

# Public Document Pack

## NOTICE OF MEETING

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# SUSTAINABILITY PANEL

will meet on

**TUESDAY, 31ST JANUARY, 2017**

**At 7.00 pm**

in the

**DESBOROUGH 4 - TOWN HALL, MAIDENHEAD**

TO: MEMBERS OF THE SUSTAINABILITY PANEL

COUNCILLORS MARION MILLS (CHAIRMAN), DAVID COPPINGER (VICE-CHAIRMAN),  
NICOLA PRYER, DEREK SHARP, LYNDY YONG AND SIMON WERNER

### SUBSTITUTE MEMBERS

COUNCILLORS MICHAEL AIREY, GERRY CLARK, PHILIP LOVE, JACK RANKIN,  
EDWARD WILSON, MALCOLM BEER AND LYNNE JONES

Karen Shepherd - Democratic Services Manager - Issued: Monday 23 January 2017

Members of the Press and Public are welcome to attend Part I of this meeting. The agenda is available on the Council's web site at [www.rbwm.gov.uk](http://www.rbwm.gov.uk) or contact the Panel Administrator **Tanya Leftwich** 01628 796345

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## AGENDA

### PART I

<u>ITEM</u>	<u>SUBJECT</u>	<u>PAGE NO</u>
1.	<u>APOLOGIES FOR ABSENCE</u>  To receive any apologies for absence.	-
2.	<u>DECLARATIONS OF INTEREST</u>  To receive declarations of interests from Members of the Panel in respect of any item to be considered at the meeting.	5 - 6
3.	<u>MINUTES</u>  To note the Part I minutes of the meeting of the Panel held on Tuesday 29 November 2016.	7 - 12
4.	<u>OPEN FORUM</u>  Opening remarks by the Chairman on the Panel's role.	-
5.	<u>STEIN PYROLYSIS</u>  A presentation by Peter Stein (Stein Pyrolysis Ltd).	-
6.	<u>UPDATE FROM THE WASTE TEAM</u>  A verbal update by the Waste Manager (Naomi Markham).	-
7.	<u>UPDATE FROM THE ENERGY TEAM</u>  By the Energy Reduction Manager (Michael Potter).	13 - 20
8.	<u>DATE OF FUTURE MEETINGS</u>  The dates of future meetings are as follows (7pm start): <ul style="list-style-type: none"><li>• Monday 6 March 2017.</li><li>• Tuesday 9 May 2017.</li></ul>	-



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## MEMBERS' GUIDANCE NOTE

### DECLARING INTERESTS IN MEETINGS

#### **DISCLOSABLE PECUNIARY INTERESTS (DPIs)**

DPIs include:

- Any employment, office, trade, profession or vocation carried on for profit or gain.
- Any payment or provision of any other financial benefit made in respect of any expenses occurred in carrying out member duties or election expenses.
- Any contract under which goods and services are to be provided/works to be executed which has not been fully discharged.
- Any beneficial interest in land within the area of the relevant authority.
- Any license to occupy land in the area of the relevant authority for a month or longer.
- Any tenancy where the landlord is the relevant authority, and the tenant is a body in which the relevant person has a beneficial interest.
- Any beneficial interest in securities of a body where
  - a) that body has a piece of business or land in the area of the relevant authority, and
  - b) either (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body **or** (ii) the total nominal value of the shares of any one class belonging to the relevant person exceeds one hundredth of the total issued share capital of that class.

#### **PREJUDICIAL INTERESTS**

This is an interest which a reasonable fair minded and informed member of the public would reasonably believe is so significant that it harms or impairs your ability to judge the public interest. That is, your decision making is influenced by your interest that you are not able to impartially consider only relevant issues.

#### **DECLARING INTERESTS**

If you have not disclosed your interest in the register, you **must make** the declaration of interest at the beginning of the meeting, or as soon as you are aware that you have a DPI or Prejudicial Interest. If you have already disclosed the interest in your Register of Interests you are still required to disclose this in the meeting if it relates to the matter being discussed. A member with a DPI or Prejudicial Interest **may make representations at the start of the item but must not take part in discussion or vote at a meeting.** The term 'discussion' has been taken to mean a discussion by the members of the committee or other body determining the issue. You should notify Democratic Services before the meeting of your intention to speak. In order to avoid any accusations of taking part in the discussion or vote, you must move to the public area, having made your representations.

If you have any queries then you should obtain advice from the Legal or Democratic Services Officer before participating in the meeting.

If the interest declared has not been entered on to your Register of Interests, you must notify the Monitoring Officer in writing within the next 28 days following the meeting.

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# Agenda Item 3

## SUSTAINABILITY PANEL

TUESDAY, 29 NOVEMBER 2016

PRESENT: Councillors Marion Mills (Chairman), David Coppinger (Vice-Chairman), Nicola Pryer, Derek Sharp, Lynda Yong and Simon Werner

Also in attendance: Rob McKinnon (Local Partnerships) and Martin Fry (MRF&A / City University).

Officers: Tanya Leftwich, Michael Potter and Naomi Markham

### APOLOGIES FOR ABSENCE

None received.

### DECLARATIONS OF INTEREST

None received.

The Chairman informed everyone present that the meeting was being recorded and that the audio would be made available on the RBWM website.

The Chairman informed everyone present of the fire evacuation procedures and asked that all mobile phones were switched off during the meeting.

### MINUTES

The Part I minutes of the meeting held on the 3 October 2016 were agreed as a correct record.

### OPEN FORUM

Nothing raised.

The Chairman informed everyone present that the Panel's role was to deliver the Council's Sustainability Strategy that had got six separate work streams which were available on the RBWM website (sustainability, energy, water, waste, transport, renewable generation). It was noted that the work streams fed into a list of three main pathways. Members were informed that with regard to water savings the Panel would be receiving an update on the toilet situation.

The Chairman stated that she was pleased the Council had achieved some monetary savings due to the solar panels on the Town Hall roof. The Chairman requested confirmation that the solar panels were in full working order following the fireworks display.

The Hines Meadow lighting savings were also noted.

Members were asked for any ideas or residents ideas on sustainability to be fed into the Chairman.

### SCHOOLS RE:FIT FRAMEWORK

The Chairman welcomed Rob McKinnon (Local Partnerships) to the meeting and invited him to address the Panel.

The Energy Reduction Manager explained to the Panel that he had recently been speaking to Local Partnerships regarding the Re:fit Framework which was now running across the country and specifically working with schools.

Rob McKinnon explained that the Local Partnerships had been asked to work with Re: fit outside of London in 2014/15. Members were informed that the Schools Re:fit Framework programme could be taken to schools in the Royal Borough. It was noted that Buckinghamshire and Hounslow Council had launched Schools Re:fit Framework programmes.

Members were given a brief presentation on the Schools Re:fit Framework.

The presentation covered the following:

- Schools Re:fit Programme.
- What could be offered to schools?
- Experience of working with schools.
- School Energy Efficiency Programme.
- How schools can participate.
- Case Studies.
- Salix Schools Loan Application.

In the ensuing discussion the following points were noted:

- That this process could also support Academies.
- That it was a time consuming process to gather the momentum needed which meant that schools programmes usually resulted in a rolling programme over two years.
- The Energy Reduction Manager, Michael Potter, explained that the Council was now in the monitoring and verification stage of its Corporate Re:fit programme. The first year's figures are currently being reviewed. . It was noted that the Energy Reduction Manager would also soon be looking at the second year's figures. Members were informed that the Energy Reduction Manager felt it to be a different set-up now as to what it was. The Energy Reduction Manager stated that the experience gained over the years regarding the Re:fit Framework was essential to the current Re:fit framework.
- That the Re:fit Framework had been available since 2008.
- That DEFRA were using the Re:fit Framework.
- That the Re:fit Framework was used by the Government, NHS, University's and Councils.
- Councillor Yong informed the Panel that the RBWM had rated 385 out of 389 Councils for air quality. Members were informed that Councillor Yong had attended a presentation at Heathrow which had stated that Heathrow were offering schools a generous package (e.g. funding triple glazing, roofing, etc which would add to energy savings) which Councillor Yong had felt could benefit some of the schools in Windsor. Rob McKinnon explained that if the RBWM could get that grant from Heathrow on behalf of the schools then it would still need to be 'delivered', which was something the Re:fit Framework would allow to happen.
- Rob McKinnon explained that if the Council could compliment funding with Salix and grant funding then a solution could be blended to meet schools differing requirements.
- That Academies had an option of being funded directly via the Education Funding Agency.
- That savings of between 30-50% could be made in schools by changing lighting, insulating boilers, etc.
- That Rob McKinnon worked for Local Partnerships and that Local Partnerships had a 50% share in the Re:fit Framework which enabled projects to be procured whilst Salix helped deliver the funding.



- That Local Partnerships had a fee which was compliant with regard to the Salix loans. It was noted that suppliers were pre-qualified and taken through the process by the Local Partnerships.
- It was noted that three estimates / quotes were initially needed plus a process of validation. It was explained that the framework terms protected the risk element.

The Chairman stated that the Panel would like to see some case studies for similar sized schools so they could work out a case study scenario.

**RESOLVED Unanimously: That the Schools Re:fit Framework be investigated further and more detail be brought back to the meeting in March 2017.**

The Chairman thanked Rob McKinnon for attending the meeting and presenting to the Panel.

#### UPDATE FROM THE WASTE TEAM

The Chairman welcomed the Waste Strategy Manager, Naomi Markham, to the meeting and invited her to update the Panel. The Waste Strategy Manager explained that the main bulk of the rolling campaign with regard to flats where bins were not labelled up well in bin stores would be completed by the end of the week (approximately 700 flats across the Royal Borough). It was noted that it was now clear which bin was for what and what should and should not go in the bins. The Waste Manager explained the flat residents had been left with a recycling storage bag which had worked well in London Boroughs. It was noted that the campaign was also to target the correct bin capacities for flats within the Royal Borough and where possible excess waste bins had been swapped for recycling bins. The Waste Strategy Manager explained that there had been about a 25% contact rate to date officers would be going out again door knocking. It was noted that the contamination rates had been looked at in order to help reduce contamination levels.

The Waste Strategy Manager informed Members that textile collections had started on the 14 November 2016 from kerbside properties. Members were informed that there was a great range of charity shops in the UK so the Council was encouraging people to bag up and label textiles they no longer wanted so they could be collected. It was noted that lower quality textiles could be recycled to wool, etc if they could not be re-used and were often sent outside of the UK.

The Waste Strategy Manager informed the Panel that she had been pleased to see the increase in the volume of food waste collected over the last 10 months (since the campaign had finished at the end of December) of 35% being maintained.

In the ensuing discussion, the following points were noted:

- That there were no financial implications to residents regarding textile contamination in bins at present.
- That the Veolia contract was due for renewal in April 2019.
- That educating residents regarding recycling and contamination issues did help the Council in the long-term.
- That the food waste bags were still available to residents from all Royal Borough libraries, the receptions in the Town Hall in Maidenhead and York House in Windsor.
- That the Council was still not meeting the guaranteed minimum tonnage requirements listed in the food waste contract. The Waste Strategy Manager explained to Members that she was currently in discussions with Veolia to see if there were options to fill it with some commercial food waste and to reduce packaging. It was noted that discussions were also taking place with Re3 to see whether neighbouring authorities could help fill capacity.
- That in 2014/15 there was only a 22% capture rate with regard to food waste in the Royal Borough.

- Councillor Sharp suggested that a new system 'Pyrolysis' be looked into for the Royal Borough in the future.

Councillor Sharp requested that the Waste Strategy Manager emailed the Clerk accurate food waste collection figures (not in a percentage format) so that they could be attached to the minutes.

The Chairman thanked the Waste Strategy Manager for her update and stated that she looked forward to receiving an update at the next meeting.

### UPDATE FROM THE ENERGY TEAM

The Energy Reduction Manager, Michael Potter, referred Members to pages 11-20 of the agenda and explained that the report provided an update and gave the Panel an overview of the progress being made to deliver the Panel's energy reduction strategy.

The key areas covered were noted as follows:

- Building LED Lighting project phase 2
- RBWM Energy Switch to Save
- Town Hall Building Management System (BMS) project
- Water Saving Toilet Trial
- Work planned over the next period until the next Sustainability Panel

In the ensuing discussion, the following points were noted:

- Whether there was a breakdown available of the 750 LED lights in the upgrade project.
- The Energy Reduction Manager informed the Panel that the LED lighting upgrade work would take place overnight and at weekends so as to minimise disturbance to users (e.g. Maidenhead Library users). Members were informed that the out of hours and weekend work would likely be charged at the same rate by the contractor.
- The average household saving with regard to the RBWM Energy Switch to Save Scheme was £244.74.
- Councillor Yong informed the Panel that by taking part in the RBWM Energy Switch to Save Scheme had saved her £860. It was suggested that this example saving should be publicised in the Around the Royal Borough newsletter.
- It was suggested that the next 'push' of the RBWM Energy Switch to Save Scheme should be aimed at the elderly, particularly those not on-line, clubs, etc.
- It was suggested that RBWM Energy Switch to Save Scheme be advertised more by linking it to the Councils recycling scheme, via Community Champions and by being included in the recycling guide currently being produced. The Chairman suggested that a table be set up in the Nicholson's Centre at weekends to help promote the scheme.
- Councillor Yong suggested that some case studies should be collated, ideally using Members from this Panel, to show the savings they had achieved by switching energy suppliers. It was suggested that the Energy Reduction Manager emailed all Members to see if they had switched and that photos be taken of those that had before a Full Council meeting so they could be included in case studies.
- That Ichozer would need to be informed if the Council was going to take part in the scheme – it was suggested that February would be a good time to take part and that the Council should start publicising the scheme in January.
- That the Energy Reduction Manager emailed the Panel in the next week or so with the timescales of the Town Hall BMS projects tender process.
- That the feedback on the water saving toilets from two local authorities had been quite positive with regard to savings made, level of maintenance required, etc.
- Concerns were noted with regard to the availability of spare parts and what would happen if this company went out of business.
- The Panel felt it was not the right time to proceed with a trial of the water saving toilets and that the Energy Reduction Manager should look at investigating cheaper, more sensible options to help save water.

- That the schools energy savings competition would start on the 9th January and run until the 6th February 2017. Councillor Sharp explained that the Baylis Trust were interested to get involved on an annual basis but would first need to see the scheme in a written format. The Energy Reduction Manager agreed to email Councillor Sharp a copy of the full proposal so he could send it onto the Baylis Trust.
- That the Chairman liked the 'drip feeding' process of promoting energy saving awareness messages to staff via screen savers, internal borough bulletins, etc.

That work planned over the next period included:

- Working with shared building services on the Town Hall BMS project.
- Working on the LED upgrade programme phase 2 tender documentation.
- Further development of schools energy saving competition.
- Development of staff energy awareness scheme.
- Further investigations into water saving measures.

**RESOLVED Unanimously; That:**

- i) **The Panel noted the progress made and commented on the proposed work plan over the next period as detailed in paragraph 17.24.**
- ii) **The Panel approved the building LED lighting project phase 2 subject to procurement rules at a cost of £35,000 using the CY03 capital code. Also, that delegation be given to the Head of Community Protection & Enforcement Services, in consultation with the Lead Member for Sustainability, to review any variance of the cost following a tender exercise.**

DATE OF FUTURE MEETINGS

Future meeting dates were noted to be as follows:

- Tuesday 31 January 2017
- Monday 6 March 2017
- Tuesday 9 May 2017

A.O.B.

Pyrolysis

Councillor Sharp suggested to the Panel that his contact regarding Pyrolysis be invited to attend a future meeting so he could present to the Panel.

The Chairman requested that Councillor Sharp emailed his contacts details to herself and the Energy Reduction Manager so contact could be made.

LOCAL GOVERNMENT ACT 1972 - EXCLUSION OF THE PUBLIC

**RESOLVED UNANIMOUSLY: That under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the remainder of the meeting whilst discussion took place on following item 9 on the grounds that it involved the likely disclosure of exempt information as defined in Paragraphs 1-7 of part I of Schedule 12A of the Act.**

The meeting, which began at 7.00 pm, finished at 9.00 pm

CHAIRMAN.....

DATE.....

Title: <b>Energy Reduction Manager Update</b>
Contains Confidential or Exempt Information?: <i>NO - Part I</i>
Member reporting: Councillor Coppinger, Lead Member for Sustainability
Meeting and Date: Sustainability Panel - 31 January 2017
Responsible Officer(s): Andy Jeffs, Interim Strategic Director of Operations Craig Miller, Head of Community Protection & Enforcement Services
Wards affected: All



## REPORT SUMMARY

1. This report provides an overview of the progress being made to deliver the Council's energy reduction strategy.
2. This update report recommends that Members note progress of energy consumption reductions, the Town Hall Solar panel generation, RBWM Energy Switch to Save, Schools Energy Saving Competition, Water reduction proposals and comment on the proposed work plan until the next Sustainability Panel. It recommends that that urinal controls project and the tap flow reduction trial are approved.
3. Recommendations are being made because it is important that Members provide comment and direction on the work being carried out and that the sustainability strategy targets are met.

## 1. DETAILS OF RECOMMENDATION(S)

**RECOMMENDATION:** That the Sustainability Panel notes the report, the progress made and comments on the proposed work plan over the next period as detailed in paragraph 11.22.

**RECOMMENDATION:** That the Sustainability Panel approves the upgrade of the urinal controls for a total cost of £7,120 and a trial of restricting flow to the taps for £300 using capital code CY03.

## 2. REASON(S) FOR RECOMMENDATION(S) AND OPTIONS CONSIDERED

2.1 The Council is currently working towards a four year Sustainability Strategy running from April 2014 to March 2018. The strategy focuses on 6 workstreams including: Sustainability, Energy, Water, Waste, Transport and Renewable Generation. The strategy has three key targets over the four year period which are:

1. Reduce energy use in the Council building estate by 15% in 2017/18 compared to a 2013/2014 baseline.
2. Reduce water usage in the Council's corporate office buildings by 3% in 2017/18 compared to a 2013/2014 baseline.
3. Recycling rates increased to 55% in 2017/18.

2.2 Each year an action plan is drawn up to enable the Council to meet these targets as well as other goals presented in the strategy documents. This update provides a progress report for the energy workstream.

2.3 After the first two years of the strategy the 2013/2014 energy baseline has been reduced by 12.5%. This equates to the Council avoiding just under £130,000 of energy costs over these two years.

### 2.4 Table 1: Report options

Option	Comments
(a) The Council does not work towards the sustainability strategy. <b>This is not recommended</b>	(a) Failing to work towards the sustainability strategy would mean the Council would not be able to meet its legislative commitments, would not be able to continually drive down energy costs and therefore would not be offering value for money for its residents.
(b) The Council works according to the current and any future sustainability strategy. <b>This is the recommended option</b>	(b) The Council will be able to meet all its legal requirements whilst improving the local environment and providing value for money for its residents.
(c) The Council upgrades the Town Hall urinal controls and trials reducing flow to taps. <b>This is the recommended option</b>	(c) The Council needs to reduce water consumption at the Town Hall in order to work towards the overall water reduction target.

### 3. KEY IMPLICATIONS

#### 3.1 Table 2: Target outcome following report

Outcome	Unmet	Met	Exceeded	Significantly Exceeded	Date of delivery
Overall reduction of annual gas and electricity consumption in Council buildings in 2016/17 compared to the 2013/14 baseline.	<11%	11-12%	12.1-13%	>13%	31 <sup>st</sup> March 2017

### 4. FINANCIAL DETAILS / VALUE FOR MONEY

- 4.1 No new funds are being sought through this paper.
- 4.2 Use of existing funds from capital code CY03 of £7,420 are recommended to upgrade the urinal controls and trial flow restricting taps. These projects should yield an annual saving of £3231.

### 5. LEGAL IMPLICATIONS

- 5.1 None.

### 6. RISK MANAGEMENT

#### 6.1 Table 4: Risks for Sustainability Strategy actions.

Risks	Uncontrolled Risk	Controls	Controlled Risk
Targets for overall energy and water reduction are not met.	High	By providing updates at each panel meeting, Members are able to keep track of overall progress to ensure the Council meets its annual projected reductions and savings commitments.	Low
Increasing energy and water costs for the council puts additional	High	By providing updates at Panel meetings on progress to	Low

<b>Risks</b>	<b>Uncontrolled Risk</b>	<b>Controls</b>	<b>Controlled Risk</b>
pressures on budgets.		reduce energy and water usage and progress on securing the best available energy contracts, Members will be able to assess the work that is taking place to ensure that cost increases are minimised as far as possible.	

## 7. POTENTIAL IMPACTS

- 7.1 This update contains content relating to the sustainable improvement of the Council's buildings and the information collated about them.
- 7.2 No equality impact assessment has been carried out.

## 8. CONSULTATION

- 8.1 None

## 9. TIMETABLE FOR IMPLEMENTATION

### 9.1 Table 5: Timetable

<b>Date</b>	<b>Details</b>
31/03/2017	Completion of current annual plan.

## 10. APPENDICES

- 10.1 None

## 11. BACKGROUND DOCUMENTS

### **Energy Consumption**

- 11.1 Corporate building energy consumption has continued to reduce compared to the baseline over the year. The cumulative percentage saving for the year to the end of October was 11.7%. The monthly gas and electric figures can be found in appendix 1.
- 11.2 Largest increases in electrical consumption compared to the baseline over the period include Braywick Park Sports Centre, St Mary's House and Grenfell Park. Braywick Park Sports Centre is due to the fact that if the biomass boiler breaks down as has happened this year then the backup electrical immersion



system kicks in. St Mary's House is due to the increase in usage of the building compared to the baseline period. Grenfell Park is due to the introduction of a café.

11.3 Largest increases in gas consumption compared to the baseline over the period include the Town Hall, 4 Marlow Road and Pinkneys Green Youth and Community Centre. The Town hall increase is likely due to the boiler controls not working as they should do. This is of course being looked into as part of the Town Hall BMS upgrade project. 4 Marlow Road and Pinkneys Green Y&C Centre are being investigated.

11.4 Overall the energy cost saving for corporate buildings during the current Sustainability Strategy is now just under £250,000. There is 1 year and 5 months left until the end of the Sustainability Strategy (according to the available figures used to calculate the overall saving to the end of October 2016).

#### **Town Hall Solar Performance**

11.4. The Town Hall solar panels are currently performing very well and have generated more electricity from April to December than the year before (1772 kWh more). Also, the generation output was 2.4% higher over this period compared to the cash flow agreed with Cabinet. Further to this the increase in output corresponds to a period of less solar irradiance (2% less). This means that the panels have been working more efficiently in 2016. One reason for this may be the cleaning of the panels in February 2016.

11.5. The solar panels were checked following the fireworks and there where no issues observed with debris or otherwise. The condition of the panels will be checked in February to see if it would be beneficial to have them cleaned again.

#### **RBWM Energy Switch to Save**

11.6. The Energy Switch to Save Scheme results for the October scheme have now been provided. On average our residents saved £280 per household by using the scheme. Overall the final figures show 114 people registered for the scheme and 31 people ended up switching. This is a 27% switching rate for registrants which is good. In total residents who decided to switch are estimated to save £8667 from this auction.

11.7. Moving forward to the next auction 25 potential switchers who didn't switch during the last auction have carried over their details. This will allow them to compare the rates achieved in the February auction to their current tariff.

11.8. The communications for the February auction cycle have now been rolled out. All of the previously used communication channels have been used as before. However, following the approval of a grant the Council has also printed fliers and pop up banners. The fliers have been distributed to libraries, York House and the Town Hall. The pop up banners are set up in the Town Hall, York House, Maidenhead Library and Windsor Library. It is hoped that 100 more people will sign up due to the greater scheme exposure from the fliers and pop up banners.

11.9. The key dates for the February auction are:

- 14<sup>th</sup> February 2017 – Auction date
- 28<sup>th</sup> March 2017 – End of offer acceptance period

It is hoped overall that 200 residents register at this auction and that 54 people switch supplier. Increasing energy prices may well affect the switching rate if there is less of a saving to be achieved.

### **Schools Energy Saving Competition**

11.10. The schools energy saving competition is currently underway with 9 schools taking part. The competition is running over four weeks and is aimed at all levels of the school community from pupils to headteacher. The first two weeks are a baseline period where the schools continue to run as normal. During the second two weeks (commencing 23<sup>rd</sup> January) of the competition schools will be identifying energy wastage and then doing something to reduce the wastage. The energy consumed in the second two weeks will be compared to the energy consumed in the first two weeks to determine the percentage savings achieved. The school with the highest saving will win the competition.

11.11. Schools have been given example energy survey sheets to help them identify energy wastage. The actions that the schools take to reduce energy consumption will mostly be no cost measures, however, if any of the schools are happy to pay a small amount on an energy saving measure they are free to do so. Advice will be available should schools have any questions.

11.12. The Bayliss Trust will be supporting the competition by providing the winners cup, providing press coverage in the local paper and assistance with printing certificates for the runners up.

### **Town Hall Water Usage and Reduction Project**

11.13. The introduction of water AMR at the Town Hall has made it possible to see when water is being used in the Town Hall. Although there is not a full years worth of hourly data the daily usage can be averaged and extrapolated to show a full year since usage remains fairly constant.

11.14. When this extrapolated figure is compared to the 2013/14 baseline figure previously presented to the Panel there is a clear discrepancy of consumption:

	<b>Annual Water consumption (m3)</b>
<b>Town Hall baseline consumption 2013/14</b>	<b>3,816</b>
<b>Town Hall AMR (extrapolated consumption)</b>	<b>10,479</b>
<b>Difference</b>	<b>6,663</b>

11.15. The difference could be down to billing/ metering problems in the baseline year, increased usage of the building, an underground leak or down to increased wastage. Looking at the hourly AMR data it is clear that water is being used when you would not expect it to be i.e. Overnight, Sundays and bank holidays. This indicates a degree of wastage. Further to this, a review of the billing information indicated problems with both the billing and the metering over the baseline period. The baseline was adjusted to try and take

this into account but it could be that the baseline was set too low. There is not any indication of a leak judging from the AMR data at this stage.

- 11.16. Clearly any wastage needs to be curtailed as soon as possible. Since there is no clear indication what is causing the out of hours water usage to be quite as high as it is, it is proposed that initially upgrades are made to the urinal controls. This is because any problems with urinal controls could affect usage out of hours. Other actions such as replacing taps or installing water hippos in cisterns do not affect out of hours usage patterns.
- 11.17. The cost to upgrade the urinal controls to individual bowl sensor controls is estimated to be: £3,120. Individual sensor controls mean that only the used urinal is flushed. This means less water needs to be flushed overall compared to other control types. This should save about £1800 in water costs per annum providing a 1.7 year payback. However, until the urinal water pipework is fully exposed and confirmed suitable for the upgrade, the final costs can not be confirmed. It is likely that there will be an extra expense relating to pipework upgrades. It is therefore proposed that a large contingency is added to the estimated cost of a further £4000. This would bring the project total to £7,120 and a payback of just under 4 years should all the contingency be used. It is recommended that this is approved to allow the works to proceed with the Council's term contractor.
- 11.18. The cost to upgrade standard mixing taps to infrared sensor taps and push taps instead of screw down taps has also been investigated. The aim of this replacement would be to reduce flow rates and the length of time the taps stay on. The total cost of this work is estimated to be: £6,810. Unfortunately replacing the taps is estimated to only save £520 based on current calculations. This equates to a 13 year payback.
- 11.19. Further to the poor payback of the tap replacement the building maintenance manager is not happy about replacing the existing taps as he has had problems with limescale on push taps in the past.
- 11.20. As an alternative to replacing the taps the term contractor stated that the isolation valves could be turned down slightly to reduce flow. This could be investigated as an option, however, this can cause noisy taps if flow is restricted too much. It is recommended that this is trialled to see the effect of the reduction. It is estimated that this would cost £300.
- 11.21. The final area that has been investigated was the installation of water hippos / bricks in the toilet cisterns. They can be installed for an estimated £500 and would provide an annual saving of £1340. Unfortunately the building maintenance manager has some serious concerns regarding reducing the flow to the toilets as there has recently been a number of blockages. It is therefore not recommended at this time that water hippos/ bricks are put in the cisterns.

**Proposed work plan over the next period**

11.22. The work being carried out between now and the next Sustainability Panel will be:

- Instruction of the water control upgrades subject to member approval
- Delivery of the Energy Switch to Save Scheme
- Delivery of the Schools Energy Saving Competition
- Tendering of the corporate building LED upgrade phase 2
- Tendering of the Town Hall BMS project.

**12. CONSULTATION (MANDATORY)**

<b>Name of consultee</b>	<b>Post held</b>	<b>Date sent</b>	<b>Commented &amp; returned</b>
Cllr Coppinger	Lead Member for Sustainability		
Cllr Mills	Chairman of the Sustainability Panel		
Lisa Pigeon	Environmental Health Lead	13/01/17	15/01/17

**REPORT HISTORY**

<b>Decision type:</b> Non-key decision	<b>Urgency item?</b> No
Report Author: Michael Potter, Energy Reduction Manager, 01628 682949	