

# Policy Review and Development Panel

Grand Jury Room, Town Hall  
17 June 2013 at 6.00pm

The Policy Review Panel deals with reviewing policies and issues at the request of the Cabinet or Portfolio Holder, or pro-actively identifying issues that may require review; dealing with those issues either directly or by establishing Task and Finish Groups, monitoring progress of these Groups and assessing their final reports.

# Information for Members of the Public

## Access to information and meetings

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# Terms of Reference

## Policy Review and Development Panel

- To review strategies and policies at the request of the Cabinet either directly or by establishing Task and Finish Groups, and to make recommendations back to Cabinet for decision.
- To review issues at the request of a Portfolio Holder either directly or by establishing Task and Finish Groups and to make recommendations back to the Portfolio Holder for decision.
- To monitor progress of Task and Finish Groups and assess their final reports prior to their submission to either the Cabinet or the Portfolio Holder.
- To proactively identify issues that may require review and improvement and to seek Cabinet's agreement as to whether and how they should be examined.

**COLCHESTER BOROUGH COUNCIL**  
**POLICY REVIEW AND DEVELOPMENT PANEL**  
**17 June 2013 at 6:00pm**

**Members**

Chairman : Councillor Julie Young.  
Deputy Chairman : Councillor Mark Cory.  
Councillors Mark Cable, Nigel Chapman, Barrie Cook,  
John Elliott, Colin Mudie and Lesley Scott-Boutell.

**Substitute Members** : All members of the Council who are not Cabinet members or members of this Panel.

**Agenda - Part A**

(open to the public including the media)

**Members of the public may wish to note that Agenda items 1 to 6 are normally brief and the last Agenda Item is a standard one for which there may be no business to consider.**

**Pages**

**1. Welcome and Announcements**

(a) The Chairman to welcome members of the public and Councillors and to remind all speakers of the requirement for microphones to be used at all times.

(b) At the Chairman's discretion, to announce information on:

- action in the event of an emergency;
- mobile phones switched to silent;
- the audio-recording of meetings;
- location of toilets;
- introduction of members of the meeting.

**2. Substitutions**

Members may arrange for a substitute councillor to attend a meeting on their behalf, subject to prior notice being given. The attendance of substitute councillors must be recorded.

**3. Urgent Items**

To announce any items not on the agenda which the Chairman has agreed to consider because they are urgent and to give reasons for the urgency.

**4. Declarations of Interest**

The Chairman to invite Councillors to declare individually any interests they may have in the items on the agenda. Councillors should consult Meetings General Procedure Rule 7 for full guidance on the registration and declaration of interests. However Councillors may wish to note the following:-

- Where a Councillor has a disclosable pecuniary interest, other pecuniary interest or a non-pecuniary interest in any business of the authority and he/she is present at a meeting of the authority at which the business is considered, the Councillor must disclose to that meeting the existence and nature of that interest, whether or not such interest is registered on his/her register of Interests or if he/she has made a pending notification.
- If a Councillor has a disclosable pecuniary interest in a matter being considered at a meeting, he/she must not participate in any discussion or vote on the matter at the meeting. The Councillor must withdraw from the room where the meeting is being held unless he/she has received a dispensation from the Monitoring Officer.
- Where a Councillor has another pecuniary interest in a matter being considered at a meeting and where the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the Councillor's judgment of the public interest, the Councillor must disclose the existence and nature of the interest and withdraw from the room where the meeting is being held unless he/she has received a dispensation from the Monitoring Officer.
- Failure to comply with the arrangements regarding disclosable pecuniary interests without reasonable excuse is a criminal offence, with a penalty of up to £5,000 and disqualification from office for up to 5 years.

## **5. Have Your Say!**

(a) The Chairman to invite members of the public to indicate if they wish to speak or present a petition at this meeting – either on an item on the agenda or on a general matter not on this agenda. You should indicate your wish to speak at this point if your name has not been noted by Council staff.

(b) The Chairman to invite contributions from members of the public who wish to Have Your Say! on a general matter not on this agenda.

## **6. Minutes**

To confirm as a correct record the minutes of the meeting held on 25

February 2013

**7. Environmental Sustainability Strategy**

**8 - 23**

See report by the Head of Commercial Services

The following guests have been approached and accepted an invitation to attend the meeting to assist councillors in their discussions:

- David Webb from Sustainability East
- Paul Hinsley from Essex County Council
- Andrew Wilkinson from En-form

**8. Work Programme 2013-14**

**24 - 27**

See report by the Assistant Chief Executive

**9. Exclusion of the public**

In accordance with Section 100A(4) of the Local Government Act 1972 and in accordance with The Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000 (as amended) to exclude the public, including the press, from the meeting so that any items containing exempt information (for example confidential personal, financial or legal advice), in Part B of this agenda (printed on yellow paper) can be decided. (Exempt information is defined in Section 100I and Schedule 12A of the Local Government Act 1972).

# POLICY REVIEW AND DEVELOPMENT PANEL

## 25 FEBRUARY 2013

*Present :-* Councillor Julie Young (Chairman)  
Councillors Mark Cable, Nigel Chapman, Barrie Cook,  
Mark Cory and Jo Hayes

*Substitute Member :-* Councillor Richard Martin  
for Councillor Margaret Fairley-Crowe

### 24. Minutes

The minutes of the meetings of the Panel held on 14 January 2013 were confirmed as a correct record.

### 25. Rural Related Issues

**Councillor Chapman (in respect of his Board Membership of Colchester Borough Homes) declared a non-pecuniary interest in this item pursuant to the provisions of Meetings General Procedure Rule 7(5).**

Lucie Breadman, Head of Life Opportunities, presented a report addressing the rural related issues theme so far as it impacted upon the following:

- Broadband
- Transport
- Isolation issues for younger and older people
- Provision of suitable homes for villagers to move into when their families move on and/or as they get less mobile
- More encouragement for the use of redundant farm buildings for small business use

The provision of rural broadband was becoming increasingly important to engage residents and build resilient communities, whilst impacting on business competitiveness, home working and healthcare services and monitoring. It was explained that Essex County Council was leading the Superfast Essex Broadband Project which aimed to provide universal access to internet speeds of 2Mbps by 2015 and of 8Mbps by 2018. The Colchester Digital Strategy also aimed to significantly accelerate the delivery of high speed digital infrastructure in the borough bringing together Council assets, not funding, with private sector investment. In rural areas the Council was also working with County Broadband to support and enable their building of a core network in parishes across North East Essex.

The report went on to refer to the benefits of rural living such as peace and tranquility, access to the countryside, sense of local community which needed to be balanced against access to services which were not provided or were disappearing from rural areas. A major problem for those living in the rural areas was isolation and access to essential services, especially for those who did not drive (the young, the old, those with

disabilities). Rural areas struggled to retain facilities meaning that travel was needed for food, health care, work and education. The provision of local shops and services was highlighted as a priority in many parish plans whilst internet deliveries could help overcome food shopping but provided little help with accessing health and education. The Essex County Council Local Transport Plan priorities for the rural areas of Essex included:

- Supporting the economy of our historic towns and villages, extensive coastline and varied countryside;
- Supporting transport to ensure that access is provided to employment, education, healthcare and food shopping;
- Ensuring that people are able to access important services (including shopping, healthcare, library facilities, etc.), without needing to travel long distances; and
- Minimising the impact transport has on the local character.

Colchester's Youth Strategy Group (YSG) had been set up in 2012 as the borough's consultative body to make recommendations on youth provision in the area. The YSG had agreed the following actions:

- A website to be developed by young people where they can access information on activities and events
- Volunteer youth work recruitment drive where volunteers will be trained and CRB checked to deliver youth activities across the borough especially in the rural areas
- Business in the Community will be approached in order to discuss the possibility of developing a community transport scheme for young people that would be accessible and affordable

Social isolation had been identified as one of the main issues for older people; an issue that was more evident for residents in rural areas as limited access to transport prevented them from accessing social, befriending and other activities. The CCVS community bus provided excursions, special bookings for hospital appointments and other journeys. The scheme was also working with a GP surgery to enable more residents to access their services. IT and other technology was also a challenge for some older people with many lacking the confidence to participate in on-line banking, send email or surf the web. Evidence from Age UK suggested that physical ailments, frailty and feeling vulnerable made social outings time consuming and filled people with anxiety. When feeling vulnerable many people prefer support from someone they know and trust such as a family member or close neighbour which limited support networks and turned family members into carers.

The report went on to explain that the Adopted Council policy directed the majority of new development to the urban area of Colchester and restricted growth in rural areas. Consequently the overall supply of housing in rural areas was limited and constrained options for those wishing to downsize in the same village. Policy options on this issue could usefully be considered through the process of adopting a Neighbourhood Plan, given that these were intended to allow local communities to adopt specific policies to meet local needs. The Council had a clear role in making provision for affordable housing for those in housing need, but it had a much more limited role in providing assistance to those already within the open housing market including elderly owner



occupiers. In rural areas, the focus has been on adding to the supply of affordable units through the policy of exception sites. It was intended to review the rural exception policies in the light of new national policy to permit greater flexibility to account for local needs while retaining the principle of targeting preferential housing assistance to those in greatest need.

As with rural housing, policy within the National Planning Policy Framework introduced greater levels of flexibility on employment development in the countryside. The Council would be reviewing its policies to ensure they complied with national guidance and policy for rural employment has been highlighted as a particular area for consideration. In addition, further flexibility for former agricultural buildings was contained in a recent government announcement that in order to help promote rural prosperity and job creation, agricultural buildings would be able to be converted to a range of other uses, but excluding residential dwellings.

Lucie Breadman, assisted by Nigel Myers, Enterprise and Tourism Manager, Paul Wilkinson, Transportation Policy Manager, Bridget Tighe, Community Initiatives Manager and Laura Chase, Planning Policy Manager responded to questions and discussion on the following issues:

- The issue of access to local hospitals and doctors surgeries from rural and urban communities which tended to be reliant on voluntary sector schemes or taxis and the need for greater innovation to address an increasingly difficult issue;
- The possibility of revisiting previous community transport initiatives such as a hopper bus service and the importance of securing regular passenger numbers to maintain viability

The Chairman invited each of the guests in turn to address the Panel on the issues from their organisation's perspective.

Lloyd Felton presented details of the work of County Broadband to build a core broadband network in parishes across North East Essex. The network build had been completed in West Bergholt and was now being actively marketed ranging from a free community inclusion data plan of 1Mbps up to 64Mbps with Voice Over Internet Protocol (VOIP). Market penetration in West Bergholt was currently in excess of 10%. In addition a build and revenue share proposal had been presented to Abberton, Langenhoe and Winstred Parish Councils for their consideration. Grant funding from the Abberton Reservoir Fund has been applied for by these Parish Councils and deployment plans were also being actively developed in other parishes. A partnership had been developed with the Diocese of Chelmsford in order to gain access to local churches to act as the 'points of presence' in the villages.

Mr Felton responded to a number of questions from members of the Panel, in particular in relation to:

- The different ways in which Parishes were able to engage with County Broadband;
- The impact of the Essex County Council initiative and the potential for confusion to be created in terms of the company branding, the choice of solutions available and the impact of the choice on the viability of the solutions;

- The potential for new ideas to be explored in order to assist in the improvement of broadband speeds in rural communities, such as the innovative use of Section 106 funding;
- The need for 'points of presence' to be created in order to connect to the internet using the cheaper selection of frequencies

Nick Shuttleworth outlined the work of the Rural Community Council for Essex to the Panel. It had been established in 1929 but its focus now was to help people in communities build a sustainable future. The organisation acted as a representative voice but it was also facilitating and giving practical support and advice. He referred to five issues in particular, namely:

- Every community was different - RCCE provided support to help communities identify their choices in terms of community led planning and neighbourhood planning;
- Affordable housing – without which young people would be lost to local communities;
- Homes for downsizers – looking to help with survey work to accommodate changes;
- Accessing services to counter rural isolation with a pilot scheme called Village Agents which had arranged for 10,000 referrals over a three year period. The scheme provided one to one support to identify issues for clients such as benefits entitlements or access to local clubs and to arrange for referral to the appropriate agency;
- Village Halls – 85% of villages had access to a hall which could be used to a greater and wider extent. RCCE were working with local communities such as Messing and Great Horkeley to improve and redevelopment their facilities

Mr Shuttleworth responded to a number of questions from members of the Panel, in particular in relation to:

- The extension of the concept of Village Agents and the potential for its viability in Colchester;
- The robust voluntary sector which Colchester benefitted from such as Helping Hands and Good Neighbours;
- The need for the review of the rural exceptions policy in order to deliver more affordable homes in Colchester and the problem of scarcity of sites and viability issues which restrict the outcomes

John Gili-Ross explained that the Colchester Association of Local Councils comprised around 28 Town and Parish Councils which met on a regular basis to share ideas and to work towards solutions. He had represented CALC on a number of Colchester Borough Council groups such as the Standards Committee, Highways Panel and the 20 mph Task and Finish Group. He was of the view that Parish Councils should be invited to work with the Borough on more community based issues such as the problem of Council owned garage sites. He was of the view that communities could be invited to consider solutions before sale for housing was considered. He had worked on delivering neighbourhood plans which were to be welcomed but had implications in terms of costs and necessary expertise. He was concerned about the allocation of

Section 106 funds across the Parished areas and sought the reinstatement of the publication of this information for ready access by Parish Councils.

Mr Gili-Ross responded to questions from members of the Panel, in particular in relation to:

- The need for problem garage sites to be considered for alternative use such as for housing and the challenge of securing funding partners to assist with this issue

Gordon Steed, on behalf of Colchester Borough Homes (CBH), responded to questions specifically about the issue of single person flats and their allocation for general housing need rather than for people within the community in which the flats were located. He explained that there was a reluctance to change this arrangement as it had served many communities well in the past. Traditionally there had been very little scope but to allocate to the clients in highest need. More recently there had been more choice to allocate local housing to local people. He responded to references to anti social behaviour problems by explaining that CBH had a track record of working with local communities to deal with these issues as quickly as possible. In terms of garage sites, a working party had been set up to look at better uses of the sites generally resulting in five planning applications being submitted for change of use to affordable housing.

Councillor Bourne, Portfolio Holder for Housing, attended and, with the consent of the Chairman, addressed the Panel. She explained that because the Borough was experiencing a housing crisis in respect of available affordable housing, it was inevitable that those garage sites that had fallen into decline were being looked at with a view to providing additional housing. Recent schemes had been developed in partnership with Estuary Housing who would manage the homes with nomination rights being provided to the Council.

Mr Steed went on to explain that CBH were aware that the issues for people in rural communities were very different. Arrangements for the swapping of tenancies were now conducted via the website. However a number of tenants declined to use a computer and needed assistance. CBH utilized the assistance of Village Voices in the Community and had also worked with RCCE. There was a proactive approach to undermine alienation by means of visits conducted in client's homes, provision of support and signposting to GPs or mental health professionals. CBH employed specialist staff to interact with older people and they provided a cash incentive of £750 for people wishing to downsize. The forthcoming welfare reform agenda was likely to affect approaching 700 residents in terms of capped benefits or through under occupation and CBH were committed to sustaining these tenancies where possible.

Robert Johnstone, on behalf of the Colchester Association of Local Councils, explained to the Panel his concerns regarding the maintenance of Public Rights of Way, particularly in circumstances where the implications of planning applications on rights of way did not seem to be taken into account.

Tracey Rudling, on behalf of Colchester Community Voluntary Service, explained that the organisation represented around 300 groups across Colchester, covering mental

health, children and learning disabilities. In 2012 £21m had been raised but this amount had been affected by the economic climate. She was of the view that where an organization was providing positive outcomes, it should continue to receive funding. Some voluntary groups preferred to remain in the voluntary sector, however fewer groups were coming forward to address unmet needs. She was of the view that people were still fearful of computers and this situation needed to be worked on in terms of timeback arrangements or reciprocal giving. The community transport scheme that CCVS had initiated had grown 450% year on year with 46,000 trips provided in 2012 compared to 21,000 in 2011. This scheme successfully provided access to healthcare, leisure facilities and train stations and to town for younger people. There was an aspiration for shopper buses but there was fear that this would contribute to the closure of local shops. She felt there was a need for more carers to help the elderly access transport and CCVS were working with a mini-bus club to address this need.

Ms Rudling responded to a number of questions from members of the Panel, in particular in relation to:

- The need for increased use of community bus services in order to secure their viability for the future
- The possibility of working with neighbouring rural communities such as in Suffolk or in Maldon in order to increase take up of transport schemes
- The possibility of offering other forms of advice such as to resolve legal issues in order to assist local communities.

*RESOLVED* that –

- (i) All the guests be thanked for their valuable contributions to the meeting
- (ii) The various issues identified in relation to the rural communities be acknowledged, with particular emphasis being given to the problems associated with access to the internet.

## **26. Work Programme 2012-13**

The Panel considered a report by the Head of Corporate Management giving details of the Panel's current work programme. The programme has been updated since the previous meeting of the Panel to reflect the decisions that were made and current circumstances.

The Panel was also brought up to date on the latest situation regarding each of the Task and Finish Groups and tribute was paid to the useful work undertaken by all of the Councillors involved.

The Panel was invited to consider and identify potential issues for inclusion in the Work Programme for the Panel for the forthcoming Municipal Year.

*RESOLVED* that –

(i) The contents of the report and the current situation regarding the work programme be noted

(ii) Arrangements be made for the political groups to consider and identify issues for inclusion in the Work Programme for 2013-14.



## Policy Review and Development Panel

Item

7

17 June 2013

Report of	Head of Commercial Services	Author	Sam Preston ☎ 282707
Title	Environmental Sustainability Strategy		
Wards affected	All wards		

**The Panel is invited to review the past achievements of the Council with regards to environmental sustainability with a view to making recommendations to Cabinet on the development of a new Environmental Sustainability Strategy.**

### 1. Actions required

- 1.1 To note the past achievements of the Council with regards to environmental sustainability and climate change.
- 1.2 To note the national, regional and local context and priorities around environmental sustainability and climate change.
- 1.3 To make recommendations to Cabinet on the development of the Council's new Environmental Sustainability Strategy.

### 2. Reason for scrutiny

- 2.1 The Council's Nottingham Declaration Strategy and Carbon Management Programme have now come to an end, leaving an opportunity for the Council to review its achievements and plan for the future. Review of progress to date at this stage will enable panel members to inform the development of a new strategy and will allow for open discussion around the local priorities in terms of environmental sustainability.

### 3. Background information

- 3.1 The Council has historically been highly committed to its environmental responsibilities and has undertaken a number of key projects to reduce its own CO<sub>2</sub> emissions, support local communities and businesses to reduce their emissions and save money on energy bills and to understand the potential long term impacts of climate change.

#### 3.2 The Council's CO<sub>2</sub> emissions

The Council took part in the Local Authority Carbon Management Programme with the Carbon Trust with a target to reduce CO<sub>2</sub> emissions from buildings and operations by 25% by 2012 (2,333 tonnes of CO<sub>2</sub>). The Council exceeded this target with a total reduction in CO<sub>2</sub> emissions by 26% (2,444 tonnes).

#### 3.3 Community leader

The Council undertook a number of projects to raise environmental awareness within communities and businesses as well as supporting them to access grants and funding to

implement energy saving projects. It is difficult to account the true impact of this work, however data provided by the Department for Energy and Climate Change shows that emissions in the Borough reduced by 16% between 2005 and 2010.

### 3.4 Current/future schemes to note

Green Deal/ECO – The Government launched the Green Deal and ECO schemes to provide an affordable way for households to install energy saving measures. Green Deal offers a long term loan for energy saving measures where the energy savings generated will exceed the loan repayments. ECO supports this by offering grant funding for hard to treat properties or for people who are unable to pay (based on set criteria).

Climate Local – This is a re-launch of the Nottingham Declaration. Local authorities are encouraged to sign up for the scheme which commits them to taking action on climate change mitigation and adaptation. So far over 50 councils have signed up.

Home Energy Conservation Act (HECA) – The Government revised guidance on HECA in 2012 to move from a data gathering process to a local priority and action planning system. The Council has submitted an action plan which sets out how it will support the improved energy efficiency in homes within the borough.

Energy switching schemes – The Council has started a scheme with iChoosr to offer an energy switching solution for residents in the borough to access cheaper energy deals. Residents can register with the scheme at set points and are then put forward as a collective with other running schemes to energy providers. Energy providers then enter an auction and the most competitive provider wins. Residents are then offered energy deals through this and can choose to switch to this new provider. Based on previous auctions run by iChoosr residents may be able to save over £100 by switching through the scheme.

## 4. Invited guests

### 4.1 The following external guests have been invited to the panel meeting to assist the panel with the deliberations:-

David Webb – Sustainability East

The organisation launched in April 2011 to bring together elements of Climate East - the regional climate change partnership - and the former Sustainability East. David will be discussing sustainability and climate change from a national and regional perspective giving an insight into government priorities and large regional programmes that could influence Colchester's Strategy going forward.

Paul Hinsley – Essex County Council

Paul will be discussing the major projects that Essex County Council is currently working on with regards to sustainability including climate change mitigation and adaptation.

Andrew Wilkinson – En-form

En-form is a local environmental charity which runs a number of projects to encourage residents and communities to be more sustainable. Andrew will be discussing some of the projects that they have successfully run whilst giving an insight into local need.

## 5. Strategic Plan references

### 5.1 This report links to the Strategic Plan priority to be Cleaner and Greener.

### **13. Other Standard References**

- 13.1 Having considered consultation, publicity, financial implications, equality, diversity and human rights, health and safety, community safety and risk management implications, there are none which are significant to the matters in this report. All of these implications would be fully reviewed for any subsequent Sustainability Strategy.

### **Background Papers**

- Appendix 1 – Nottingham Declaration Action Plan update  
Appendix 2 – Colchester HECA Action Plan



March 2009



# Nottingham Declaration Action Plan



## Priority 1 – Reducing our carbon footprint

Workstream	Action	Cost	Outcome/updates	Timescale
Carbon Management Programme	Complete building projects to reduce CO2 emissions by 25% by 2012	Various project costs	<p>The programme was complete in 2012 and the Council exceeded the target by achieving a reduction of 26% overall. The projects offer financial benefits through savings in energy bills.</p> <p>Key projects included:</p> <ul style="list-style-type: none"> <li>- Refurbishment of the fitness pool at Leisure World</li> <li>- Installation of PowerPerfector at various sites</li> <li>- Replacement of cremators</li> <li>- Replacement of heating at the Natural History Museum</li> <li>- Heating improvements for some sheltered housing schemes</li> <li>- Improvements to lighting in Rowan House</li> <li>- Multi-story car park lighting replacement</li> <li>- Replacement of heating and new insulation at Colchester Castle</li> <li>- Replacement of the roof and windows at Mercury Theatre</li> <li>- Replacement of corporate vehicle fleet</li> <li>- Installation of PV systems at sheltered housing schemes</li> </ul>	Complete 2012
Sustainability Action Group (SAG)	Progress through the Energy Saving Trust 1:1 support programme to deliver more sustainable services	No direct cost – officer time only	The Council has reviewed all of its services to establish what sustainability improvements are in place. An action plan is now being taken forward through the SAG and progress is being made through a number of key actions.	Complete 2010
Travel Plan	Provide smarter driving training for regular car users	No direct cost (provided by Energy Saving Trust)	The Energy Saving Trust provided 16 smarter driving lessons for Council employees who regularly drive for work. Lessons can help to improve fuel efficiency by as much as 20%.	Complete 2010

Waste and recycling collection	Using biodiesel in the waste and recycling fleet and introducing Chemocol fuel additive to improve efficiency		Chemocol generates annual savings of 44 tonnes of CO2. The Council uses a proportion of biodiesel in the waste and recycling fleet.	On-going On-going
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## Priority 2 – Becoming a community leader

Workstream	Action	Cost	Outcome/updates	Timescale
Colchester2020 Carbon Challenge	Colchester2020 Carbon Challenge assembly meeting	No direct cost – paid for by Colchester2020	The event helped to raise awareness and launch the Carbon Challenge which aims to reduce CO2 emissions across the borough by 30% by 2020	Completed March 08
Colchester2020 Carbon Challenge	Colchester2020 business breakfast	No direct cost – paid for by Colchester2020	Raising awareness of carbon reduction to local businesses by bringing them together to share best practice and offer advice and information.	Completed November 08
Cred Essex	Obtain 2000 energy saving pledges from local people	No direct cost – officer time only	Pledges help to raise awareness of simple changes people can make to help reduce carbon emissions whilst saving money on energy bills. The Council collected 2937 pledges which would achieve a saving of 116 tonnes of CO2 should the people carry out their pledged actions.	Complete 09/10
Raising awareness – local community/ residents	Promotional events	No direct cost – officer time only	The Council has taken part in and held a number of promotional events to help raise awareness of carbon reduction and energy efficiency including: <ul style="list-style-type: none"> <li>- Info point events in the customer service centre</li> <li>- Displays in libraries</li> <li>- Smarter driving events for staff and local businesses</li> <li>- School/community group talks</li> <li>- Culver square sustainability event</li> </ul>	On-going

				Community events/fetes	
Raising awareness – local community/ residents	Tree Planting	Funded externally		<p>The Council supported a project to plant 10,000 trees to help create a green link between North Colchester and the community stadium.</p> <p>The project saw over 100 volunteers from local schools, residents and community groups helping to plant 2,500 trees. The project was taken over after this point by the Parish Council due to resource changes within the council.</p>	Ended Nov 2008
Raising awareness – local community/ residents	Trees for years initiative	No direct cost - Sponsored externally)		The Councils 'trees for years' initiative offers free trees to local residents to promote local tree planting and encourage residents to grow their own fruit and vegetables.	Annual Feb
Raising awareness – local community/ residents	Eco-SOS	£1000		<p>The Eco-SOS was designed to raise awareness of simple and cost effective energy efficiency measures for Colchester households.</p> <p>Three households entered into a competition to save as much energy as possible over a period of two weeks. They were each offered expert advice from the Energy Saving Trust and were given a checklist of tips. The winning household won a free home energy makeover worth £1000.</p> <p>A full area was developed on the Council website and provides a wealth of information about the experiences of each of the households. <a href="http://www.colchester.gov.uk/ecosos">www.colchester.gov.uk/ecosos</a></p>	Dec 2010
Raising awareness – local community/ residents	Town centre roadshow	£200		The Council now holds an annual Sustainability Market which coincides with national Energy Saving Week. The event includes a number of market stalls offering advice and freebies for customers and includes transport, water, energy, the BIG garden, recycling, warm homes and more.	Annual - Oct

				Customer comments were received regarding the success of the events.	
Raising awareness – local community/ residents	Develop publication to go to every household giving energy saving advice	No direct cost – officer time only	January 09	A publication was printed and distributed free of charge by Environmental Publication Services with a range of tips for saving energy in the home. It was sent to every household and business in the borough.	
	Develop Eco-Guide offering a resource of tips and information for local community	£1,200	Sept 09	A guide was developed across all Council services to offer advice on a range of environmental issues such as energy, renewables, recycling, food waste, transport and local leisure. The guide is given out at local events and is available as an interactive version online – <a href="http://www.colchester.gov.uk/ecoguide">www.colchester.gov.uk/ecoguide</a>	
Raising awareness – local community/ residents	Climate change area on website	No direct cost – officer time only	On-going	A full climate change area has been developed on the Councils website giving advice and tips, information and update on Council/local activity. A move towards more social media has been made with the development of a facebook and twitter page.	
Raising awareness – local community/ residents	CBH Green Champions Project	£6000	Complete 2010	A number of champions were trained to give energy and sustainability advice to CBH tenants. They knocked on doors of over 3500 household to help residents reduce carbon and save money in their homes.	
Supporting local businesses	Develop business green doctor scheme to offer free environmental consultant to local businesses	£36,000	Ends March 2011	The Business Green Doctor project was put together between the Council and environmental charity Groundwork. The project received funding through the Local Area Agreement Reward Grant and started in late 2009. A range of promotions to get businesses on board have been carried out and at this point over 45 businesses are taking part in the scheme.	

					The business energy adviser offers a full energy review for participating businesses an in general can identify around a 10% co2 reduction.				
Supporting local businesses		Encourage more sustainable transport for local businesses by offering smarter driving lessons	No direct cost – officer time only (paid for by energy saving trust)		The Council worked in partnership with Energy Saving Trust to hold local events offering transport advice and free smarter driving lessons to local businesses.		September 2010		
Supporting community groups		Support project development and funding applications for local community groups	No direct cost – officer time only		Support has been offered to a number of local community groups to help them access funding and develop local projects.		On-going		
Waste to resources		Promote eco-schools programme to all local schools	No direct cost – officer time only		The eco-schools programme is designed to help schools become more sustainable whilst educating young people to be more environmentally aware.  A range of activities, support and incentives have been developed and has helped Colchester to achieve the highest level of sign up to the programme in Essex. 66 schools in Colchester are registered which is 87% of schools in the borough.  The Council held several events for local schools to share best practice and access further support through a range of organisations.		On-going		
Warm Homes		Promote home insulation and energy efficiency	No direct cost – officer time only		The Warm Homes Project helps to increase the uptake of home insulation across the borough whilst tackling fuel poverty.  The scheme supports around 500 residents per year to access grants and offers on home insulation.		On-going		
Warm Homes		Healthy homes partnership	No direct cost – officer time only		Colchester's Warm Homes Officer is working with Tendring Council to develop a Healthy Homes Partnership. It is a joint referral scheme across a range of partners (including NHS, Fire, Police and more) who can pass contacts on to relevant		Complete/ongoing		

Warm Homes	Develop a project to improve efficiency of hard to treat properties in Colchester	£90,000 (funded by PCT)	agencies when required.	Complete Apr 2010
Warm Homes	Heat Seekers	No direct cost – officer time only	The Council developed a project with the PCT to address excess cold related illnesses by increasing energy efficiency ratings of hard to treat properties in the New Town area of Colchester. Measures such as solid wall insulation, window replacement and new heating systems were carried out for residents suffering from Asthma and COPD.	Complete
Warm Homes	Heat Seekers	No direct cost – officer time only	The Warm Homes team is undertaking a joint project with Heat Seekers who will be providing free thermal images of all Colchester properties to identify homes with high heat loss and encourage them to access insulation grants and subsidies.	Complete

### Priority 3 – Delivering sustainable services

Workstream	Action	Cost	Outcome/updates	Timescale
Customer Service	Channel Migration	TBC	The Council is putting in place a number of measures that will help to reduce the environmental impact of our customer services by reducing the need to travel and lowering paper use including; <ul style="list-style-type: none"> <li>- Improved self service facilities by phone and online</li> <li>- Paperless billing</li> <li>- Move towards electronic forms</li> </ul>	On-going
Transport	CBC to continue to follow their corporate Travel Plan	No direct costs – officer time only	Key achievements are; <ul style="list-style-type: none"> <li>- discounted 12 journey bus tickets</li> <li>- discounted ad hoc train tickets</li> <li>- car park review and changes</li> <li>- awarded Silver Travel Plan award</li> <li>- new cycle shelter and facilities at Rowan House</li> </ul>	On-going

Transport	Support Colchester2020 to encourage local businesses to develop their own Travel Plan	CBC Contribution £11,000	Colchester Travel Plan Club now have 15 members with a total of 12,000 employees, it is projected that there will be a total of 30 members by the end of 2012. Key achievements so far; - Consistent annual 3% reduction in number of staff mainly driving to work across members	On-going
Transport	Encourage low emissions vehicles by offering discounted parking schemes	No direct cost – introduced with other necessary changes to systems	Customers can now received a small discount on their parking in Sheepen Road car park by declaring that they have a low tax band vehicle.  The project is being reviewed and may be rolled out to further car parks in the future.	Complete 2010
Energy Performance of Buildings Directive	Obtain display energy certificates and put in public areas in required buildings	£1,650	These are in place and show the public the energy efficiency of our buildings and will show where improvements can be made.	Complete Oct 08

## Priority 4 – Using our powers

Workstream	Action	Cost	Outcome/updates	Timescale
Spatial Policy	Develop a sound and robust Local Development Framework	£63,227 (inspectors costs) £1000 (room hire) Plus officer time, legal and consultant costs and printing.	Three LDF documents have been found sound and adopted. The Core Strategy sets out a requirement for 15% renewables in developments where viable and for residential developments to build to a minimum level of 3 of the Code for Sustainable Homes and non –residential development to meet a BREEAM rating of ‘very good’. The development Policies DPD supports renewable energy technologies.	Complete Dec 08 (Core Strategy)  Complete Oct 10 (Site allocations and development policies)
Spatial Policy	Develop a Sustainable Design and Construction SPD	No direct cost – officer time only	The Sustainable Design and Construction SPD has been adopted to encourage more sustainable developments in the borough.	Complete 2011



Building control	Enforce energy efficiency standards in new developments Offer support to developers on how to achieve these targets	No direct cost – officer time only	This will ensure that new developments have a minimal impact on climate change.	On-going
Development control	Encourage residents who are applying for planning permission to make improvements to their home to include energy efficiency measures	No-direct cost – officer time only	Tips and information on how to improve the energy efficiency of a home is available on the Councils website. Information will be included on planning approval notices encouraging energy efficiency,	Complete 2011
Procurement	Develop a new procurement strategy that includes sustainability	No direct cost – officer time only	A new procurement strategy has been adopted and includes a section on sustainability.	Completed

## Home Energy Conservation Act (HECA) – Colchester Borough Council

Work stream	Action	Cost	Outcome/updates	Timescale	Lead Officer
Asset Management Council owned housing – Colchester Borough Homes (CBH) and Colchester Borough Council (CBC).	CBH energy efficiency projects to Council housing stock.	To be advised – but will require external funding.	Measures are in place to assess viable projects most significantly utilising funding through ECO, and other relevant schemes. Formal mechanisms have been established such as The Asset Management Group, and The Environmental Initiatives Group which allow CBH and CBC to take projects forward.	2015	EPC and Contract Standards Officer
	Work towards CBH SAP rating target	Officer time only	The current SAP for owned housing stock is 69.15, with CBH/CBC working towards attaining the KPI of 70.	2015	EPC and Contract Standards Officer
	Ensure SAP ratings are completed for 100% of applicable VOID properties (including mutual exchange right to buy properties).	Officer time only	To ensure that all valid void properties have a current EPC, and any existing EPCs are updated as required. At time of publication one third of the housing stock has an EPC.	Ongoing	EPC and Contract Standards Officer
	To identify properties with low SAP bands of F and G (below 39) and to initiate energy efficiency measures.	Officer time only.	Desktop studies to assess data and devise the most appropriate energy efficiency measures. Determination as to how to deal with tenant refusals to planned energy efficiency measures (minimal numbers). Viability model to assess hard to heat properties that require a disproportionate sum of money to effect energy efficiency measures.	2014	EPC and Contract Standards Officer
	To identify properties which have failing energy efficiency measures such as older cavity wall insulation which has deteriorated.	To be advised – but will require external funding.	CBH is formulating a pilot scheme to identify properties that have failed cavity wall insulation, and to determine the most appropriate remedial measures, and avenues of funding.	2015	CBH Asset Manager
	Complete Capital	Programmed costs	The existing capital programme funds the	2018	CBH Asset Manager

	Programme	with existing planned budgets.	replacement of older heating systems such as back boilers, with modern boilers. This improves typically improves the SAP for an individual property by five points, and enables affordable warmth for tenants, and reduces fuel poverty, however, the overall mean improvement in SAP and carbon dioxide reduction will be in very low numbers.			EPC and Contract Standards Officer
	Identify energy efficiency improvements for leasehold housing.	Officer time only.	Carry out SAP assessment to identify suitable energy efficiency measures in particular for any properties that are below SAP 39 (i.e. F and G bands).	2015		
Community engagement	CBH and CBC energy efficiency advice	Officer time only – may need some external funding.	To establish mechanisms to identify and train frontline staff to provide advice to residents who are in fuel poverty or could benefit from efficiency measures.	2015		TBC
	CBH energy leaflet	Officer time only	CBH has existing leaflet – to ensure leaflet is current and disseminated to tenants.	Ongoing		CBH Environment Initiatives Group
	CBC and CBH Website information	Officer time only	Ensure that both CBC and CBH websites are up to date, accurate and valid.	Ongoing		TBC
	CBC Zone Teams events/campaigns	Officer time and potential external funding.	Ongoing events and campaigns to raise awareness of energy efficiency measures.	Ongoing		Zone Teams
Private Landlords	Homefinder – complete energy performance certificates for properties under the scheme	Officer time only	Homefinder scheme – existing scheme to conduct energy performance certificates and ensure that ratings are up to date and accurate. Provide efficiency advice for landlords where properties are rated poor for energy efficiency.	Ongoing and 2015		EPC and Contract Standards Officer
	Landlords Forum	Officer time only	CBC conducts a regular landlords forum that presents an opportunity to educate and inform private landlords about energy efficiency and	Ongoing		EPC and Contract Standards Officer

				initiatives such as Green Deal.				
Funding	Research funding opportunities for CBH/CBC to provide energy improvements for their tenants (including ECO funding) Research funding opportunities for residents to implement energy saving measures	Officer time only  Officer time only and in partnership		CBH has appointed a member of staff to investigate viable funding opportunities through such mechanism as ECO.  Opportunities presented by county wide strategy to be formulated by EEEP. Most notably Green Deal and other schemes.	2014  2015	CBH Asset Manager  Community Welfare Co-ordinator		
Green Deal	Ensure that staff are equipped to offer advice to residents on Green Deal/ECO  Be an active member of the Essex Energy Efficiency Partnership with an agreement to establish a County wide Green Deal scheme	Officer time only  Officer time only		Staff who are in contact with persons of all tenures to be aware of Green Deal and ECO, and to be aware of appropriate advice and referral mechanisms.  Creation of an Essex wide strategy to enable measures to be formulated to consider identification of properties and clients suitable for Green Deal, or other relevant schemes. A full action plan is being drafted and Colchester BC aims to contribute towards the implementation of this	2015  2015	Community Welfare Co-ordinator  Community Welfare Co-ordinator		
Planning/building control	Ensure that new developments are achieving the relevant standard of the code for sustainable homes  Ensure that home owners who are planning on significant home improvement works have regard to energy efficiency	Officer time only		To ensure that new builds are developed to the best possible standards.  Provide relevant advice on the Council website and offer advice on efficiency improvements.	2016  2016	Development/building Control  Development/building Control		

Fuel Poverty	Implement Big Community Switch energy switching campaign	Officer time only	Fuel switching scheme in place, with measures to determine degree of success. Identified actions to feed into alleviation of fuel poverty.	2014	Strategy and Performance Officer
Public Health Role	Strategies and partnerships where energy efficiency and fuel poverty influence health.	Officer time only possible external funding.	Influence of actions upon the improvement of energy efficiency of homes, and the influence upon fuel poverty.	2015	TBC

# Policy Review and Development Panel

Item

8

17 June 2013

<b>Report of</b>	<b>Assistant Chief Executive</b>	<b>Author</b>	<b>Amanda Chidgey</b>
<b>Title</b>	<b>Work Programme 2013/14</b>		<b>☎ 282227</b>
<b>Wards affected</b>	Not applicable		

This report sets out the current Work Programme 2013/2014 for the Policy Review and Development Panel.

## 1. Decisions Required

1.1 The Policy Review and Development Panel is asked to:

- (i) Consider additional issues for review, requiring the support of the Cabinet to their inclusion in the panel's work programme for the year
- (ii) Note the current situation regarding the various Task and Finish Groups

## 2. Alternative options

2.1 This function forms part of the Panel's Terms of Reference and, as such, no alternative options are presented.

## 3. Introduction

3.1 The terms of reference for the Panel involve reviewing and making recommendations on strategies and policies at the request of the Cabinet or a portfolio holder and making recommendations back to Cabinet for decision. In addition the panel can proactively identify issues requiring review and, accordingly, seek Cabinet's agreement as to whether and how they should be examined.

3.2 The Panel's work programme will evolve as the Municipal Year progresses and items of business are commenced and concluded.

## 4. Supporting Information

4.1 By the end of the last Municipal Year the Policy Review and Development Panel had completed a number of policy reviews, during the course of which members had received presentations and concluded detailed discussions on some interesting and stimulating subjects. As such the business identified in the work programme for the Municipal Year had been concluded.

4.2 Items for inclusion in the work programme for 2013-14 need to be agreed and, in accordance with previous practice, Cabinet members and Heads of Service have been asked to look at likely policy areas that could usefully be considered by the Panel as part of their review or development. Any recommendations which come forward will be reported to the Panel for consideration.

4.3 Members of the Panel are encouraged to consider the Council's Policy Framework as a means to identify potential areas of work for the Panel in the future, subject to the endorsement of the Cabinet or relevant Portfolio Holder. The Local Government Act 2000 gave the full Council responsibility for approving the policy framework and the budget. The key statutory elements of the council's framework are the Community Strategy, Crime and Disorder Reduction Strategy, Local Transport Plan, the Local Plan and Licensing. However, a range of other plans and strategies are included in the council's policy framework, either by government recommendation or as a matter of local choice. Details of which can be found on the website [here](#).

## 5. Task and Finish Groups

5.1 The Panel's terms of reference provides for the review of policy either directly by the Panel or by establishing Task and Finish Groups of, say six councillors nominated by the political groups to meet separately and to report on findings within a specified period of time.

5.2 In this instance, the Panel's role is to monitor progress and assess final reports prior to their submission to the Cabinet or the Portfolio Holder. The current situation regarding each of the Task and Finish Groups is set out below:

### Waste Prevention and Recycling Options Appraisal

<b>Members</b>	Nick Cope Mark Cory Sue Lissimore Beverley Oxford Dennis Willetts Julie Young
<b>Chairman</b>	Julie Young
<b>Purpose</b>	<p>This Task and Finish Group was set up to aid the Portfolio Holder for Street and Waste in considering the reduction of the amount of residual waste going to landfill.</p> <p>The Group needed to have particular regard to the types and frequency of materials collected and the issues around the collection of food waste with an emphasis on monitoring the food waste trial agreed in certain areas of the Borough.</p> <p>The Group also needed to consider the types and methods of waste collection services being offered in other similar waste collection authority areas and the levels of recycling performance being achieved. Following the consultation in 2010 it was agreed that the Task and Finish Group's work would continue concentrating, in particular, on:</p> <p><b>Food waste collection</b> – to further explore the benefits of food waste collection and to monitor the one-year trial agreed by the Portfolio Holder for Street and Waste which commenced in November 2011 in Mile End and Tiptree, Greenstead, Fingringhoe and Abberton and Stanway.</p> <p>The Group held four meetings in 2012-13 and agreed to continue to meet to consider the Implementation Plan for the introduction of the Borough wide Food Waste Collection Service.</p> <p>A further meeting was scheduled for 19 June 2013.</p>
<b>Lead Officer</b>	Matthew Young
<b>Start Date</b>	16 August 2011
<b>End Date</b>	To be confirmed

<b>Meeting schedule</b>	28 June 2012, 13 September 2012, 22 November 2012, 19 March 2013 and 19 June 2013
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## 20 mph speed limit

<b>Members</b>	Marcus Harrington Mike Lilley Gerard Oxford Laura Sykes Parish Councillor John Gili-Ross
<b>Chairman</b>	Gerard Oxford
<b>Purpose</b>	<p>The Task and Finish Group had been formed to look into the introduction of 20 mph speed limits in the Borough.</p> <p>The Group submitted its findings to the Panel in September 2010 when discussions had taken place with officers from Essex County Council on 20mph limits. It had not appeared to be an Essex County Council priority, especially on an area wide basis.</p> <p>In 2012 statements from the Government had indicated that they would encourage greater use of 20mph limits for safety and the promotion of walking and cycling. In addition, Essex County Council Colchester Local Highways Panel had indicated its support for the demand for the implementation of 20mph speed limits within local communities to be discussed by Colchester Borough's Task and Finish Group. In order to move forward with the issue again the 20mph Speed Limit Task and Finish Group was reconvened.</p> <p>At its meeting on 19 April 2012 the Group agreed a revised objective: "To implement 20mph speed limits in local Communities which desire such limits, with benefits for road safety, social cohesion, promoting walking and cycling and community health."</p> <p>The Group was due to report to the Local Highways Panel on 27 June 2013 after which a further update would be submitted to the Policy Review and Development Panel.</p>
<b>Lead Officer</b>	Paul Wilkinson
<b>Start Date</b>	End of 2008 / start of 2009
<b>End Date</b>	Final report submitted to Cabinet 20 October 2010
<b>Meeting schedule</b>	19 April and 7 June 2013

## 6. Strategic Plan References

- 6.1 The Council recognises that effective local government relies on establishing and maintaining the public's confidence, and that setting high standards of self governance provides a clear and demonstrable lead. Effective governance, of which the review and development of policy are parts, underpins the implementation and application of all aspects of the Council's work.

## 7. Standard References

- 7.1 There are no particular references to publicity or consultation considerations; or financial; equality, diversity and human rights; community safety; health and safety or risk management implications.



**Policy Review and Development Panel  
WORK PROGRAMME 2013/14**

	<u>17 June 2013</u>		<u>5 August 2013</u>	<u>16 September 2013</u>
<b>Policy Initiatives</b>				
<b>Review of Corporate Policies</b>	Environmental Sustainability			
<b>Task and Finish Groups</b>			20 mph speed limit // Update	

	<u>4 November 2013</u>		<u>13 January 2014</u>	<u>10 March 2014</u>
<b>Policy Initiatives</b>				
<b>Review of Corporate Policies</b>	Equality and Diversity // Annual Report			
<b>Task and Finish Groups</b>				

<b>Task and Finish Groups</b>	<b>Membership 2013-14</b>			
Waste Prevention and Recycling Options Appraisal	Councillors Cope, Cory, Lissimore, B. Oxford, Willetts and J Young			
20 mph	Councillors Harrington, Lilley, G Oxford, L Sykes and Parish Councillor Gili-Ross			

