Council will manage the finances for all the City Functions it provides under part 2 of Schedule 1 in a separate account. The account will be the City Functions Account.

15.3. **County Functions Account**

15.3.1. The County Functions Account deals with all income and expenses in respect of the County Functions managed by the City Council. The following list of credits and debits may be amended during the term of this Agreement when both parties agree.

15.3.2. Credits

15.3.2.1. The County Functions Account will be credited with any income recovered from third parties in fulfilling the County

Functions, except those arising from enforcement Functions where no funding allocations are made by the County Council.

15.3.3. Debits

15.3.3.1. The County Functions Account will be debited with:

15.3.3.1.1 the City Council's fee(s) for streetscape and landscape design work carried out to specific briefs issued by the County Council. Each brief will contain details of the fee agreed by both parties; and

15.3.3.1.2 the costs of works, associated fees and advice in relation to highway tree maintenance, ditch maintenance, grass cutting, weedkill and maintenance of highway planting, hedges and shrubs. Provided that the costs do not exceed the annual funding allocation set by the County Council at the start of each financial year unless increased by notification in writing during the financial year

15.3.4. Balance

15.3.4.1. At the end of each quarter (i.e. 1st July, 1st October January and 1st April) of each financial year the City Council shall provide the County Council with a statement of credits and debits to date and the outstanding balance of the County Functions Account.

15.3.4.2. On closure of the City Council's accounts at the end of each Financial Year, and by the 31st of May, the City Council shall provide the County Council with an annual statement of the total credits and debits and the outstanding balance

of the County Functions Account.

15.3.4.3. Within 28 days of receiving the quarterly and annual statements of the County Functions Account, the City Council will credit the County Council with any surplus balance and the County Council will credit the City Council with any deficit balance, unless both parties agree otherwise.

15.4. **City Functions Account**

15.4.1. The City Functions Account deals with all income and expenses in respect of the City Functions managed by the County Council. The following list of credits and debits may be amended during the term of this agreement when both parties agree.

15.4.2. Credits

15.4.2.1. The City Functions Account will be credited with:

15.4.2.1.1 income from developers to pay for new street name plates

15.4.2.1.2 any other income recovered from third parties in fulfilling the City Functions

15.4.3. Debits

15.4.3.1. The City Functions Account will be debited with:

15.4.3.1.1 the County Council's fee(s) for work carried out to specific briefs issued by the City Council for any of the City Functions listed in Part 2 of Schedule 1 other than those functions listed in

clause [15.4.3.1.2] below. Each brief will contain details of the fee agreed by both parties.

15.4.3.1.2 the costs of works carried out to previously agreed programmes in relation to street nameplate, finger post signage and footway maintenance, bus shelter and mobility crossing installation. Provided that the costs do not exceed the annual funding allocations set by the City Council at the start of each financial year or increased by notification in writing during the financial year.

15.4.3.1.3 an operation fee of 11% of the costs of the works carried out to previously agreed programmes in relation to street nameplate, finger post signage and footway maintenance, bus shelter and mobility crossing installation.

15.4.4. Balance

15.4.4.1. At the end of each quarter (i.e. 1st July, 1st October, 1st January and 1st April) of each financial year the County Council shall provide the City Council with a statement of credits and debits to date and the outstanding balance of the City Functions Account.

15.4.4.2. On closure of the County Council's accounts at the end of each Financial Year, and by the 31st of May, the County Council shall provide the City Council with an annual statement of the total credits and debits and the outstanding balance of the City Functions Account.

15.4.4.3. Within 28 days of receiving the quarterly and annual

statements of the City Functions Account, the County Council will credit the City Council with any surplus balance and the City Council will credit the County Council with any deficit balance, unless both parties agree otherwise.

16. THIRD PARTY RIGHTS

16.1. This Agreement shall not create or give rise to, nor shall it be intended to create or give rise to, any third party rights. No third party shall have any right to enforce or rely on any provision of this Agreement which does or may confer any right or benefit on any third party, directly or indirectly, expressly or impliedly. The application of any legislation giving or conferring on third parties contractual or other rights in connection with this Agreement shall be excluded.

17. DATA PROTECTION FREEDOM OF INFORMATION AND HUMAN RIGHTS

17.1. General

17.1.1. Without prejudice to the specific requirements noted in this clause [17], each party shall comply with the requirements of the Data Protection Act 1998 as amended (“the DPA”) and any equivalent or associated Legislation in relation to the performance of this Agreement and will not knowingly do anything or permit anything to be done which might lead to a breach by the other party of the DPA.

17.1.2. In relation to all Personal Data (as defined in the DPA), the parties shall at all times comply with:

17.1.2.1. the DPA as a data controller (as defined in the DPA) and, if necessary, including maintaining a valid and up to date registration or notification under the DPA covering the data

processing to be performed in connection with this Agreement; and

17.1.2.2. any City or County Council policies relating to data protection.

17.1.3. The parties and any of their contractors and sub-contractors shall only undertake processing of Personal Data reasonably required in connection with this Agreement and shall not transfer any Personal Data to any country or territory outside the European Economic Area.

17.1.4. All processing of Personal Data undertaken by the parties in accordance with this Agreement shall at all times comply with the eight Data Protection Principles under the DPA. In particular, the parties shall:

17.1.4.1. ensure that, subject to any exemption under the DPA, all processing of Personal Data is done fairly and lawfully;

17.1.4.2. ensure that Personal Data processed for the purposes of this Agreement is not used for any other purpose or provision by or on behalf of the parties;

17.1.4.3. ensure that all Personal Data processed for the purposes of this Agreement is no more than is necessary for the purposes of this Agreement;

17.1.4.4. ensure that checks are undertaken to ensure accuracy of the Personal Data maintained for the purposes of this Agreement;

17.1.4.5. ensure that Personal Data maintained for the purposes of this Agreement is not kept for any longer than is

necessary, in accordance with any guidelines which shall be provided from time to time by the City or the County Council;

17.1.4.6. ensure that they are fully able to comply with all of the rights of data subjects (as defined in the DPA) under the DPA, including the ability to comply with data subject access requests within the statutory maximum period, whether such requests are received by the City or the County Council. If such requests are received by one party, they will be forwarded to the other party promptly. The parties shall notify each other of all notices in connection with this Agreement received from data subjects, which appear to or purport to exercise that person's rights under the DPA, promptly;

17.1.4.7. bring into effect and maintain technical and organisational measures to prevent unauthorised or unlawful processing of Personal Data and accidental loss or destruction of, or damage to, Personal Data including but not limited to take reasonable steps to ensure the reliability of the parties' staff having access to the Personal Data and, in particular, with regard to sensitive personal data as defined in the DPA;

17.1.4.8. comply with the provisions of BS7799 or equivalent European standard;

17.1.4.9. not transfer any Personal Data to any country or territory outside the European Economic Area without the express written consent of the other party.

17.1.5. All staff of the parties who have access to Personal Data for the purposes of this Agreement shall be trained in data protection to

accord with the requirements of this Agreement.

17.1.6. Without prejudice to the parties' general obligations to provide data and information to each other on request, the parties shall be entitled to request, and the other party shall provide within a reasonable time, employment and relevant personal information in relation to that party's staff or any sub-contractor's employees for the purposes of anti-fraud measures such as data matching. The parties shall ensure that it takes any measures necessary pursuant to the DPA and any other relevant legislation to facilitate such disclosure lawfully and fairly.

17.2. **No Disclosure**

17.2.1. The parties to this Agreement shall not disclose Personal Data to any third parties other than:

17.2.1.1. to their staff to whom such disclosure is reasonably necessary in order to perform its obligations under this Agreement;

17.2.1.2. to the extent required under a court order; or

17.2.1.3. disclosures made with the data subject's express written consent;

17.2.1.4. provided that disclosure under [17.2.1] is made subject to written terms substantially the same as, and no less stringent than, the terms contained in this clause [17.2] and that the parties shall give notice in writing to the other party of any disclosure of Personal Data which the parties are required to make under [17.2.1.2] immediately upon becoming aware of such a requirement.

17.2.2. The parties may, at reasonable intervals, request a written description of the technical and organisational methods employed by the other party referred to in [17.1.4.7]. Within 20 working days of such a request, the party shall supply written particulars of all such measures detailed to a reasonable level such that the other party can determine whether or not, in connection with the Personal Data, it is compliant with the DPA.

17.3. Indemnity

17.3.1. The parties shall indemnify and keep indemnified each other against all losses, claims, damages, liabilities, costs and expense (including reasonable legal costs) incurred by each other in respect of any breach of this clause [17] by the other party.

17.3.2. Without prejudice to the generality of any other relevant Conditions, if the Information Commissioner investigates any of the activities or practices of one of the parties, the party shall promptly and fully co-operate with such investigation (including, without limitation, allowing the Information Commissioner and the other party access to all books, accounts and other records and making available directors and employees of that party to give evidence to the Information Commissioner and to the other party).

17.3.3. Where, as a result of such investigation, the Information Commissioner issues any information enforcement or other notice under his powers under the FOIA 2000 and/or the DPA 1998 in which he is of the opinion that any breach of the party's obligations under FOIA 2000 and/or the DPA 1998 has taken place and the party is of the opinion that such breach is in whole or in part caused by or attributable to the other party, the other party shall:-

17.3.3.1. fully and promptly co-operate with the party in formulating a response to such notice;

- 17.3.3.2. take all reasonable steps to rectify or remedy such breach;
 - 17.3.3.3. take all reasonable steps to prevent a recurrence of such breach; and
 - 17.3.3.4. take such other steps as the party may reasonably require in order to comply with any requirements in the notice or any guidance or recommendation issued by the Information Commissioner in relation to either party.
- 17.3.4. Supply to the party upon written request any information or details held about said named person/s on any of the other party's IT System or other information systems.
- 17.3.5. The parties shall carry out the Functions in a manner consistent with the FOIA 2000.
- 17.3.6. Without prejudice to any other obligations of the parties to indemnify each other, the parties shall fully and promptly indemnify and keep indemnified the each other in respect of any proceedings notices or actions issued by the Information Commissioner and against any fines damages and costs incurred by one party thereunder to the extent that the same was or is caused by or attributable to the other party.
- 17.3.7. The parties shall carry out the Functions in a manner which is consistent with the Human Rights Act 1998 in such a way that the one party shall not be liable to any person for a breach of its duties under this Act and shall indemnify the other party against any direct or indirect costs expenses damages compensation liabilities or other claims incurred or suffered by that other party arising from or in relation to a breach or alleged breach of this Act.

18. **CONFIDENTIALITY**

18.1. The parties shall not, whilst this Agreement is in force, or at any time thereafter, make use of for their own purposes or disclose to any person except as may be required by law or in accordance with the terms of this Agreement or where necessary for its performance this Agreement or any information contained therein or prepared by the other party pursuant to this Agreement, all of which information shall be deemed to be confidential.

18.2. No party to this Agreement shall, without the prior written consent of the other party at any time hereafter (including after termination or expiry of this Agreement) make use of for its own purposes or disclose, reveal to or discuss with any person this Agreement or any information contained therein or any documents, information or material provided pursuant to or in contemplation of this Agreement or any document or information provided or prepared pursuant to or in contemplation of this Agreement, all of which information shall be deemed to be confidential ("Confidential Information"), and the parties shall, treat all Confidential Information as strictly private and confidential except insofar as is necessary for the parties to publish or otherwise disclose information in order to comply with its duties under the FOIA 2000 or as otherwise set out in [18.3] below.

18.3. The obligations of the parties under [18.2] shall not apply to:-

18.3.1. information, which at the time of disclosure is in the public domain;

18.3.2. information, which is or was lawfully in the possession of or becomes available to the parties from a source other than the parties provided that the source of such information was not subject to any agreement or other duties relating to confidential information;

18.3.3. any disclosure of information required by law or the order of any court of competent jurisdiction or under the conditions of any governmental or regulatory authority; or

18.3.4. any disclosure of information by the parties to their legal, financial or other professional advisers provided that such advisers have been informed by the parties in advance of its confidential nature.

18.4. Nothing in this clause [18] shall require any party to carry out any act which would put it in breach of any law, court order or banking or other regulatory requirement.

18.5. Each party shall fully and promptly indemnify and keep indemnified the other party against all action, claims, demands, proceedings, damages, costs, charges and expenses whatsoever arising out of any breach by such party of this clause [18] .

19. **DISPUTES**

19.1. In the event of a dispute or difference between the parties hereto arising out of this Agreement, the parties shall meet to try to resolve the dispute without resort to legal proceedings. The meeting will be held within 14 working days of a written request from one party to the other, which request will set out brief details of the dispute. A representative of each party will attend such a meeting.

19.2. In the event that any dispute is not resolved in accordance with clause 21.1 then the dispute shall be determined by mediation under the auspices of the Centre for Dispute Resolution, to which both parties hereby agree to submit. Neither party shall wilfully delay or obstruct the mediation process. Only in the event of failure of this mediation process to resolve the dispute shall either party be free to issue proceedings in the English courts. This [19.2] shall not prejudice the parties' ability to refer the dispute or any part thereof to mediation again at a later date.

19.3. Unless this Agreement shall have already been determined the parties shall in every case continue to comply with their obligations under this Agreement

unless and until the same shall be revised in accordance with the provisions of clauses [19.1] or [19.2].

20. **NOTICES**

20.1. No notice required to be served upon the City Council under this Agreement shall be valid or effective unless it is in writing and shall be served either:

20.1.1. By delivering the notice by hand to the City Council at the following address:

The Director of Central Services
Cambridge City Council
The Guildhall
Cambridge
CB2 3QJ;
or

20.1.2. To such other address as the City Council may notify the County Council in writing, and the notice shall be deemed to have been duly served at the time it is so delivered provided a receipt is obtained; or

20.1.3. By posting the notice in a pre paid envelope sent by recorded delivery and addressed to the City Council at the address in [20.1.1] or such other address as the City Council may notify the County Council in writing.

20.2. No notice required to be served upon the County Council under this Agreement shall be valid or effective unless it is in writing and shall be served either:

20.2.1. By delivering the notice by hand to the County Council at the following address:

Chief Executive
Cambridgeshire County Council
Shire Hall
Cambridge
CB3 0AP;
or

20.2.2. To such other address as the County Council may notify the City Council in writing, and the notice shall be deemed to have been duly served at the time it is so delivered provided a receipt is obtained; or

20.2.3. By posting the notice in a pre paid envelope sent by recorded delivery and addressed to the County Council at the address in [20.2.1] or such other address as the County Council may notify the City Council in writing.

21. **RIGHT OF SET OFF**

21.1. Whenever under this Agreement any sum of money shall be recoverable from or payable by one party to the other party the same may be deducted from any sum then due or which at any time thereafter may become due to the latter party under this Agreement or any other contract with the former party.

21.2. The rights of the parties under [21.1] shall be without prejudice to any other rights or remedies which they may possess under this Agreement or otherwise.

22. **SUB-CONTRACTING**

22.1. The parties shall be entitled to sub-contract their benefits, rights, duties and obligations of this Agreement or any part thereof to a third party upon the prior written consent of the other party such consent not to be unreasonably withheld.

23. **LAW**

23.1. This Agreement shall in all respects be governed and construed in accordance with the laws of England and the parties irrevocably submit to the exclusive jurisdiction of the English Courts.

24. **WAIVER**

24.1. Failure by one party to enforce the provisions of this Agreement or to require performance by the other party of any of the provisions contained in this Agreement shall not constitute or be construed as a waiver of or as creating an estoppel in connection with any such provision and shall not affect the validity of this Agreement or any part thereof or the right of the former party to enforce any provision in accordance with its terms.

25. **CONSENT**

25.1 Where the consent of one party is required pursuant to this Agreement the grant or refusal of this consent pursuant to this Agreement shall be entirely without prejudice to the grant or refusal of any other consent pursuant to this Agreement or any other contract or agreement.

26. **AMENDMENTS**

26.1 No omission from, addition to, or other variation of this Agreement, shall be valid or of any effect unless it is agreed in writing and signed by a duly authorised representative of the City Council and the County Council.

26.2 Save for an omission, addition or other variation agreed pursuant to [18.1], any provision which is inconsistent with this Agreement and contained in any other document or any oral agreement shall be void and of no effect.

27. SEVERANCE

27.1 If any provision of this Agreement shall become or shall be declared by any court of competent jurisdiction to be invalid or unenforceable in any way such invalidity or unenforceability shall in no way impair or affect any other provision of this Agreement, all of which shall remain in full force and effect.

28. FORCE MAJEURE

28.1 Although the City Council and the County Council shall make every reasonable effort to discharge their obligations under this Agreement in a prompt and efficient manner, no delay or failure in performance by the City Council or the County Council shall constitute a breach of this Agreement or give rise to any claim for damages or loss if such delay or failure is caused by an occurrence beyond the control and without the fault, failure or negligence of the party involved and which the said party is unable to prevent or provide against by the exercise of reasonable diligence, including but not limited to acts of God or the public enemy; expropriation or confiscation of any facilities or any form of government intervention; war, rebellion, terrorist activity, sabotage or riots; floods or unusually severe weather conditions which could not reasonably have been anticipated; fire, explosions or other catastrophes; strikes or any other concerted acts of the workforce but only where such strikes and workforce acts are in relation to third parties and which do not involve the said party; or similar occurrences; provided that as soon as such occurrences have ceased, the City Council and the County Council shall continue to discharge their obligations under this Agreement.

In witness whereof the parties have executed this document as a deed the day and year above written.

SCHEDULE 1
COUNTY FUNCTIONS

Schedule 1 Part 1

1. Subject to mutually agreed detailed briefs, the County Functions to be exercised by the City Council on behalf of the County Council to which this agreement relates are the:
 - 1.1 Streetscape and landscape design when requested to “mutually agreed” specific briefs;
 - 1.2 Highway tree management, maintenance and advice;
 - 1.3 Highway grass cutting, weedkill and maintenance of highway planting, hedges and shrubs to standards and levels agreed by both parties;
 - 1.4 Maintenance of highway ditches; and
 - 1.5 Power to act under sections 132, 148 and 149 of the Highways Act 1980 in accordance with County Council policies and procedures.

2. Without prejudice to the generality of clause 1. above, the County Functions include the:
 - 2.1 The management of the agreement by the City Council’s nominated client officer;
 - 2.2 The preparation of reports for and attendance at County Council Committees;
 - 2.3 Consultation exercises;
 - 2.4 Management of funding allocations;
 - 2.5 Employment and management of suitable contractors;

- 2.6 Collection and monitoring of key data and the preparation of an annual report on performance and delivery;
- 2.7 Liaison, discussion and meetings with the County Council's nominated head of highways.
- 2.8 Liaison and discussion with County Councillors;
- 2.9 Delivery of the County Functions in accordance with an annual programme agreed with the County Council's nominated head of highways; and
- 2.10 All powers and authorities required to implement section 132, 148 and 149 of the Highways Act 1980 including recovery of costs from third parties.

Schedule 1 Part 2

- 3. Subject to mutually agreed detailed briefs, the City Functions being delivered by the County Council on behalf of the City Council to which this agreement relates are the:
 - 3.1 Maintenance and replacement of street name plates including provision of new plates at the developer's cost;
 - 3.2 Maintenance and replacement of city centre finger post signage;
 - 3.3 The design and implementation of improvements arising from the City Council's cycling and walking strategy;
 - 3.4 City Council funded footway maintenance;
 - 3.5 The design and implementation of the environmental traffic calming capital programme;

- 3.6 The design and implementation of the pedestrian crossings capital programme;
 - 3.7 The development of a programme and installation of mobility (dropped kerbs) crossings;
 - 3.8 Verge parking byelaw pilot;
 - 3.9 Environmental Improvement schemes – engineering advice, design and implementation;
 - 3.10 Environmental safety fund schemes - management of lighting schemes; and
 - 3.11 Community Services Engineering Advice - on any proposed work and estimates for work such as vehicle access to housing.
4. Without prejudice to the generality of clause 3. above, the City Functions include:
- 4.1 The management of the agreement by the County Council's nominated head of highways;
 - 4.2 The preparation of reports for and attendance at City Council Committees;
 - 4.3 Consultation exercises;
 - 4.4 Management of funding allocations;
 - 4.5 Employment and management of suitable contractors.;
 - 4.6 Collection and monitoring of key data and the preparation of an annual

report on performance and delivery;

4.7 Liaison and discussion with the City Council's designated Executive Councillor, as well as all City Councillors.;

4.8 Liaison, discussion and meetings with the City Council's nominated client officer; and

4.9 Delivery of the City Functions in accordance with an annual programme agreed with the City Council's nominated client officer.

The Common Seal of
Cambridgeshire County Council
was hereunto affixed
in the presence of

Authorised Signatory

The Common Seal of
Cambridge City Council
was hereunto affixed
in the presence of

Head of Legal Services

CAMBRIDGE CITY COUNCIL

Record of Executive Decision

Tree Maintenance Framework Agreement 2010-14

Decision of: Cllr Reid (Executive Councillor for Climate Change and Growth)

Reference: 10/Env/special urgency 1

Date of decision: 19 March 2010 **Recorded on:** 19 March 2010

Decision Type: Key

Matter for Decision: To agree the Council’s Tree Maintenance Framework for 2010-2014.

Why the decision had to be made (and any alternative options):

The Council’s tree maintenance works (on Parks, Housing, Property, and Car Parks land, and on highway land for the County Council) cut across the portfolios of several Executive Councillors. The initiation, by the tree team, of the contract review process was approved by the Executive Councillor for Climate Change and Growth.

Tree maintenance carried out for the Council is done by contractors appointed under a 4-yearly Framework Agreement. The current contracts end on 31 March 2010. Tenders for the new 4-year contract have been sought through an exhaustive two stage procurement process under EU rules. 8 contractors reached the final stage. This included detailed consideration, on the basis of practical assessments, of value for money, quality of works, and health and safety.

The complexity of the process and long-term staff illness have prevented completion of the contract review in time for consideration by the Environment Scrutiny Committee on 16 March. An urgent decision is needed to enable new contracts to be in place for 1 April.

The Council is seeking to appoint 2 contractors to provide an emergency “out of hours” service. 2 contractors, both meeting the requirements, have reached the final stage.

The Council sought approximately 6 contractors to provide the other services (emergencies in normal working hours, and high, medium and low priority works). 7 contractors have been assessed as able to provide the services required.

The Executive Councillor’s decision(s):

Agreed that:

- 1) Acacia Tree Surgery and SP Landscapes be appointed to provide the Council’s out-of-hours emergency tree maintenance service for 2010-14;
- 2) Acacia Tree Surgery, Eastern Tree Surgery, Gardenworks, PR Newsome Ltd, SP Landscapes, Tree Fella, and Urban Forestry be appointed to provide the Council’s other tree maintenance services for 2010-14

Reasons for the decision:

As described above.

Scrutiny consideration:

The Chair of the Scrutiny Committee agreed that the taking of this key decision cannot be reasonably be deferred and that the Executive Councillor's decision is in accordance with the Special Urgency procedure (para 16 – part 4B – Access to Information Procedure Rules).

Report:

There was none.

Conflicts of interest:

No conflicts of interest were declared by the Executive Councillor.

Comments: