

Supplementary Committee Agenda



Safer, Cleaner, Greener Scrutiny Standing Panel Thursday, 7th April, 2011

Place: Committee Room 1, Civic Offices, High Street, Epping

Time: 7.30 pm

Committee Secretary: Adrian Hendry, Office of the Chief Executive
email: ahendry@eppingforestdc.gov.uk Tel: 01992 564246

7.a Minutes from the Green Corporate Working Party and the Green Infrastructure Working Group (Pages 3 - 18)

(Director of Planning and Economic Development) Attached are the minutes from the Green Corporate Working Party (GCWP) and the Green Infrastructure Working Group (GIWG) for the Panel's information:

GCWP Minutes for 17 August 2010; 1st October 2010; 21 December 2010 and 3rd February 2011.

GIWG Minutes for 30 July 2010 and 1st December 2010.

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Agenda Item 7a

EFDC GREEN CORPORATE WORKING PARTY MINUTES

DATE: August 17 2010
TIME: 2.30pm
VENUE: The Conference Room, Civic Offices

Chair: Sarah Creitzman (SC)

Attending: Mike Tipping (MT), Mike Warr (MW), Dawn Jolley (DJ), Ann Kossick (AK), Cllr Penny Smith (PS) Tom Carne (TC), Chris Overend (CO), Kassandra Polyzoides (KP)

Minutes: Elizabeth M Thomas (EMT)

Apologies for absence	Action
<p>Lewis McGann (LMG), Ian White (IGW), John de Wilton Preston (JP), Brian Bassington (BB), Jim Nolan (JN),</p> <p>Noted that Paul Hewitt, Countrycare Manager, has left to take up a position with the National Trust.</p>	
<p>Matters arising from last meeting</p>	
<p>Minutes agreed..</p>	
<p>KIoE 3.1 Use of Natural Resources</p>	
<ul style="list-style-type: none"> • KIoE 3.1 : EFDC has attained Level 2. Audit Commission is being abolished – more at a later date. 	
<p>Climate Change Strategy</p>	
<ul style="list-style-type: none"> • CCS: SC to get a focus group together before next GCWP meeting. • Terms of Reference: SC has been studying these. Recommendation to revamp them as they were very specific in the early days. Key aims – to rewrite the climate strategy and monitor and update it. <p>Comments: MT: if the strategy is right, so will the projects that spin off it. KP: asked for strategy to be recirculated with minutes, to help review it. Also we must be sure that it is up to date with new legislation. JP & SC to discuss. Acknowledged that fulfilling statutory obligations and crystallising what we as a council want to achieve are initial objectives. The plan will encompass carbon reduction as well as climate change. MT: Members will ultimately decide strategies. SC: Open to suggestions of what we need to strive towards our goals. KP: We could do benchmarking with other councils to ascertain progress. SC: Compiling a benchmark list and this will be circulated. TC: Suggested we include what we want to encourage the wider community to do in the terms of reference –consult members and senior managers on this. MT: Let's promote Green Days as Lisa used to do, and give talks to as many local groups as possible to spread the word. KP: Let's flag up what we have achieved and things people can do: with incentives. TC: We can make more of grants and benefits for green-friendly activity too. SC: We should also involve Waste & Recycling department in this.</p>	<p>JP SC</p> <p>SC</p>

<p>MT: Schools too: Essex County Council have a School Awareness green scheme, it's really popular and it introduces kids to the issues at a young age. We could do something that would link to the National Curriculum.</p> <p>MW: Maybe we shouldn't try to be too specific: just say we welcome discussion and action on all green issues.</p> <p>TC: Audit Commission is to be disbanded: let's see what kind of targets their replacement has. Local targets set by ourselves might go well with the Government.</p> <p>CO: Definitely we should be more outward-looking in the community, not just reacting to what central Government says.</p> <p>TC: Look at local issues – water usage, traffic, low rainfall – for a localist approach.</p> <p>KP: Local Enterprise Partnerships might help us- see what their procedures are.</p>	
<p>Travel Plans: Update</p>	
<p>Covered since introduction in September 2009:</p> <ul style="list-style-type: none"> • Staff car parking policy • Cycle racks • Showers • Home working • Business travel plans • More public transport for staff concessions. <p>Car park arrangements will be finalised when the last accommodation changes take place (Oct-Nov 2010).</p> <ul style="list-style-type: none"> • On-site parking for essential/ designated users will still exist • Car sharers, cyclists, bikers will have priority parking • All staff living in Epping (within 20 minutes of Civic Offices) will not be eligible for a parking stall • Reserved parking spaces will be abolished • Blue Badge Holder spaces will be kept • Hemnall Street Staff will be accommodated for • Parking stall waiting list to be abolished <p>Comments</p> <p>MT: We can't accommodate all staff – e have more officers than spaces! So a policy was worked out around all those who need a car to do their job.</p> <p>PS: It will take some time to bed in, as it's such a car-based culture.</p> <p>TC: Existing staff will retain existing rights and new staff won't expect anything more.</p> <p>CO: Funds for the cycling facilities and showers will come from the O2 staff welfare fund. Works are approved and will tie in with the staff rec room revamp. The travel plan will be reported on an ongoing basis.</p> <p>PS: Cycle pumps will be introduced too outside the Civic Offices, if we get a mayor.</p>	
<p>Green Fleet Review</p>	
<p>SC: I'm meeting Paul Spencer: there is funding for 50 greener driving lessons for staff who need them (ie those who clock up the most business miles).</p> <p>PS: It should be first come first served, the course is excellent and demand should be high.</p> <p>SC: I will raise awareness and look for volunteers.</p> <p>MT: All the fleet drivers should do the course.</p> <p>DJ: If they do, that fact could be keyed into the carbon strategy as a requirement.</p>	<p>SC</p> <p>SC</p>
<p>Renewable training for planning officers</p>	
<p>More next time.</p>	

Renewable energy & feed-in tariff	
<ul style="list-style-type: none"> • SC has information sheets for this. • Councils could get involved in feed-in tariffs for renewable energy • Carbon Action Network (CAN) has studied this issue; SC liaised with them. • CAN could give a presentation next time and pool ideas and opinions. • CAN do NI187 surveys, so this would be very beneficial to us. <p>Comments:</p> <p>MT: We could aim for a feed-in scheme this time next year and prepare the budgeting now. There is plenty of study to do – we should see who it could apply to in the wider area.</p> <p>AK: This could be packaged for our housing stock, depending on the refurbishments.</p> <p>DJ: People wouldn't lose the energy they make, they would just feed it into the Grid.</p>	
Any other business	
None	
Date of next meeting	
Next meeting scheduled for September 28 2010, at 2.30pm in Conference Room.	

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EFDC GREEN CORPORATE WORKING PARTY MINUTES

DATE: October 1 2010
TIME: 2.30pm
VENUE: Committee Room 1, Civic Offices

Chair: John de Wilton Preston (JP)

Attending: Ian White (IGW), Sarah Creitzman (SC), Mike Tipping (MT), Mike Warr (MW), Dawn Jolley (DJ), Cllr Penny Smith (PS), Kassandra Polyzoides (KP),
Minutes: Elizabeth M Thomas (EMT) Dominique Pharoah (DP)

Welcome to: Bruce Pittingale of Carbon Special Reserve, giving a presentation today on Feed-In Tariffs (notes attached)

Apologies for absence

Lewis McGann (LMG), Brian Bassington (BB), Jim Nolan (JN), Tom Carne (TC), Ann Kossick (AK), Chris Overend (CO)

Matters arising from last meeting

- Minutes agreed.
- Climate Change Strategy to be recirculated.
- SC & JP have discussed the sub-group that will take the strategy forward.
- Sub-group will consist of 4 people: SC, TC, MW, DJ
- A benchmarking list of other councils is available.

Action

Climate Change Strategy

- Sub-group to meet on November 2nd.

Sub-group

Green Champions

- Discussed what Green Champions (GCs) can do: SC has resources to hand.
- Samples of posters and stickers circulated.
- Sharon Lekha has suggested teaching GCs about smart print & paper techniques.
- GCs to be picked from all Directorates.
- JP to discuss Green issues & GCs with other Directors & Management Board.
- KIoE indicates that we should have GCs.

Sub-group

Comments:

- KP: GCs should be linked to Climate Change & Carbon Reduction strategies.
- JP: I'll take our soundings to Management Board in 4 weeks time.
- DJ: The sub-group could give Management Board a list of priorities and they can feed back on the ones they need us to action first.
- MT: Good idea, working from the bottom up often helps! The 5 year plan for maintenance was primarily about finance but it had a knock-on effect for the environment. The sub-group and Green CWP must get through normal Council processes especially if finance is involved, including Scrutiny.
- DJ: can the sub group please have policies generated by other authorities, to study so we can discuss options.
- JP: As a Council we are thinking greener and are more conscious of carbon, efficiency etc than 10 years ago.
- DJ: materials and practices are geared to be more efficient now any way.
- IW: Sustainability is more commonplace, the WWF recently did a freedom of information request regarding sustainable sources of wood in the offices.

- KP: We do lots of small things too, like using our own cups at vending machines.
- PS: Strategies should be seen by businesses and households across the district, and then they'll educate people.
- IW: Directorates appointing GCs will make this corporate.
- KP: Each directorate should appoint before we do the strategies, so they can be a part of the processes.
- MW: Can people nominate themselves?
- DJ: We should start aspects of the strategy small.

Presentation: Feed-In Tariffs

By Bruce Pittingale

Green Fleet Review update

- E-mail has been circulated by SC re driving training – 22 responses received. **SC**
The course will run over 2 days in December 2010 to be arranged by SC.

Renewable training for planning officers

- Progress being made with essential car users, and we are looking at various training issues.
- Anglia Ruskin University has been working on this over the last 3 years, recent topics being renewability and green working issues.
- EPOA are running some free courses soon, information has been circulated and can be redistributed to GCWP, please see Sarah King in Planning.

Any other business

- 10/10/10/: are we doing anything to mark this? 10:10 campaign for Carbon Reduction, we could choose a single effective action for this. Suggested sweep of monitors/ PCs to make sure they are switched off.
- It would be a good day to launch GCs, but the scheme is not ready yet.
- Agreed to see 10/10 website for information.
- Need to see how to take feed-in tariffs forward to EFDC decision-makers.
- Weigh up what Carbon Special Reserve offers, SC budget, and the 5-year plan and budget for improving facilities at Civic Offices.
- IW: we should investigate the potential of PV (solar cells?) on buildings and present that to Members.
- DJ: start with our own building first to show the public we're committed – and how it works – before rolling out. What other sites can we use?
- MT: Langston Road Depot will have internal relocation, so we could build renewable energy into that.
- PS: I'd prefer to see all the costs and figures first before doing anything, plus the first 5 years are the most expensive: having said that Carbon Special Reserve has a portfolio of good clients.
- DJ: we could approach an authority that has already embarked on it.
- Agreed to study what we have heard today and produce reports – and to include findings in forthcoming drafts of the strategy.

Date of next meeting

Next meeting scheduled for November 9 2010, at 2.30pm in Conference Room.

EFDC GREEN CORPORATE WORKING PARTY MINUTES

DATE: December 21 2010
TIME: 2.30pm
VENUE: Conference Room, Civic Offices

Chair: John de Wilton Preston (JP)

Attending: Tom Carne(TC), Sarah Creitzman (SC), Mike Tipping (MT), Janet Twin (JT), Mike Warr (MW), Gary Woodhall (GW)

Minutes: Dominique Pharoah (DP)

Apologies for absence	Action
Lewis McGann (LMG), Brian Bassington (BB), Jim Nolan (JN), Penny Smith (PS)	
Matters arising from last meeting	
<ul style="list-style-type: none"> • Minutes agreed. • Climate Change Strategy Sub Group met on 2 November. • SC arranged Smarter Driving; including JP. Suggested others on the Group should also take part, so that they can take the lead.. 	
Climate Change Strategy	
<ul style="list-style-type: none"> • Sub-group. • Future of various National Indicators is unclear. 	Sub-group continuing to work.
Green Champions	
<ul style="list-style-type: none"> • Management Board had discussed what Green Champions (GCs) can do: in essence it is those on the GCWP who are now the Champions. 	Sub-group to discuss
<u>Porters</u>	
<ul style="list-style-type: none"> • The various members of the Party had a substantial discussion about some of the information which had been gleaned from the Environment Agency's website concerning the amounts being recycled by Porters, the degree to which compacted material could then be split into different types of recyclables, and the PR considerations. • MT was still trying to secure a visit to Porters at Waltham Cross, and it was agreed that a sub group actually seeing and photographing what happened would be very helpful. 	MT
Green Fleet Review update	
<ul style="list-style-type: none"> • The Smarter Driving training course had successfully run over 2 days in December 2010 and a filmed example of the training had been created. There were clearly far more staff who would benefit from the training. 	SC
Renewable training for planning officers	
<ul style="list-style-type: none"> • EPOA/ Anglia Ruskin University are running some free courses soon, information has been circulated and can be redistributed to GCWP, but one needs to register with Sarah King in Planning. 	SK
Any other business	
<ul style="list-style-type: none"> • Councillors were due to consider budgets, and cuts, but also reports concerning the Feed in Tariff, the work plan for Facilities Management 	

and the Area based Climate Change grant shortly.	
Date of next meeting	
Next meeting scheduled for February3 2011, at 2.30pm in the Conference Room.	

EFDC GREEN CORPORATE WORKING PARTY MINUTES

DATE: 3rd February 2011
TIME: 2.30pm
VENUE: Committee Room 2, Civic Offices

Chair: Sarah Creitzman (SC)

Attending: Janet Twinn (JT), Tom Carne (TC), Ann Kossick (AK), Dominique Pharoah (DP), Gary Woodhall (GW), Cllr Penny Smith (PS), Ian White (IW)

Apologies

Matters arising from last meeting

Porters update – Mike Tipping has managed to get in touch with Porters and they have given permission for 6 people to attend a tour of the Waltham Cross site. Ian Almond, Mike Tipping, Cllr Penny Smith, Tom Carne, Sarah Creitzman and Cassandra Polyzoides will be taking the spaces, with a possible further visit being arranged for others that want to go. SC to put forward possible dates to Mike Tipping. Members asked if 3rd week of Feb could be avoided and the issue of whether a camera can be used at the site was raised. This will need to be checked with MT

Action
SC

Agenda

Green Champions

Members were happy to take on the responsibility of Green Champions. AK and GW took some posters and stickers to put up in their rooms. It was agreed that all would monitor the equipment in their sections to ensure it was not being left on standby, also that double sided printing was carried out wherever possible.

All

Climate Change Strategy

Still awaiting steer from government on the direction of the new indicator set. So far a new way of displaying Council energy data is being consulted on by DECC. When more is known, SC will continue work on the new Climate Change Strategy.

Renewable Training for Planning Officers

No interest in the courses, except for SC and maybe AK. SC will circulate amongst the Planners in DC again, just in case any of them change their minds.

SC

Environmental Training for Staff and Councillors

Cardinus training available on free evaluation basis, which allows 5% of workforce to take the training for free, provided that they agree to evaluate the course afterwards by email. Suggestions made for who should take the training were: All GCWP, Facilities Management, Janet Twin's staff, TC also mentioned Tony O'Connor and Jackie Close. SC to forward email addresses of those taking part to Cardinus.

SC

Date of next meeting

Next meeting scheduled for 29th March 2011 at 2.30pm in Committee Room 2.

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Management of Green Infrastructure Working Group

Minutes of the meeting held on 30th July 2010 in Training Room at Hemnall Street

Present: Laura MacNeill Jo Ellis Phil Hawkins George Haley Chris Neilan
Paul Hewitt

Absent:

Copy to: John Preston, Planning - for information Abigail Oldham

<p>1. Apologies for Absence – Ben Meuli K Durrani S Stranders (Melinda Barham & Robin Hellier to attend alternate, Abigail Oldham will attend for Countrycare)</p> <p>2. Minutes of Last Meeting Minutes of last meeting, held 3rd March 2010, were read and agreed.</p> <p>3. Matters Arising</p> <p>3.1 Use of Natural Resources PH reported auditors had said little of evidence of what we said. Management of open spaces and nature reserves came out good though. PH felt it would still need to be all completed (won't go away) but any future information required needs evidence.</p> <p>3.2 Bobbingworth Tip Shared tractor didn't happen, now not enough money as needed for remedial work. Twice a year cut – PHaw asked to quote but equipment not big enough. Contractor has done it now but wasn't much to cut. As PHew going it may fall on CN and AO to advise KD. AO/Nicola will liaise with volunteers, managing it will be SS (350 per hectre x 6 or 7).</p> <p>3.3 Lindersfield Fence is ours, so we should repair (which has been done). Featherboarding – keep stock.</p> <p>3.4 Theydon Grove Pond PH got AGA report, report circulating desilting etc - £28,000 – no go on this. SS sent out a further report telling us to be careful what we do. Need to know what this is for – no money – land drainage will need to monitor for the future, PHaw has put up warning signs around pond. Meeting with drainage (include CN), LM to discuss further. Tree work done by TF in conjunction with RH (PHaw says thanks for that). Poplars (we reduced one) may need looking at.</p> <p>3.5 Longfields Was discussed at Drainage Meeting, BM will be monitoring.</p> <p>3.6 Centric Parade Trees now in, being watered, four planted (Ginko) looking good.</p> <p>3.7 Chigwell Row Pipe Pipe went in, so hopefully will now be ok.</p> <p>3.8 Broadway TCE GH had given details (one tree snapped) removed. Lee is aware of dead ones.</p> <p>3.9 TPO's Pro printer layer – Rob to speak to Chris N.</p> <p>3.10 Buckhurst Hill – Tree Wardens Arboretum Tom F to ring him (Tree Warden) as they want to be introduced, we have got some planned works down there. GH will speak to Tom. Job spec to give to them so know what to do. Possibly move boundary line to include area just outside the arboretum. Re draw line on agt.</p>	<p>CN/AO</p> <p>GH/PH</p> <p>JE/RP</p> <p>GH/TF</p>
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<p>3.11 Commuted Sum</p>	<p>Discussion concerns as to what happens when funding runs out – budget implications.</p>	<p>PH/GH</p>
<p>3.12 High Street Epping</p>	<p>Spoke to TB at Highways meeting and he was happy re tree pruning. CN looking at pleaching – TB was concerned about funding pleaching ongoing maintenance? CN felt it would cost less as less maintenance – CN has paid for initial pleaching from his fund. Dispute is what work was done this was done on word of mouth, quoted works on verbal. If we redo, where is funding coming from? £800-£1200 (London Plane) (Highways meeting 9th September). Discuss with Highways before meeting (work needs to be done on a Sunday). Need a spec and photos indicating what needs to be done. CN will do spec (Chris can be available on the day if needed), agreed that they thought that future maintenance would be cheaper. Would need doing every 2/3 years?? Idea to keep off properties, would need to be quoted works each time (may not then need to do them on a Sunday).</p>	<p>GH/CN</p>
<p>3.13 Section 106 Ongar</p>	<p>LM just monitoring.</p>	<p>LM</p>
<p>3.14 Green Corporate Working Party Minutes</p>	<p>Noted</p>	
<p>4. Drainage Chigwell Row Rec</p>	<p>Step the ditch ? in future and agreed programme.</p>	
<p>5. Biodiversity Action Plan</p>	<p>PH has produced plan (attachment – PH will send JE PDF) – attachment not received check with AO.</p>	<p>AO</p>
<p>6. Tree Policy Document</p>	<p>Went to safer, greener, cleaner. Need to add Veteran Tree Project. Felt not so many printed copies would be needed (as it's on website), draft document to go back to panel. Need to be written up by November/December – people to write up their bits (LM had sent out on 18/6 to all). CN will liase with Abbie Oldham, policy from planning – put in a link to other planning. Come back to LM re if can meet November deadline.</p>	<p>ALL</p>
<p>7. Open Space and LNR's</p>	<p>PH to send through list of spend to JE (then can OK and do journal). Grange Farm gone quiet from our point of view. Management Grange Fund Trust. The building being constructed at moment. EWT not sure if they will be based there. CN involved from planning aspect.</p>	<p>PHew/JE</p>
<p>8. Chigwell Row Wood</p>	<p>Motorbikes; smashing down fences, gates. Meeting needs to be held with Countrycare and Tom or Phil. Michael Richardson to try to discuss action.</p>	<p>PHew/PHaw</p>
<p>9. Roding Valley</p>		
<p>9.1 Lake</p>	<p>Funding from E.A. £20k may get further £10k – installation of 2 reed beds to filter the run off from the houses/pipes. Bank reinstatement have used reed beds so looks more natural. Got predator netting to stop geese eating it. E.A. gave some fish, good small fish. Further scheme PH drawing up to be submitted to E.A. Letters gave out to various clubs to see if anyone is interested to run fishing club.</p>	<p>PHew</p>
<p>9.2 BHPC Agt</p>	<p>Options 1) We take it back, 2) Take it back and get funding or 3) Do nothing (not really option). Cllrs meeting with BHPC: Cllrs – awaiting outcome – can't do emergency works as didn't agree to give us money.</p>	

<p>9.3 Nature Reserve and Essex W Trust On final draft (taken 4 years) waiting for final comments from Grange Farm Centre Trust. P/hew thanked LM for her help. Problems with professional dog walkers – re dog faeces.</p>	
<p>10. Section 106 Agts Revamp of section 106 affects projects report LM had sent to J Preston, LM to resend and copy CN in.</p>	LM
<p>11. Tree Warden Scheme PHew thanked TF for going to meetings. Tree Wardens appreciate him being there.</p>	
<p>12. Any Other Business</p>	
<p>12.1 Roughtalleys wood and TPO Properties at r/o Pike Way – Management Plan, Abbie to send it to CN – single application include in the management plan – then got OK for 5 years. Abbie to liaise with CN and also send plan to GH. CN reported he goes to corporate groups (he reps planning).</p>	AO
<p>12.2 Green Infrastructure Steering Group for Harlow Area (Has statutory groups with Natural England) focus on North of Harlow – project group for the Stort Valley – open space funding/tow path etc. Working group for Epping Forest District (but north of EFDC) may be opportunities to pull in funding projects (AO) to go? Rep from us – needs terms of reference – funding will be more difficult to get. CN can circulate details of next Steering Group, Oct and Working Group in Sept.</p>	AO/CN
<p>12.3 Green Arc Steering Group – Natural England May become more practical, possibility to pull money in for district – corporately. CN could circulate minutes, If PHaw wanted to come along (next meeting at Middleton House, Lea Valley). Essex Wildlife Trust – analysing parts of Essex/Living Landscape). EWT don't sit on Green Arc Group.</p>	CN
<p>12.4 Countrycare Who to liaise with when Phew goes – anything we should know so it gets picked up? Charity report Phew to send us. Lead Officer will be Abbie Oldham. PHew to list areas of work for our info. PHaw to do the same.</p>	PHew/AO/ PHaw
<p>12.5 External funding bids PHew does. Volunteers – work they do (money they saved). The group appreciated Paul's help and all the work etc over the years, wish PH well in his new post.</p>	
<p>13. Date of Next Meeting Wednesday 24th November at 10.00am</p>	

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